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UAH Student Handbook 1991-1993

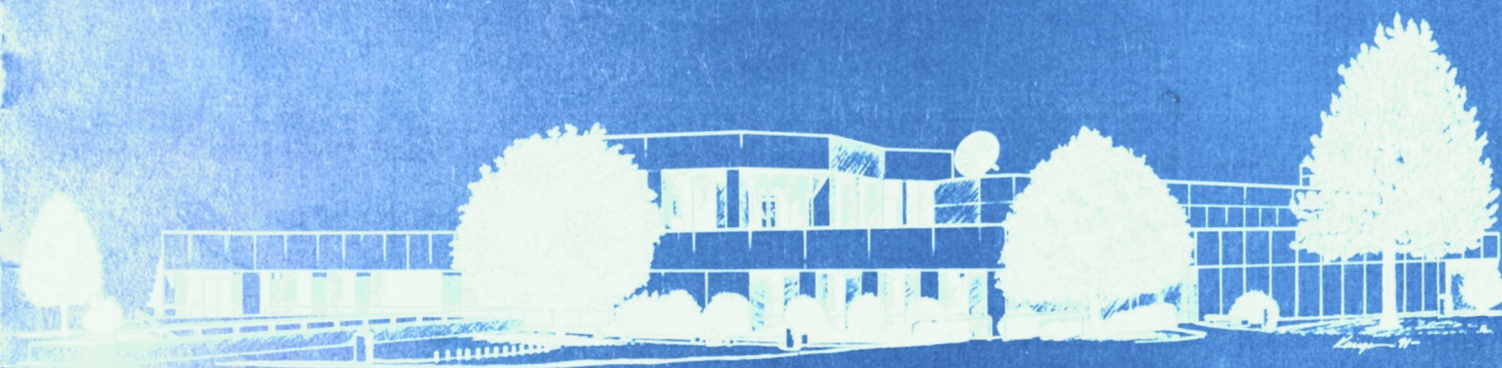
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**The University of
Alabama In Huntsville
Student Handbook
1991-1993**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Mission Statement

INTRODUCTION

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.

UAH recognizes its responsibilities to the Huntsville community and the surrounding region, one of the nation's key centers for governmental and industrial advanced technological research. In meeting those responsibilities the institution provides unusual opportunities for new and creative programs, especially in science, engineering, primary care medicine, and related areas. One of the distinguishing characteristics of UAH is its sustained core of basic and interdisciplinary research, augmented by its research centers which focus on areas of national high priority. Both the research activities and classroom experiences at UAH are supported by contemporary computer technology.

Through the excellence of its academic programs, faculty research and student support activities, UAH provides unique opportunities for the personal and professional development of each student. UAH, through its graduates and its programs, aspires to contribute to economic advancement, cultural enrichment, and quality of life.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Mission Statement

The University of Alabama in Huntsville is a campus of The University of Alabama System. It is a teaching and research institution dedicated to excellence in the promotion of the intellectual, technological, and economic enhancement of the region, state, and nation. The University offers a wide range of academic and professional majors at the bachelor's and master's levels and a specialized selection of doctoral level programs.

The University is committed to developing a faculty of the highest quality, and to providing an environment which facilitates its continued intellectual and professional growth. The University Faculty is, in turn, committed to stimulating the intellectual development of its students.

The institution recognizes its responsibility to prepare its students to take leadership roles, think creatively and critically, and communicate clearly; to respect knowledge and the pursuit of truth; and to engage in the challenge and pleasure of a lifetime of learning. Because of its location in a technologically orientated major population center, UAH offers educational opportunities for traditional students and those individuals who are beyond the traditional college age.

UAH recognizes its responsibilities to the Huntsville community and the surrounding region, one of the nation's key centers for governmental and industrial advanced technological research. In meeting those responsibilities the institution provides unusual opportunities for new and creative programs, especially in science, engineering, primary care medicine, and related areas. One of the distinguishing characteristics of UAH is its sustained core of basic and interdisciplinary research, augmented by its research centers which focus on areas of national high priority. Both the research activities and classroom experiences at UAH are supported by contemporary computer technology.

Through the excellence of its academic programs, faculty research and student support activities, UAH provides unique opportunities for the personal and professional development of each student. UAH, through its graduates and its programs, aspires to contribute to economic advancement, cultural enrichment, and quality of life.

CONCERN	GO TO	LOCATION	PHONE 895-
Information			
Events & activities	Information Desk	Lobby-Univ. Ctr.	6009
Academic & Admission	Gen. Information Desk	Room 124-U.C.	6295
Academic Concerns	Records Office	Room 116, University Center	6750
Application for graduation			
Change of Address			
Change of Name			
Change from Credit to Audit			
Change of Colleges			
Declaration of Major			
Dropping a Class			
Enrollment Certification			
Pass/Fail option			
Pre-Registration			
Transcript Requests			
Withdrawal			
Accounting & Business		Room 350, ASB	6159
Legal Studies			
Accounts Receivable, Student		Room 214, University Center	6222
Administrative Science, College of	Office of Academic Assistance	Room 102, ASB	6024
Admissions, Office of		Room 120, University Center	6070
Advisement			
Academic	Academic Advisement Center	Room 118, University Center	6290
Career	Career Services	Room 212, University Center	6612
Personal	Campus Ministry Association	University Center	880-2074
	Huntsville-Madison Co.	Room 113, University Center	6203
	Mental Health Center	660 Gallatin Street	533-1970
Alumni Affairs Office		University Advancement Bldg.	6085
Application for UAH Graduate School	Admissions Office or Academic Info. Desk	Room 124-UC Room 124-UC	6070 6295
Appeal Form for Parking Tickets	Campus Safety Office	Physical Plant Building	6594

