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UAH Student Handbook 1996-1998