CONCERN	GO TO	LOCATION	PHONE 895-
Art and Art History		Room 314, Robert's Hall	6114
Atmospheric and Environmental Sciences Program		Science Bldg.	6360
Audit a Class	Registration	University Ctr.	6750
Auto Registration	Campus Safety Office	Physical Plant Building	6594
Athletics		Spragins Hall	6144
Racquetball reservations			6144
Information Desk			6586
Ticket Information			6144
Hockey VBCC			533-1953
All other sports			6144
Biological Sciences		Room 144, Science Building	6260
Books and School Supplies	UAH Bookstore	University Ctr.	6600
Bursar (Student Accounts)		Room 214, University Ctr.	6222
Business Administration		Room 102, ASB	6735
Cafeteria		University Ctr.	6137
Campus Mail	Mail Services	Central Rec. Bldg.	6116
Campus Police		Physical Plant Bldg.	6596
Cashier		Room 213, University Center	6222
Career Services		Room 212, University Center	6612
Chemistry Department		Room 140, Science Bldg.	6153
Clubs and Organizations	University Center Director's Office	Room 100, University Center	6445
Communication Arts Dept.		Room 319, Morton Hall	6645
Computer Center		Research Institute	6048
Computer Science Dept.		Room M-34D, Research Institute	6088
Computer Services		Room M-1C, Research Institute	6347
Continuing Education, Division of		Bevill Center	6010
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CONCERN	GO TO	LOCATION	PHONE 895-
Cooperative Education (Co-op),		Room 212, University Ctr.	6741
Day Care Service	University Pre-School Learning Center	4711 Holmes Ave.	837-9553
Education		Room 232-K, Morton Hall	6180
Earth Science		Room 203, Science Bldg.	6605
Economics/Finance		Room 333, ASB	6590
Employment			
On-Campus			
Part-time	Financial Aid Office	Room 124, University Ctr.	6241
Full-time Staff,	University Personnel	Room 108, Madison Hall	6381
Part-time & temp. staff			
Off-Campus	Career Services	Room 212, University Ctr.	6612
(full & part-time)			
Cooperative Education	Cooperative Education Program	Room 212, University Ctr.	6741
Engineering			
Chemical		Room 113, Engineering Bldg.	6154
Civil		Room 113, Engineering Bldg.	6154
Computer		Room 267, Engineering Bldg.	6316
Electrical		Room 267, Engineering Bldg.	6316
Industrial & Systems		Room M-65, Engineering Bldg.	6256
Mechanical		Room 113, Engineering Bldg.	6154
English		Room 220, Morton Hall	6320
Exponent		Room 104, University Ctr.	6090
Finance & Economics Dept.		Room 333, ASB	6590
Financial Aid Information	Financial Aid Office	Room 124, University Ctr.	6241
Foreign Languages and Literatures		Room 333, Morton Hall	6300
Food Service		Room 100, University Center	6445
Fraternity Information	Director's Office	Room 100, University Ctr.	6445
Graduate Studies, School of		Room M-17, Reserach Institute	6002
Graduation			
Filing for	Records Office	Room 116, University Ctr.	6750
Information on	Student Affairs	Room 114, University Ctr.	6700
Ceremony			
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CONCERN	GO TO	LOCATION	PHONE 895-
Handicap Services and Referrals	Student Development Services	Room 113, University Ctr.	6203
Health Insurance	Student Government Association	Room 106, University Ctr.	6375
UAH Medical Clinics		201 Governor's Dr.	536-5511
History		Room 409, Robert's Hall	6310
Honors Program		Room 336, Morton Hall	6450
Housing	Housing Office	606-A South Loop Rd.	6108
I.D. Card	Admission and Records	Room 124, University Ctr.	6070
International Student Services	Admission and Records	Room 119, University Ctr.	6070
Job Referral	Career Services	Room 212, University Ctr.	6612
Learning Resources Center		4th floor, Nursing Bldg.	6512
Liberal Arts, College of		Room 256, Morton Hall	6200
Library Public Services	UAH Library	Library Bldg.	6359
Acquisitions			6497
Administration			6540
Bibliographic Support			6359
Cataloging			6537
Circulation			6530
Government Documents			6526
Reference			6529
Medical Library	Clinical Science Center	109 Governor's Dr.	551-4400
Linguistics		Room 206C, Morton Hall	6320
Lost and Found	Campus Police Dept. Info Desk	Physical Plant Bldg. University Center	6596 6009
Management		Room 342, ASB	6680
Management Information Systems		Room 342, ASB	6510
Management Science		Room 342, ASB	6510
Management/Marketing		Room 342 ASB	6680
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CONCERN	GO TO	LOCATION	PHONE 895-
Mathematics and Statistics		Room 321, Madison Hall	6470
Music		Room 210, Robert's Hall	6436
Natural Science		Room 140, Science Bldg.	6153
Nursing, College of		Room 211, Nursing Bldg.	6512
Optical Engineering		Room 267, Engineering Bldg.	6030
Optical Sciences		Room 138, Science Bldg.	6276
Payment of Bills	Bursar's Office	Room 213, University Ctr.	6222
Parking and Traffic (Information and Appeals)	Campus Safety Office	Physical Plant Building	6594
Philosophy		Room 332, Morton Hall	6555
Physics		Room 138, Science Bldg.	6276
Political Science		Room 250, Morton Hall	6192
Police, Campus		Physical Plant Bldg.	6596
Pre-Med & Dental Advising		Room 329, Science Bldg.	6045
Primary Medical Care, School of	Clinical Science Center	205 Governors Dr.	536-5511
Psychology		Room 126, Morton Hall	6191
Sociology		Room 344, Morton Hall	6190
Sorority Information	Directors Office	Room 100, University Ctr.	6445
Student Affairs, Division of		Room 114, University Ctr.	6700
Student Development Services		Room 113, University Ctr.	6203
Study Skills	Student Development Services	Room 113, University Ctr.	6203
Student Government Association Hotline		Room 203, University Ctr.	6375 6666
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CONCERN	GO TO	LOCATION	PHONE 895-
Tests (ACT, ELPT, GSFLT, MAT, GRE, GED, GMAT, NTE, LSAT, TOEFL, CRT, NLN Profile) Credit by Examination Deferred Exams	Testing Services	Room 203, University Ctr.	6725
Transcripts, copy of	Office of Records	Room 116, University Ctr.	6750
Tutoring (Some academic departments also provide tutorial service)	Student Development Services	Room 113, University Center	6203
UAH Medical Clinics		201 Governors Dr.	536-5511
University Center	U.C. Office	Room 100, University Center	6445
Veterans Affairs Office		Room 116, University Ctr.	6750
Withdrawal from Housing	Housing Office	606-A, South Loop Road	6108
Withdrawal from University or from classes	Records Office	Room 116, University Ctr.	6750
<u>Facilities available for Student Use</u>			
University Center Noojin House	Director's Office	Room 100, University Ctr.	6445
Spragins Hall	Spragins Hall Manager	Front Lobby, Spragins Hall	6586
Classrooms	Institutional Scheduling Office	Room 116, University Ctr.	6110
Housing Recreation Rooms	Housing Office	606-A South Loop Rd.	6108
<u>Student Recreational Programs and Cultural Activities</u>			
Art Exhibits	White Church	UAH Campus	
Art Gallery		University Center Front Lobby	
Spragins Hall (Hours of Operation & Reservations)	Spragins Hall	Front Lobby	6586
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CONCERN	GO TO	LOCATION	PHONE 895-
Gym Tennis Courts Racquetball/Handball Weight room Pool		Spragins Hall	6586 6144
SGA Weekly Activities (Films, Cabarets)	Student Government Association	Room 106, University Ctr.	6666
Intramural Sports	Athletics Dept. Office	Room 205, Spragins Hall	6144
<u>UAH Administration</u>			
Office of the President		Room 118, Madison Hall	6340
Provost and Vice President for Academic Affairs		Room 123, Madison Hall	6337
Vice President for Finance and Administration		Room 130, Madison Hall	6350
Vice President for Research and Associate Provost		Room M-16, Research Insitute	6100
Vice President for Student Affairs		Room 114, Univeristy Ctr.	6700
Vice President for University Advancement		Alumni House	6127
<u>Dean's Offices</u>			
College of Engineering		Room 102, Engineering Bldg.	6474
College of Administrative Science		Room 102, ASB	6735
College of Liberal Arts		Room 256, Morton Hall	6200
College of Nursing		Room 211, Nursing Building	6512
College of Science		Room 203, Science Building	6605
School of Graduate Studies		Room M-14, Research Institute	6002
School of Primary Medical Care		Room 206, Clinical Science Ctr.	539-7757
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COLLEGE/DEPARTMENT	GO TO	LOCATION	PHONE
Pool			
Weight room			
Recreation Hall			
Tennis Courts			
Gym			
GOA Weekly Activities			
(Prime Government)			
Internal Sports			
Office of the President			
Office of the Vice President			
for Academic Affairs			
Vice President for Finance			
and Administration			
Vice President for Research			
and Academic Progress			
Vice President for Student Affairs			
Vice President for University Advancement			
Dean's Office			
College of Engineering			
College of Administration			
College of Liberal Arts			
College of Nursing			
College of Science			
School of Graduate Studies			
School of Primary Medical Care			

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Chapter 1

Student Recreational Facilities



Student Recreational Facilities

1.1 UNIVERSITY CENTER

LOCATION: 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, typing facilities, an information desk, computer terminals, an art gallery and the University Bookstore.

Additionally, the building houses the offices of the Vice-President for Student Affairs, Student Development Services, the Student Government Association, the Exponent, Shadows literary magazine, Admissions and Records, Financial Aid, Academic Advisement, Testing, Co-op Education, Career Services and the Bursar.

Information Desk

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

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

Lounges

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

Game Room

Located in the lower level of the Center, the game room has pool tables 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. Two TV lounges equipped with cable TV are also located in the game room.

Meeting Room

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 planning any conference or meeting.

1.2 UAH BOOKSTORE

LOCATION: Lower Level of University Center
PHONE: 895-6600

HOURS: Monday 9am-6pm
Tuesday-Friday 9am-5pm

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, 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. The Bookstore also sells a complete line of IBM and Apple 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.

1.4 SPRAGINS HALL

BUILDING HOURS: 8am - 10pm Monday through Thursday
8am - 6pm Friday and Saturday
PHONE: 895-6586

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 Athletics Department office, Room 205, or by calling 895-6144 or 895-6586.

1.5 THE UNIVERSITY NOOJIN HOUSE

LOCATION: Holmes Avenue

PHONE: 895-6445

Built in 1950 as the private residence of F. Kenneth Noojin, this house became available to the community through acquisition by The University of Alabama in Huntsville Foundation, which in turn gave the facility to the University. The house is available for receptions, conferences, luncheons, parties and workshops. UAH faculty, staff, students and the community are encouraged to utilize this gracious facility. Reservations and further information are available at the Noojin House, 330 Holmes Avenue or by calling 895-6445.

Student Advising
and
Career Services

Chapter 2 Student Advising and Career Services

2.1 ACADEMIC ADVISEMENT AND INFORMATION CENTER

LOCATION: Room 115
University Center
PHONE: 895-6290

OFFICE HOURS: 7:30am - 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 area of 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. Students are encouraged to maintain contact with their advisors and to take advantage of the advising which the university provides.

Student Advising and Career Services

All freshmen students except those 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 discuss their plans for the next term. These scheduled visits are assigned by an advisor in the Advisement Center. Students who are processed by the Office of Admissions and Records, Undergraduate and/or conditional students must also have scheduled visits each term to the Academic Advisement Center as long as they remain in the conditional student category. Students in the Colleges of 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 advisors are available in the Advisement Center.

Chapter 2

Career Services and Student Advising

Student Advising and Career Services

2.1 ACADEMIC ADVISEMENT AND INFORMATION CENTER

LOCATION: Room 118
University Center
PHONE: 895-6290

OFFICE HOURS: 7:30am - 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 area of 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 conditional students must also have schedules validated each term in the Academic Advisement Center as long as they remain in the conditional 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 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 OFFICE OF CAREER SERVICES

LOCATION: Room 212
University Center
PHONE: 895-6612

HOURS: 8:15am - 5pm
Monday through Friday

The Office of Career Services (OCS) is a key component to a student's total education and experience. Students are encouraged to learn more about themselves and the world of work through direct assistance, resources, and experiential opportunities. The objectives of OCS are to promote early career awareness and exploration; to provide information covering a broad range of career opportunities; to assist students in identifying specific information regarding occupational objectives; to provide information on the procedures of seeking and accepting employment; and to provide opportunities for part-time and full-time employment both during college and upon graduation.

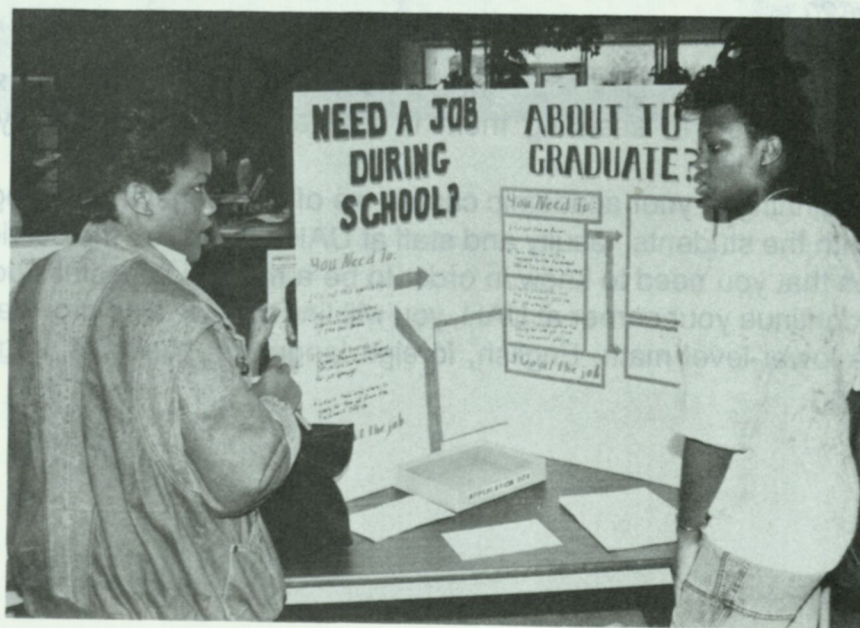
OCS provides professional career planning and employment assistance to the following groups of people, listed by priority:

1. All undergraduate and graduate students currently enrolled at UAH and accepted to and enrolled in a degree program
2. All alumni who have obtained an undergraduate or graduate degree from UAH;
3. Those individuals who possess a letter from the Office of Admissions and Records indicating their acceptance into the undergraduate or graduate program (Career Counseling Only);
4. Faculty, staff, and administration currently employed at UAH.

Services Provided

1. Career Assessment utilizing either a computer interactive program (SIGI PLUS) or a battery of tests (COPSystem) or a computer scored interest inventory (Strong Interest Inventory). A career counselor will work with the student to determine the most appropriate method of assessment.
2. A one credit hour course, Career Exploration (ED 111), is offered twice a year. Through this course, students learn about themselves, the job market, individual occupations, and how to prepare for and conduct a job search. The course is highly recommended for students who are unsure of a major.

3. Individual Counseling appointments for assistance in career planning or in conducting a job search.
4. Workshops on resume writing, interviewing, and job search strategies are scheduled throughout the academic year. (Presentations on any of these topics may also be arranged for any UAH class, student organization or club.)
5. A Career Resource Center that contains information on various occupations, hiring organizations, entry-level salaries, annual reports, industrial directories, military service, federal and state employment, job search magazines and books, job vacancy announcements, and graduate schools.
6. Access to the computerized Guidance Information System that provides information on: employment in Alabama by region; national and state occupational information; two- and four-year college and graduate school information; state occupational training programs; national and state financial aid programs; and armed services information.
7. Off-campus student employment opportunities. OCS acts as a job listing services for employers in the Huntsville metropolitan area who have a need for part-time, full-time, temporary or summer student workers.
8. Placement assistance for graduating seniors, graduate students, and graduates of UAH. OCS provides employers, who are seeking college graduates, with access to candidates registered for placement assistance. Registered candidates are assisted through resume referrals, interview opportunities, and access to a listing of current job vacancies. Students interested in registering for placement assistance should be within at least 9 months of graduation, must provide OCS with 10 copies of their resume and complete a registration form. Registration is voluntary and OCS does not guarantee employment.
9. Career/Job Fairs are held each October and April. These events allow students and alumni to interact with representatives from various organizations. Undergraduates are provided with an opportunity to learn about possible careers within organizations. Seniors, graduate students, and graduates may explore employment opportunities through discussions with representatives and through individual interviews.



2.3 COOPERATIVE EDUCATION (CO-OP)

LOCATION: Room 212
University Center

PHONE: 895-6741

HOURS: 8:15am - 5pm
Monday through Friday

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 at UAH for those students pursuing a graduate degree. The UAH Co-op Program is open to UAH students, regardless of race, color, religion, sex, age, national origin, handicap or veteran status.

2.4 STUDENT DEVELOPMENT SERVICES

LOCATION: Room 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 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.

2.6 TESTING SERVICES

LOCATION: *Room 203
University Center*
PHONE: *895-6725*

HOURS: *8:15am - 5pm Monday and Tuesday
12:45pm - 5pm Wednesday through Friday*

The tests used for admissions, credit by examination, deferred final exams, and placement are administered through this office. Tests include: Accounting Program Admission Test (APAT), the Alabama Department of Education English Language Proficiency Test (ELPT), 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 Graduate School Foreign Language Test (GSFLT), the National League of Nursing Profile Examinations (NLN), 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 Admissions Test (LSAT), and the Test of English as a Foreign Language (TOEFL). Information and applications are also available in the University Center Room 124. Applications and catalogs for the University of Alabama Independent Study program are also available.

2.7 INTERNATIONAL STUDENT SERVICES

*LOCATION: Room 119 University Center
Room M-34 Research Institute*

*HOURS: 8:15am - 5pm
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-34, Research Institute). Students who have F-1 visa status should contact the international student advisor regarding Immigration and Naturalization Service forms which need to be completed. J-1 students should consult the Office of Industrial Security and Immigration Administration for assistance with forms which must be submitted to the State Department of Immigration and Naturalization Service.

Enrollment certification requests 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.



INTERNATIONAL STUDENT SERVICES

LOCATION: Room 119 University Center, Room M-34 Research Institute, University of Alabama at Huntsville, Huntsville, AL 35894-0001. Phone: (256) 890-1234.

Services for international students at The University of Alabama at Huntsville are available in the Office of the International Student Advisor (Room M-34 Research Institute) and the Office of Industrial Security and Immigration Administration (Room M-34 Research Institute). Students who have F-1 visas should contact the International Student Advisor regarding immigration and passport matters which need to be completed. J-1 students should contact the Office of Industrial Security and Immigration Administration for assistance with forms which must be submitted to the State Department of Immigration and Naturalization Service. All foreign exchange students should submit to the Office of the International Student Advisor the documents required for admission to the University. For complete information on other services available, students should contact the appropriate office or department upon his or her arrival at the University of Alabama at Huntsville.

Students who are admitted to the University of Alabama at Huntsville should contact the Office of the International Student Advisor for information regarding the admission process and the requirements for admission to the University.

The Office of the International Student Advisor is located in Room M-34 Research Institute, University of Alabama at Huntsville, Huntsville, AL 35894-0001. Phone: (256) 890-1234.

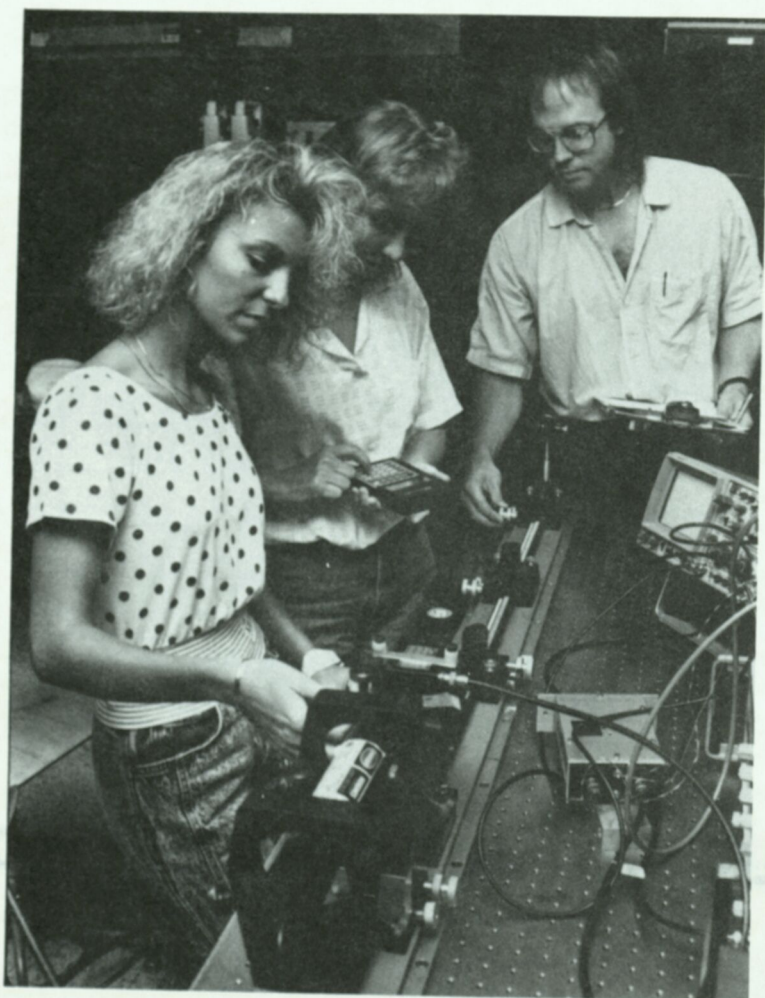
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Chapter 3

Student Support Services and Policies



Student Support Services and Policies

3.1 COMPUTER SERVICES

LOCATION: Room M-10
Research Institute
PHONE: 895-6347

The University Computer Center, located in Research Institute, is available for student usage. Operational hours are as follows:

OPERATIONAL HOURS

MONDAY	8 AM - 1 AM (TUESDAY)	ATTENDED
TUESDAY	1 AM - 8 AM 8 AM - 1 AM (WEDNESDAY)	UNATTENDED ATTENDED
WEDNESDAY	1 AM - 8 AM 8 AM - 1 AM (THURSDAY)	UNATTENDED ATTENDED
THURSDAY	1 AM - 8 AM 8 AM - 1 AM (FRIDAY)	UNATTENDED ATTENDED
FRIDAY	1 AM - 8 AM 8 AM - 1 AM (SATURDAY)	UNATTENDED ATTENDED
SATURDAY	1 AM - 9 AM 9 AM - 6 PM 6 PM - 10 PM 10 PM - 1 PM (SUNDAY)	UNATTENDED ATTENDED RESERVED FOR SYSTEM BACKUP UNATTENDED
SUNDAY	1 PM - 10 PM 10 PM - 8 AM (MONDAY)	ATTENDED UNATTENDED

NOTE: Any variation in the above schedule, due to manpower shortage or unforeseen circumstances, will be announced to the UAH Community via the 2200 sign-on message.

UAH COMPUTER LABS

<u>Location</u>	<u>Hardware</u>	<u>Software</u>	<u>Notes</u>
ASB 214	15 Sperry XT	Lotus 1-2-3 ; XDB; Turbo Basic ; MBPCobol ; First	<u>ASB Hours:</u>
ASB 215	15 Draft Printers	Publisher; VPEXpert; Statistics ; Generic CADD;	M-Th 8a-10p
	21 Zenith XT	Deluxe Paint II; Flow Charting II+;	F 8a-6p S 10a-4p
	21 Draft Printers	First Choice available in both ASB Labs	Jane Forbes 5-6878
CSB 127	16 DEC VT-320	Access to Alabama Supercomputer Network (ASN)	<u>CSB Hours:</u>
	1 SUN 4/280	Access to UAH Campus Network	M-F 8a-5p
	1 VAX 3300		CS Dept. 5-6088
CSB 150	5 Clone 386	Turbo Pascal; Turbo C; Janus Ada; Fortran; Modula2	Access to ASN
CSB 158	10 TI 286	Turbo Pascal; Turbo C; Janus Ada; Fortran; Modula2	<u>EB Hours:</u>
EB 122	1 HP 9000	Fortran 77; Pascal; C; ANSYS (finite element analysis);	M-Th 8a-10:30p
		PHOENICS (fluid flow analysis)	Fri 8a-4p Sat 10a-4p
EB 205	6 Zenith AT	SOFTWARE AVAILABLE TO PC's on EB LAN:	David Coffey 5-6132 EB246a
	15 Sperry XT	[MicroStation PC & Fortran; Wordstar; AutoCAD	Access Alabama SuperComputer
		C; Fortran; Turbo Basic; Math Cad; CC (controls	Network (ASN) and Mainframe
		package); CSP (DE package); LINPRO (Linear)]	via EB LAN
		MicroStation , C , Fortran on Interpro; Spice on HP	
EB 216	8 Interpro 32	None	EB122, EB205, EB216 and
	1 HP 9000	EMS (3D Design & Drafting); FEM (Fin Elem	EB 246 on EB LAN
EB 225/227	24 Clone AT	Mod/Solve); I/NC (Numerical Control); EDS	
EB 246	8 Interpro 220	(Schematic Capture); CSPICE (Analog Circ Design);	
	1 VAX 751	MicroStation (Drafting); Fortran; C	
LIB Circ	6 Macintosh SE	Works; Word; Word Finder; Hypercard; Wingz;	Circ Desk 5-6530
Desk	1 Draft Printer	Powerpoint; More II; MacDraw II; MacPaint II;	Liz Pollard 5-6313
	1 Laser Printer	Superpaint; AutoMac III; Virus Detection	Valid UAH ID Req'd
MDH 213	16 Sperry XT	Turbo Pascal; Turbo C; Fortran; MuMath	<u>MDH Hours:</u>
			M-Th 8a-8p Fri 8a-5p
MH 114	2 Sperry XT	First Choice; SYSTAT; and MYSTAT available in all	<u>MH Hours:</u>
		MH Labs	M-Th 8a-9p
MH 118	15 Sperry XT		Fri 8a-6p Sat 10a-4p
	15 Draft Printers		Dr. Sullins 5-6191
MH 204	21 Sperry XT		
	21 Draft Printers		
NB 4th	7 Zenith XT	Computer assisted instruction on many health related	<u>NB Hours:</u>
Floor	9 Sperry XT	topics ; Budgeting ; Staffing ; Biostatistics; Speed	M-F 8:15-5p
	12 Draft Printers	Reading ; Pascal ; Professional Electronic Recruiting	Evening hours vary
	1 Laser Disk Player	Exchange (PERX System)	Jean Ennis/Pam Patrick 5-6512
	7 Zenith Laptop		Nursing Students Only
	5 Zenith Portable		
RI M20	3 41xx TEK Term'l	EasyGraph ; Plot 10 TCS & AGII ; Disspla ; Disspla	<u>RI Hours:</u>
	1 4692S Copier syst	GKS ; Movie.BYU ; IGL	24 Hours - 7 Days
	1 4207 TEK Term		Comp Serv 5-6347
	1 4662 Pen Plotter		Access to ASN
	1 4170 Processor		Access to Mainframe
RI M25	20 UTS-20 Term'l	Cobol ; Assembler ; Basic ; Fortran ; Pascal ; QLP ;	Access to ASN
	2 4006 TEK Term	PALS ; IMSL ; SPSSx ; other	Access to Mainframe
	1 VT-320 Term'l		
	1 GVT-1220 Term'l		
SB 220	5 Sperry XT	Turbo Pascal ; Turbo C ; Janus Ada ; Fortran ; Modula2	<u>SB Hours:</u>
	1 Draft Printer		M-Th 9a-9p Fri 9a-6p
			CS Dept 5-6088
UC 112	16 UTS-20 Term'l	Access to Univac 2200/402 Mainframe software via UTS	<u>UC Hours:</u>
	2 Sperry XT	Terminals	M-Th 8a-9p Fri 8a-6p
	2 Draft Printer		Access to Mainframe

Compiled by UAH Computer Services.

Winter '91

Interactive terminals are provided in Research Institute, 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. Dial-up service is also available for access from terminals and micro-computers with communications capabilities.

Personal computer workrooms are located in the Engineering Building, Room 205; Madison Hall, Room 213; Morton Hall, Room 118; Science Building, Room 220; University Center, Room 112; and a Macintosh lab in the Reserve Room of the library. The personal computers in these workrooms may be used by students, faculty and staff.



3.2 FINANCIAL AID

LOCATION: Room 124
University Center
PHONE: 895-6241

HOURS: 8:15am - 5pm
Monday through Friday

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

1. The primary purpose of our Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend The University of Alabama in Huntsville.
2. Financial assistance consists of scholarships, grants, loans and employment, which may be offered to students in various combinations or on a separate basis.
3. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from the University is viewed only as supplementary to the efforts of the student and the family.
4. In selecting students to receive financial assistance, the University shall place primary emphasis upon need, character, future promise, and academic achievement.
5. A student who seeks financial aid shall provide a reasonable part of the total amount required to meet college costs.
6. The total amount of financial assistance offered a student by the University shall not exceed the financial need.
7. All other statements of purpose and policy may be found in the UAH Financial Aid Office publication: Student Financial Aid.

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

1. be enrolled or accepted for enrollment as a regular degree-seeking student;
2. have U.S. citizenship or permanent residence;
3. maintain satisfactory academic progress;
4. be enrolled at least half-time;
5. not be in default on a loan or owe a repayment to a grant at The University of Alabama in Huntsville or other institution;
6. file 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. All Pell Grant students as a condition of the grant must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances during the period of the grant.
2. Loan - Perkins Loan, Stafford 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 work program. 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, Perkins Loan Program, the Nursing Traineeship Program, and the Stafford 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, April 1, for the upcoming 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
Family Practice Center
201 Governors Drive, S.W.

HOURS: 8am - 5pm
Monday through Friday

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 Patient Services between the hours of 8 am and 5 pm, Monday through Friday (telephone 551-4562 or 551-4563). Students will be assigned to family practice doctors in the UAH Medical Clinics.

Students Eligible

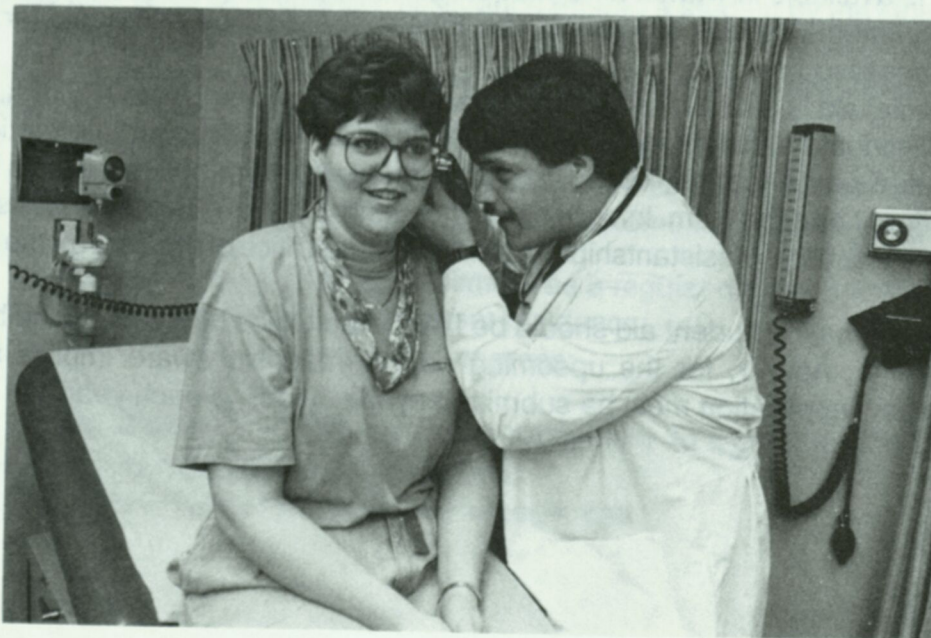
Students must be registered for four credit hours or more per term and have a current UAH student ID card.

Clinic Hours

Clinic hours are from 8 am to 5 pm, Monday through Friday. Students are encouraged to call in advance (536-5511) for an appointment. 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 will be applied to any amount not paid by the policy. Other charges (lab, x-ray, pharmacy) cannot be discounted.



3.3.2 UAH WELLNESS CENTER

LOCATION: 113 University Center
PHONE: 895-6775

HOURS: 8:15am - 5pm
Monday - Friday

UAH students with minor illnesses and injuries may be seen at the Wellness Center located in room 113 of the University Center. Walk-ins and appointments are welcomed.

The basic charge is covered in the student health fee; however, laboratory costs will be billed to the student at a modest charge.

The Wellness center is open Monday through Friday 8:15 am to 5:00 pm. Extended hours of operation will be announced each term in the Exponent. The phone number is 895-6775.

3.3.3 MEDICAL EMERGENCIES

Should a medical emergency arise anywhere on campus, the following procedures have been approved and should be followed.

Emergency Situations - In the case of an emergency or injury requiring more prompt attention, the Campus Police Office should be notified immediately. The police officer will then assist the injured party in the selection of an appropriate treatment facility. If it is a serious injury or the injured party is not able to assist in the selection of treatment options, the local ambulance service should be called. The available options for prompt medical treatment include the following:

- The police officer may call the ambulance service (HEMSI) to transport patient to the emergency room.

- The Campus Police Office may assist the injured party in locating the patient's personal physician.

- The police officer may contact the UAH Wellness Center (895-6775) or the UAH Medical Clinics (536-5511). During normal office hours, the intake nurse can make arrangements for appropriate treatment. During off-duty hours, the answering service (536-5511) will, in an emergency, reach the physician on call, who will then make arrangements for the patient to be seen.

3.3.4 POLICY ON ACQUIRED IMMUNE DEFICIENCY SYNDROME

I. Introduction

Acquired Immune Deficiency Syndrome (AIDS) represents a serious public health concern, and, for that reason, it is appropriate that The University of Alabama in Huntsville develop guidelines for the education and protection of both individuals and the university community at large.

This policy is intended to address the management of AIDS issues related to students, faculty or staff at the University. Hereafter, AIDS, ARC (AIDS-Related Complex), or positive HIV antibody test will be referred to by the term "HIV".

These policies are based on the most current available medical information. This information includes the fact that: 1) there is no evidence that AIDS is spread by ordinary interpersonal contact; 2) the causative virus, HIV, is fragile and will not survive on environmental surfaces, in the air, on personal articles, or on eating utensils; 3) the transmission of HIV requires the exchange of body fluids, such as occurs in intimate sexual relationships, or from exposure to blood or blood products from an infected person.

It is clear that much is yet to be learned about this disease. The likelihood that more knowledge about HIV will be acquired over time means that these policies should be reviewed regularly for consistency with current knowledge.

II. General Policies

A. This policy applies to all students, faculty and staff of The University of Alabama in Huntsville.

B. An individualized approach will be utilized to consider each situation as it arises in order to provide the maximum support to infected individuals and protection for the welfare of the community.

C. Actions taken by the University will comply with the applicable laws relating to public health practices and rights of individuals to privacy and confidentiality.

D. The procedures regarding illness and disability, as found in the faculty, staff and student handbooks, will be followed.

E. The University shall conduct an ongoing educational program designed to provide students, faculty, and staff with basic information about AIDS. The programming will be specific and utilize the most current scientific and medical information available. The educational programs will address both information about contagion and prevention measures.

F. Responsibility for implementation of this policy rests with the chair of the AIDS Management Team (AMT).

III. Specific Policies

A. Consideration of the existence of HIV will not be part of the initial decision for admission to the University or employment with the University.

B. University officials will not undertake programs of screening newly admitted or current students for antibodies to HIV, neither will mandatory screening of employees be implemented. The University will not attempt to identify those in the high-risk groups so as to undertake screening of those individuals.

C. Infected persons shall not be excluded from enrollment or employment or restricted in their access to University facilities or services unless a medically based judgment in an individual case establishes that exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the University community.

D. Any person who has HIV has an obligation to advise a member of the AMT.

1. The reporting of this information will be handled in a strictly confidential manner, subject to legal requirements and policies in effect in the University. The University is obligated by law to disclose to public health officials information about all confirmed cases of AIDS, ARC or positive HIV antibody. Persons with HIV will be treated in a sensitive, private manner. Information about individuals infected with HIV will be disclosed only to persons on a "need to know" basis.

2. Persons who know, or have reasonable basis for believing, that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the University community.

E. Any person who has reasonable evidence to believe that someone has HIV has an obligation to advise a member of the AMT. The reporting of this information will be handled in a strictly confidential manner.

F. No institutional officer will be asked, as a requirement of his or her position, to compromise the confidentiality of information about students or employees with AIDS, ARC or positive HIV antibody test.

G. UAH Medical Clinic staff will be familiar with sources of testing for antibodies to HIV, and will respond to students or employees requesting such testing. Health care providers will understand the capabilities and limitations of the test and will be able to counsel those desiring to be tested or to refer them to counseling sources elsewhere.

H. Decisions about students with HIV who desire to live in University-owned housing will be made on an individual basis.

1. A student shall not be denied the opportunity to live in University-owned housing solely on the basis of a diagnosis of infection.

2. Changes in room assignment or removal from housing will be made on an individual basis when it is determined that:

- a. the student has communicable opportunistic infections, or is showing other symptoms of illness and requires care which cannot reasonably be provided in the University housing setting;
- b. the student is demonstrating symptoms, needs or behavior which are inappropriate in the University housing setting and can not reasonably be accommodated; or
- c. the student presents a risk to self or other residents.

I. The University shall widely publicize and carefully observe safety guidelines (such as "universal precautions") established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions, in all health care facilities maintained by the University and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and laboratory facilities).

J. All students, faculty and staff must use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of any person. Recommendations by the Centers for Disease Control (CDC) concerning "universal precautions" must be utilized by all students, faculty and staff in the university and clinical settings.

IV. AIDS Management Team

A. The AIDS Management Team shall report to the President of The University of Alabama in Huntsville.

B. The AIDS Management Team shall have the following functions and responsibilities:

- 1. Be informed about developments concerning HIV and the medical, biological, legal, fiscal, public relations, and ethical aspects of the disease as such aspects relate to the University and the campus community.
- 2. Advise and make recommendations to the University, as appropriate, concerning educational programs and prevention measures about AIDS which may be undertaken for the benefit of the campus community.
- 3. In order to balance the needs of HIV-infected individuals and the needs of the community, the AMT shall:

- a. receive information about individuals within the University community who are, or are suspected of being, infected with the HIV virus;
- b. assure that a known or suspected HIV-infected individual is encouraged to seek appropriate counseling and medical treatment;
- c. advise and make recommendations to the University, as necessary and appropriate, making certain that the legal rights of a known or suspected HIV-infected individual are respected by the University;
- d. advise and make recommendations to the University, where legally permitted, to protect the health of other members of the University community who may be at risk from the HIV-infected individual.

C. The AIDS Management Team shall be composed of the following representatives who will be appointed by the President:

- 1. A physician representing the University.
- 2. A lawyer for the University.

3. A representative from the College of Nursing.
4. An administrator representing the President.
5. A scientist knowledgeable about HIV.
6. A physician representing the infected individual, as needed.

D. The Chair of the AMT shall be appointed by the President.

— The Chair will, in coordination with the Director of University Relations, serve as the University spokes-person to the public in all matters relating to the management of individuals with communicable diseases at the University.

3.3.5 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 obtained in 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.

3.3.6 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.

3.3.7 HANDICAP SERVICES

The University of Alabama in Huntsville is committed to meeting the bona fide educational needs of enrolled students with physical or mental impairments, in accordance with the standards of the Rehabilitation Act of 1973. The University will operate its programs and construct its facilities in such a manner as to ensure accessibility for such handicapped students. When the need is made known to the University, appropriate academic adjustments will be made and auxiliary educational aids will be secured as necessary to prevent discrimination against handicapped students. The specific accommodation to be provided and the method by which it will be supplied will be determined on a case-by-case basis.

The Vice President for Student Affairs has been designated by the University as the official responsible for coordinating the institution's implementation of this policy and its compliance with the Rehabilitation Act. Assistance to handicapped students is made available primarily through the Office of Student Development Services.

A student with a complaint relating to the activities of the University under this policy

should contact the Counselor for Handicapped students in the Office of Student Development Services. Information will be given to the student there concerning the procedure to be used in seeking resolution of the complaint.

The Office of Student Development Services offers a variety of services and accommodations to assist disabled students with eliminating the barriers they encounter in pursuing higher education. Our main objective is to provide access to academic, social, cultural, recreational and housing opportunities at The University of Alabama in Huntsville.

The services offered encourage disabled students to achieve and maintain autonomy. Prospective or new students are encouraged to contact this office before enrolling in order to assure that UAH facilities and services are adequate to meet their individual needs.

The University of Alabama in Huntsville is committed to providing educational opportunities to academically qualified disabled students and complies with Section 504 of the Rehabilitation Act of 1973.

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.

3.3.8 CAMPUS MINISTRY ASSOCIATION

LOCATION: Campus Ministry Association
PHONE: 880-2074

HOURS: 8:30am - 4:00pm
Monday through Friday

The Campus Ministry Association, an interfaith cooperative providing various ministries to the UAH community (students, faculty, and staff), offers counseling services free of charge on an as-needed basis. Services normally offered can be categorized as: 1) counseling; 2) crisis intervention; and, 3) pre-marital and marriage counseling. Services are provided by the Director and 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.

3.4 HOUSING

LOCATION: Apartment 606-A
South Loop Road
PHONE: 895-6108

HOURS: 8:15am - 5pm
Monday through Friday

The University of Alabama in Huntsville offers a variety of housing facilities to meet the needs of its diverse student population. Central Campus Housing, to be open for the fall semester, 1991, is a seven-story, somewhat traditional residence hall located directly adjacent to the University Center and in proximity to the library, Spragins Hall, Roberts Hall, the Science Building, the Nursing Building, and the Administrative Science Building. All entering freshmen and sophomores requesting housing are assigned to this new hall. Each

student lives in an air-conditioned, carpeted private room in a four-person suite and shares a bath with one other suitemate. Suites, accessible from the ground-floor building entrances by an elevator or by stairs, are furnished with a mini-kitchen (small refrigerator, microwave oven, and sink), dining/study table and chairs, sofa, and easy chairs. Each bedroom has a twin bed, wardrobe, desk with computer keyboard drawer, bookshelf, chest, and study chair. Laundry facilities, a recreation room, a study room, and mail service are available in the building; the residence is connected by a covered walkway to the University Center facilities, including the cafeteria, game room, bookstore, and various student activities office and meeting rooms.

All visitors must register and present picture identification at the security/information desk, which is staffed around the clock. All guests shall be escorted. Visitation may be limited on certain floors, according to guidelines determined by the residents of each floor.

Southeast Campus Housing, a cluster of nine three-story residences located on South Loop Road near Madison Hall and most engineering and science classrooms, accommodates some single upper class students in double room in three-bedroom suites and student families in one or three bedroom apartments. Graduate students can be accommodated in one-bedroom apartments. Each three-bedroom unit has a living room, full kitchen with refrigerator, range, oven, and sink, dining area, and double bathroom with an adjoining vanity area. Suites are air-conditioned and carpeted and are furnished with a loveseat, lounge chairs, end tables, and a dining table and chairs. Bedrooms have extra-long twin beds, study desks and chairs, nightstands, and a built-in closet. All Southeast Campus Housing residents have the use of a laundry room with coin operated washers and dryers and pay telephones, a mailroom, and a study lounge. Ample parking is available adjacent to the residences, and there is a sandpit volleyball court in the center of the, Southeast complex. University housing facilities are close to University Place Elementary School and to numerous shopping areas. Housing for disabled students is available in each of the residence areas.

University Housing is administered by the Director of Housing and a professional staff; within each residence area is a staff of student Resident Assistants. The RA's develop activities and programs, provide assistance to student residents, and help create a residential community which contributes to effective student learning, personal and social growth, and responsibility.

Anyone who has been admitted as a student to UAH is eligible for University Housing. You may apply for housing before you have been admitted, although final housing assignments are contingent upon confirmation of admission. Assignment priority is based upon the date of receipt of your application and housing deposit. The University Housing Lease is for a nine-month academic year period (September - June) with a separate summer lease available for certain facilities. Housing charges are due when tuition is due each academic term. Applications, current rates, and additional information are all available from the Housing Office at 606-A South Loop Road (205/895-6108). Housing tours may be arranged by appointment through the Housing Office.

3.5 LIBRARY

PHONE: 895-6530

HOURS: 8am - 10pm Monday - Thursday
8am - 6pm Friday
10am - 6pm Saturday
1pm - 10pm Sunday

General Information

The University of Alabama in Huntsville Library is open to all. Circulation privileges are available to The University of Alabama System's faculty, staff, and students, as well as the faculty and students of Alabama A & M University, Athens College, Calhoun Community College, and the faculty of Oakwood College. Members of the community may acquire a borrower's card at the circulation desk for a nominal fee.

The library provides a number of 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. A MacIntosh computer lab is located in Room 139. The on-line library catalog, PALS, can be accessed from any computer terminal on campus that has access to the mainframe computer. To arrange other special services, call 895-6359.

There is an outdoor bookdrop located near the southeast entrance for the return of books. Materials that would be damaged by books 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 90 days. Overdue fines accrue at the rate of ten cents per day. All fines must be paid before registration for the following term.

3.6 PRESCHOOL LEARNING CENTER

LOCATION: 4711 Holmes Avenue
PHONE: 837-9553

HOURS: 6:30am - 6pm
Monday through Friday

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

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

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

3.9 VETERANS AFFAIRS

*LOCATION: Room 116
University Center*

PHONE: 895-6750

*HOURS: 8:15am - 5pm
Monday through Friday*

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

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

3.7. CAMPUS POLICE DEPARTMENT

PHONE: 885-5550

LOCATION: Physical Plant Building
PHONE: 885-5550

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 with parking tickets 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.

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Soft drinks and snacks are offered campus-wide in vending machines. The selection 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 the Director of the University Center and Auxiliary Services, Room 100, University Center.

3.9. VETERANS AFFAIRS

HOURS: 8:15am - 5pm
Monday through Friday

LOCATION: Room 116
University Center
PHONE: 885-5750

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

It is the student's responsibility to remain in good standing with the Veterans Administration and to respond to a notification of changes in regulations. For additional information, write to: Veterans Administration Regional Office, 47 South Court Street, Montgomery, Alabama 36104.

For more information, contact the Veterans Affairs Office, Room 116, University Center, UAH, 4301 University Blvd., Huntsville, Alabama 35894.

Chapter 4

Student Activities and Programs



Student Activities and Programs



4.1 ATHLETICS

LOCATION: Room 205
Spragins Hall
PHONE: 895-6144

HOURS: 8:15am - 5pm
Monday through Friday

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

For men and women:

- Basketball
- Crew
- 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 four 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 15 UAH athletes to All-American teams.

UAH students with current, validated ID cards are admitted to all regular season UAH campus athletic events. Students with a current validated ID card are also admitted 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: 895-6144*

*HOURS: 8am - 5pm
Monday - 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, bowling, floor hockey, and volleyball. Individual activities include golf, racquetball, tennis, and weight lifting.

To participate in the intramural program, an individual must be a currently enrolled UAH student, possess a validated photo ID card, and have health insurance prior to participating in the intramural program.

The intramural program is operated through the Department of Athletics office, Room 205. For more information concerning intramural activities, call 895-6144

4.3 STUDENT GOVERNMENT ASSOCIATION

*LOCATION: Room 106
University Center
PHONE: 895-6428*

*HOURS: 8:15pm - 5pm
Monday through Friday*

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

The SGA is also responsible for developing and sponsoring programs which will enrich the student's cultural, intellectual and social life. Each student enrolled at UAH is automatically a member of SGA. An executive branch and a 20-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 ASSOCIATION OF CAMPUS ENTERTAINMENT

The Association for Campus Entertainment (ACE) presents student activity programs for UAH through its seven activity boards. The purpose of ACE is to provide entertainment as well as to enhance a student's cultural, intellectual and social life.

ACE also provides the students with a telephone information service known as "The Source", which can be reached at 895-6666.

The activity boards contained in ACE are as follows:

Cabaret

The ACE Cabaret Series presents various types of live performers to UAH, from comedians to magicians. Past entertainers have included Eddy Strange, Wayne Cotter, and Emo Phillips, and future shows promise to be as exciting as ever.

Cabaret also operates "Mom's" - UAH's only nightclub. Each Thursday night, Mom's provides live entertainment and free refreshments for a dollar. The coffee house is conveniently located in the University Center. Bring your friends to hear nationally known comedians and musicians or participate in "Mom's" amateur contest! It's the hottest place on campus.

Performing Arts

University Playhouse is among the many fine theatre companies in Huntsville. Its reputation is known throughout the Southeast. Productions have included "The Rainmaker", "Extremities", and "Murder in the Magnolias", among others. University Playhouse presents a wide range of successful plays, from musicals to comedies to dramas. In addition to fine plays, ACE presents drama workshops and renowned performing arts groups for the University Community.

Film and Video.

The Film Series consistently provides a wide variety of quality films which appeal to the broad spectrum of UAH students. Film genres include classical, horror, comedy, adventure, and drama. In addition to weekly screenings of several types of films, festivals featuring specific performers or directors are shown each term. Special features to watch for include midnight movies, free food nights, the "Rocky Horror Picture Show", outdoor films, and "dive in" movies. The intent behind the series is to entertain as well as provide students with a wide cultural background in films and to give students an opportunity to investigate the social and economic importance of film as an art form.

Lectures and Symposium

The ACE Lecture Series serves as an extension of the classroom and helps bring together the academic and social environments within the University, presenting speakers on the serious issues of today. We also bring stars and speakers from popular television shows and motion pictures. Past guests have included Adrian Cronauer, George Takei and James Doohan from "Star Trek," Spanky McFarland, Phyllis Schlafley, and Sarah Weddington.

Special Events

Special Events committee is responsible for planning annual events such as Homecoming, Octoberfest, and Springfest, which is the culmination of a year's worth of activities. Springfest is mandatory for students seeking fun! All activities are planned around a central theme; there will be food, fun, games, fun, carnival-type booths, fun and more fun!

Publicity and Promotions

The Publicity and Promotions Directors cooperate to inform potential audiences of all programs that the other ACE Activity Boards are bringing to campus. Radio, television, and printed materials are all utilized in the effort to publicize ACE programs.

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 Pi Mu (Industrial Engineering)
Alpha Psi Omega (Theater)
Eta Kappa Nu (Electrical Engineering)
Omicron Delta Epsilon (Economics)
Omicron Delta Kappa Honorary (Students with high degree of leadership in collegiate and related activities)
Order of Omega (Sorority and Fraternity)
Phi Alpha Theta (History)
Phi Beta Kappa (Scholarship)
Phi Beta Lambda (Business)
Phi Delta Kappa (Education)
Phi Kappa Phi (Superior Scholarship in all academic disciplines)
Phi Sigma Iota (Foreign Language)
Pi Kappa Delta (Forensics)
Pi Sigma Alpha (Political Science)
Pi Tau Sigma (Mechanical Engineering)
Psi Chi (Psychology)
Sigma Pi Sigma (Physics)
Sigma Tau Delta (English)
Sigma Theta Tau (Nursing)
Tau Beta Pi (Engineering)
Upsilon Pi Epsilon (Computer Science)

Departmental Clubs

Accounting Club
American Institute of Aeronautics and Astronautics
American Institute of Chemical Engineers
American Institute of Industrial Engineers
American Marketing Association
American Society of Civil Engineering
American Society of Mechanical Engineering
Association of Computing Machinery
Association of Nursing Students
Biology Club
Chemistry Club
Forensic Club
German Club
History Forum
Institute of Electrical and Electronic Engineers
Le Cercle Francais
Mathematics Club
Medical Student Association
Music Educators National Conference
National Association of Accountants
National Association of Business Economists
National Management Association
Political Science Club
Public Relations Council of Alabama Student Chapter
Slavo-Slavic Club
Society of Ancient Languages
Society for Industrial and Applied Mathematics
Society of Physics Students
Spanish Club
Student Alabama Education Association

Student Health Care Professionals

National Sororities and Fraternities

Panhellenic

Alpha Kappa Alpha
Chi Omega
Delta Sigma Theta
Delta Zeta
Kappa Delta
Sigma Nu - Colony Status

Inter-Fraternity Council

Alpha Phi Alpha
Alpha Tau Omega
Delta Chi
Kappa Alpha Psi
Pi Kappa Alpha

Service Organizations

Circle K
Lancers
Resident's Advisory Council
Student Government Association

Special Student Interest Clubs and Organizations

Amateur Radio Association
Ballroom Dance Club
Black Students Association
Boost Alcohol Consciousness Concerning the Health of University Students (BAACHUS)
Chinese Student Association - Mainland
Chinese Student Association - Taiwan
Chess Club
Choir
College Republicans
Data Processing Management Association
Die Deutsche Student Organization (German)
Financial Management Association
Frisbee Club
Gays and Friends
General Union of Palestine Students
Indian Student Organization
Japanese Language Club
Jazz Ensemble
Karate Club
Korean Student Organization
Medical Careers Club
Model United Nations
National Society for Black Engineers
Pep Band
Society of Women Engineers
SOTA (Students Over the Traditional Age)
SEDS (Students for the Exploration and Development of Space)
Village Singers
Wind Ensemble
World Issues Society

Sports Clubs

Crew Team
Rowing Club

Student Religious Organizations

Baptist Student Union
Campus Ministry Association
Christian Student Organization
Fellowship of Christian Athletes
Muslim Student Association

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 or staff 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 or staff advisors.
5. The written constitution, after approval by the membership and faculty or staff 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 in-

formation 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 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 the 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 on the general operation of the facility. The board is composed of five student members and five members from the faculty, staff and alumni.

University Commencement Committee

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

4.4.1 FILLING VACANCIES IN STUDENT POSITIONS ON UNIVERSITY COMMITTEES

It is the policy of the University to fill vacant student positions on University committees in an appropriate and timely manner. When positions that are elected at large and positions representing individual schools and regularly filled by student elections are not filled, these positions will be advertised and appointments will be made by the Student Government Association in conjunction with the Vice President for Student Affairs. A copy of the complete policies and procedures for filling vacancies in student positions is available in the Office of the Vice President for Student Affairs.

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.

Shadows is an art and literary magazine. Shadows 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 Shadows. Anyone wishing to submit art or literature for consideration for the next issue can bring or mail his or her work to the Shadows 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, coordination, and general oversight of these student publications.

The Publications Board promotes the highest standards of journalism 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 in accordance with established guidelines. The board provides student publications with guidelines for financial structure, with long-term planning and with uniform procedures for officer selection.

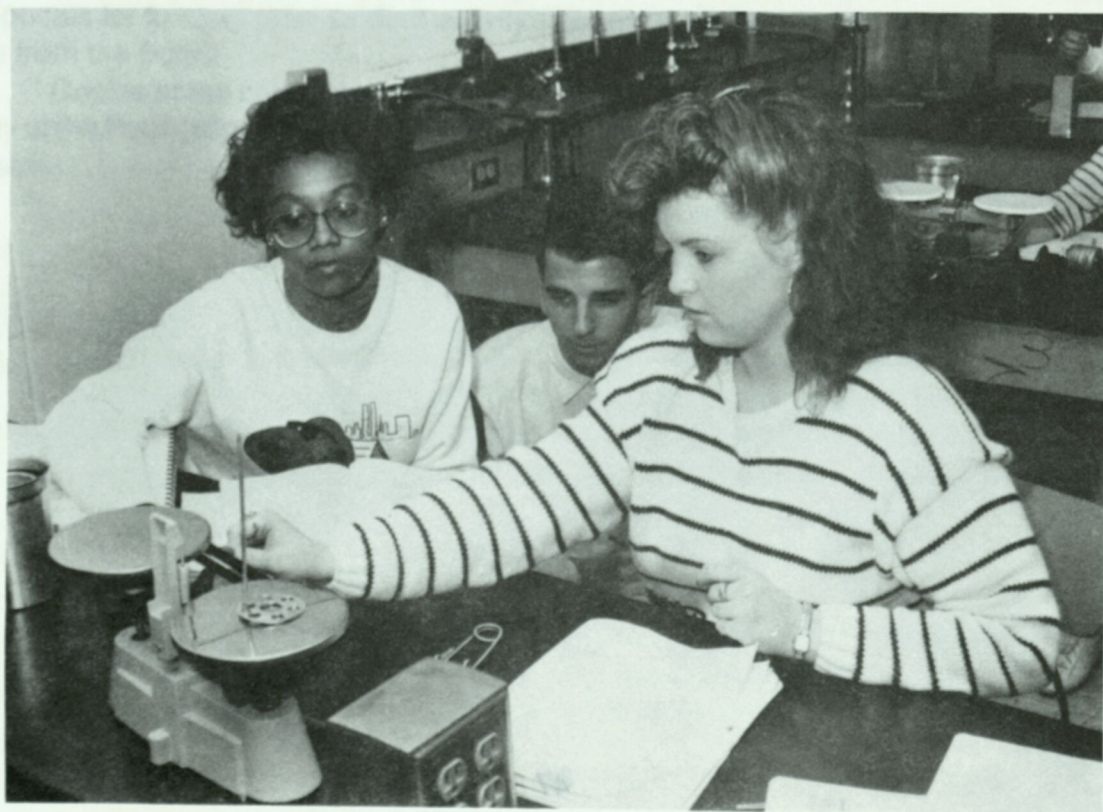
The Publications Board shall have jurisdiction only over those complaints alleging acts or omissions relating to the student's official duties in connection with the publication. Other complaints shall be referred to the University Judicial Board or cognizant institutional officials, as appropriate.

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



Academic Policies

5.1 REGISTRATION

Dates of early and open registration are listed in the UAH calendar. Any continuing, returning or new 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, Nursing, and Administrative Science 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 the timetable 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 courses 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/departments chairperson. At that time the complete advising folder will be transferred from the Academic Advisement and Information Center to the relevant dean's 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 Services or Student Development 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 Examination Program (CLEP), and departmental examinations. Credit by examination is not allowed: (1) to receive credit when a student has successfully completed a course at 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, History, Mathematics, Physics, 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 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.

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

5.8 STUDENT COURSE LOADS

A full-time undergraduate student is one who is enrolled in courses totaling at least 8 semester hours a term. The maximum number of semester hours in which a student will be permitted to enroll in one term is 13 (10 for graduate Students), 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 a 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 Schedule Adjustment 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 drop before class a Schedule Adjustment Form must be submitted before the first day of the term.
2. Except in the case of (1), removal of a course after the first day of the term 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 a course to schedule.
4. Change from audit to credit.

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 Schedule Adjustment 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, the 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 or 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 Schedule Adjustment 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.

7. Students who receive Financial Aid benefits must secure the approval of director of financial aid prior to withdrawal if their hours drop below half time status.

8. It is the student's responsibility to see that the form is returned to the Office of Student Records with the appropriate signatures.

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 an F.

X-Excused Absence from Examination

Assigned by the instructor when a student completes all course requirements except the final examination. This grade becomes an F unless the examination is completed by the time of the announced deferred examination date at the beginning of the term of the next regular enrollment of the student. Scheduled deferred examinations time allows for only one examination. If a student received more than one X, he should make arrangements directly with course instructors to make up additional exams.

W-Withdrawal

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

WF-Withdrawal Failing

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

Other Grades

A grade of S (satisfactory) or U (unsatisfactory) is assigned in all noncredit courses and in some specified credit courses.

A grade of P (passing) or F (failing) is assigned in some courses. (See Pass-Fail System.)

Change of Grade

Grades submitted to the Office of Student Records can be changed only by submission by the instructor of a Change of Grade form containing a written explanation of the change. The Change of Grade form must be approved by the Department Chair and 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 containing the student's written consent to release of the grade 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

An undergraduate student may not repeat a course in which the grade of C, P or better is received with the exception of courses designated that may be repeated for credit. Concurrent registration for multiple sections of a course is disallowed.

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 towards graduation except for courses otherwise designated.

There is no limit on the number of times a graduate student may repeat a course. However, some colleges may have restrictions overriding this graduate policy.

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 of study 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 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, 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.

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 or better 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 is disqualified for readmission on an indefinite basis. After a period of one year, such student may petition for readmission.

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 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 in the undergraduate catalog, or in the 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 Office of Student Records.

5.17 TIME TO COMPLETE DEGREE PROGRAM

The degree requirements for graduation are normally those specified in the catalog in effect when a student first enters UAH as a degree seeking student. At any time during

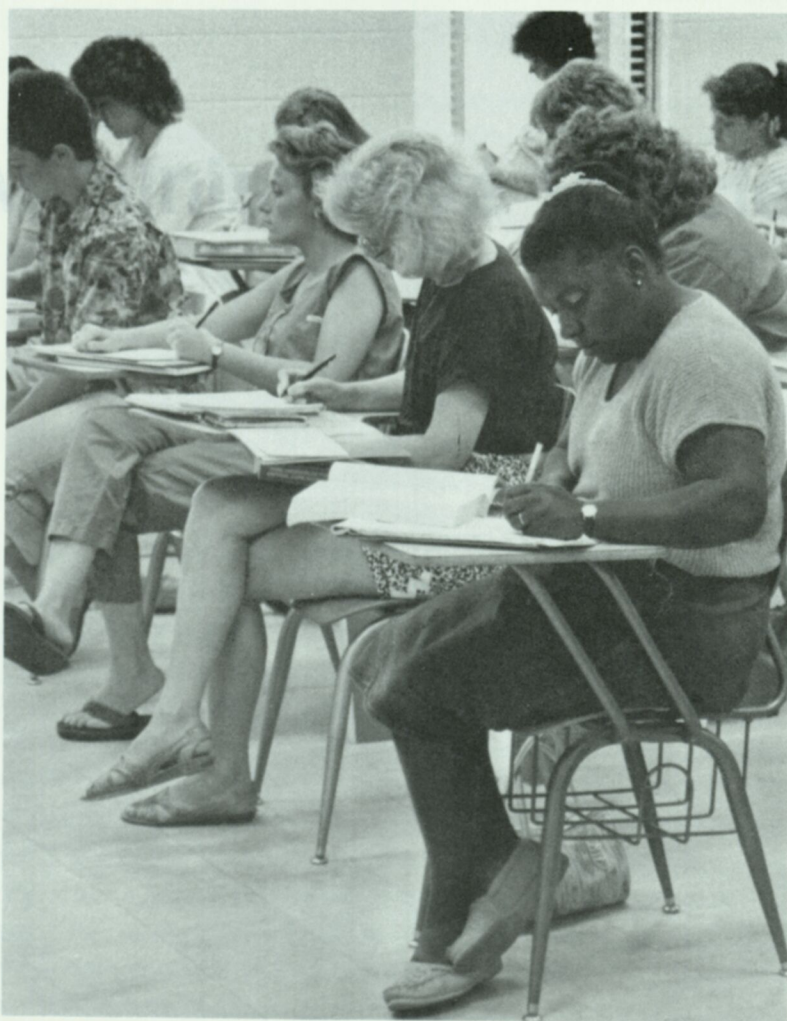
the student's enrollment that requirements for graduation are changed, a student may elect to graduate under the new requirements.

If the student does not complete requirements for graduation within seven years from the day of entry or seven years from the date of the catalog chosen, the student must then change to the catalog in effect and meet the requirements as specified. If a student breaks enrollment for a period of at least 24 months, the student must then change to the catalog in effect at the time of re-enrollment and meet the requirements as specified.

Any exceptions to this policy must be approved by the student's faculty advisor and college dean with the proper notation filed in the student's program of study in the Registrar's office. At any point in which a change in catalog becomes necessary, a new program of study must be completed and proper notation filed in the Registrar's Office.

5.18 ACADEMIC APPEALS

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



Chapter 6

Policies

6.1 DRUG AND ALCOHOLIC BEVERAGE POLICY

The University of Alabama is committed to providing a learning environment free of illegal drug and alcohol use. University policy forbids the possession or consumption of alcoholic beverages by a student or persons 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 the University policy. Activities of this kind may subject a student to both criminal prosecution and campus disciplinary action. (See Code of Student Conduct.)

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

Possession, use, or distribution of non-prescribed controlled substances that are illegal drugs as defined by federal and state law is forbidden on University property. Such activity constitutes a violation of University policy under Article VII, Article 10.

Administrative Policies

In compliance with the federal Drug Free Schools and Communities Act, all UAH students are provided annually a written statement by the University setting forth in greater detail the UAH disciplinary sanctions which may be imposed for unlawful drug and alcohol activity, the sanctions for such activity under the law, the health risks associated with drug and alcohol use, and counseling and treatment programs which are available.

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 decisions 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, disabled handicapped persons, and covered veterans. It is committed to making a sustained, diligent efforts to identify and consider such individuals for employment and for advancement during employment.

Chapter 6

Administrative Policies

Administrative Policies

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UAH is committed to providing a learning environment free of illegal drug and alcohol use. 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. (See Code of Student Conduct)

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Possession, use, or distribution of non-prescribed controlled substances (that is, illegal drugs as defined by federal and state law) is forbidden on University property. Such activity constitutes misconduct under the Code of Student Conduct (see Chapter VII, Article III).

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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.

UAH is also committed to equal educational opportunity for all qualified students and does not discriminate in its educational policies, practices, programs, or activities on the basis of race, color, religion, sex, age, or national origin, or against qualified handicapped persons. Its admissions, financial aid, athletics, student services, and other programs are administered in accordance with this policy.

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; the Immigration Reform and Control Act of 1986; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; 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 implementing 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 the following persons:

Faculty EEO Officer
123 Madison Hall

Staff EEO Officer
131 Madison Hall

Student EEO Officer
114 University Center

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

6.3 SEXUAL HARASSMENT

The University of Alabama in Huntsville (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 per-

formance 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. Complete policy and procedure are available in 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. Furthermore, students may at their discretion waive the right of access 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:

- Associate Vice President for Academic Affairs
- Assistant Vice President for Enrollment Management
(Admissions and Records)
- Director, Academic Advisement and Information Center
- Assistant Dean, College of 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
- Director, Student Development Services

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 combined schedule of courses and a tuition bill. Tuition

charges should 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 may 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 "Time-table 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 must 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 by the Office of Student Records. The date of withdrawal will determine the amount of fees to be refunded.

Application, registration, late registration, change of schedule, and withdrawal fees are NOT refundable. Refunds will be made according to the following schedule.

DATE OF WITHDRAWAL

FEES REFUNDED

After registration is completed but before classes begin

All refundable fees paid

During first two weeks of classes

All refundable fees paid
minus Withdrawal fee of
\$26.00

After first two weeks of classes

No refunds an additional
Withdrawal fee of \$26.00
will be charged

Fees related to withdrawal from courses which are scheduled on other than a full-

term basis will be prorated.

Refund checks will be mailed as quickly as they can be processed following the second week of classes.

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

*Policy regarding withdrawals see Student Handbook at 5.9

6.7 PHOTO ID

LOCATION: Admissions and Records
University Center

PHONE: 895-6070

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

A photo ID card will be made for each student when he or she 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. To have a card made or validated, a student must show proof of registration.

6.8 PARKING AND TRAFFIC REGULATIONS

General

All motor vehicles driven or parked on the UAH campus by students or faculty/staff members between the hours of 7:30 a.m. to 10:30 p.m., Monday through Friday (University holidays excepted) must be registered and permanently display a current UAH decal on the right bumper. This policy applies to both the main campus, including all streets and parking lots and both Southeast and Central Campus Housing, and the medical campus. Registration or re-registration takes place at the beginning of each school year.

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

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. It is the responsibility of each student or faculty/staff member to acquaint all members of their household who might have occasion to visit the campus with the Motor Vehicle Regulations.

The speed limit on campus is 25 m.p.h. and must be observed at all times.

Vehicle Registration

Vehicles may be registered from 7:30 a.m. - 8:30 p.m., Monday through Thursday, and Friday from 7:30 a.m. - 5:00 p.m. at the Office of Campus Safety in the Physical Plant

Building, South Loop Road.

For students or faculty/staff members to register their vehicles at UAH, the following are required:

1. Vehicle make, model, color and year.
2. Current driver's license number.
3. Vehicle tag number.
4. Student number (if Applicable).

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: The following policies apply to all building areas of the University Campus except classrooms, laboratories, studios and offices.

A. Bulletin Boards

1. General University bulletin boards, so designated, may 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 material 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 Office of Registrar, Room 119, 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

Smoking is discouraged in all campus buildings. Smoking areas outside and adjacent to some campus buildings will be equipped with appropriate receptacles.

Smoking is not permitted in buildings on the campus of The University of Alabama in Huntsville except in areas officially designated by signage as "Designated Smoking Areas."

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 (895-6594) 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 Office (895-6596) should be notified immediately so that officials 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. 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.

6.16 CAMPUS SECURITY ACT

UAH is subject to the Crime Awareness and Campus Security Act passed by Congress in 1989. To comply with this new law, UAH will be required to prepare a report each year, beginning Fall 1992, summarizing its campus security policies and presenting statistics concerning certain types of campus crime. This report will be provided to all current students and employees.

In addition, after September 1, 1991, UAH will be required to inform the campus community about the occurrence of reported campus crimes which may be considered to pose a threat to students and employees.

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- (a) A decision in favor of the student.
- (b) A decision supporting the previous action.
- (c) A statement of compromise agreed to in a dispute with the parties involved and signed by them.
- (d) A recommendation to the appropriate official, forwarded to the 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 the next appeal 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 process 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.

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Chapter 7

Code of Student Conduct

To All Students, Faculty and Staff

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

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

Article I. Introduction

The University of Alabama in Huntsville is an academic institution with a mission which is to provide a high quality education for its students and to develop a strong sense of community among its faculty, staff, and students. The University is committed to the development of its students as individuals and as members of a community. The University is committed to the development of its students as individuals and as members of a community. The University is committed to the development of its students as individuals and as members of a community.

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 must also recognize the rights and responsibilities of all members of the University community. It is the policy of the University to maintain a safe and secure environment for all members of the University community.

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 institutional regulations, to contribute to the good order of the University's academic and

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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 a 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 conditions 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", Section 6.15, 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.

5. Selling or giving away all or part of an unadministered test.
6. Bribing any other person to obtain an unadministered test or information about an unadministered test.
7. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
8. Submitting as 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.
9. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any work described above.
10. "Plagiarism", defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements.
11. Submitting in fulfillment of academic requirements, if contrary to course regulations, any work previously presented, submitted, or used in any course.
12. Falsifying records, laboratory results, or other data used in a course.
13. Cheating or deceit in any other manner.

B. 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 services 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 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 which 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 instruments 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, 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 of 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.

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 select a Preliminary Action Officer (PAO) from the faculty to serve for each individual case. Cases shall be assigned by the Chair to these individuals on a rotating basis.

2. *Mediation.* The PAO shall, in appropriate cases, seek prompt resolution of the charges through informal consultation with the principle 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 or 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 rights and consequences shall be evidenced by a signed statement to that 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 Respondant 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 Respondant'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, lessor, 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 strike 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 fide 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 comple-

tion 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 prehearing 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 insure that the hearing is conducted in a manner which is fair, orderly, not unduly delayed or prolonged, and in compliance with these procedures. The Presiding Officer

shall have authority to rule on requests and objections which may arise; 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 Proponent, and the Hearing Panel. 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.

4. *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.

5. *Respondent Role and Rights.* The Respondent shall have the right to defend against the charge(s) in the complaint by 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.

6. *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 therefore, 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 a designated sum of money.
7. Restriction of Privileges - Denial, withdrawal, or limitation of one or more privileges made available by the University to students, such as access to housing, use of a facility, participation in an activity, etc., for a designated period of time.
8. Voluntary Withdrawal - An option offered to the student to voluntarily withdraw from the University or from a class upon the condition that readmission not be sought for a designated period of time. Readmission of a student who has voluntarily withdrawn shall require the approval of the Vice President for Student Affairs.
9. Disciplinary Probation - Placement of the student in a probationary status for a designated period of time. The restrictions which shall accompany probation (such as, for example, ineligibility for participation in intercollegiate activities, ineligibility for election/appointment to or the holding of a Student Government Association office) shall be determined on a case-by-case basis. Probation shall carry with it a warning that further misconduct may result in suspension or expulsion.
10. Disciplinary Suspension - Separation of the student from 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.

11. Expulsion - Separation of the student from the University permanently or on an indefinite basis. Readmission of a student expelled on an indefinite basis shall not occur within two years and shall require the approval of the Vice President for Student Affairs.

B. Sanctions for Groups and Organizations

1. Warning - A written or oral notice to the organization that continuation or repetition of specific conduct may be cause for further and more severe disciplinary action.

2. Censure - An official, written reprimand coupled, where appropriate, with a warning that further instances of such misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

3. 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; 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 of such documents shall be provided by the Vice President for Student Affairs to the Complainant, who shall have the option of submitting a position statement in support of the UJB determination.

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 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 evi-

dence, 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.

B. *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.

C. *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.

D. *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 of 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 President 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 is harmful to the individual or others and such behavior is due to the fact that the student is suffering from a mental or emotional disorder, the student's enrollment may be terminated for a specified period pursuant to established procedures. This action is taken only when deemed necessary for 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.

C. Paragraph Three, Paragraph Three have been included in this Code only for purposes of clarity. They shall have no force or effect until they are adopted by a majority of the Board of Trustees.

D. Amendment. 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 the Faculty Senate and the majority of the Board of Trustees. Amendments to this Code shall be approved by the Board of Trustees prior to implementation. Once approved, the 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 at Huntsville to ensure that all students conduct themselves in a manner that promotes an environment conducive to learning. Learning requires that all students, in some instances, student behavior is disruptive to the educational environment and is detrimental to the individual or others and such behavior is due to the fact that the student is suffering from a mental or emotional disorder. The student's enrollment may be terminated for a specified period pursuant to established procedures. This action is taken only when deemed necessary for the safety and well-being of the student and/or other members of the University Community. For the many operations of normal University functions, the complete student mental health and procedures are available from the Office of the Vice President for Student Affairs.

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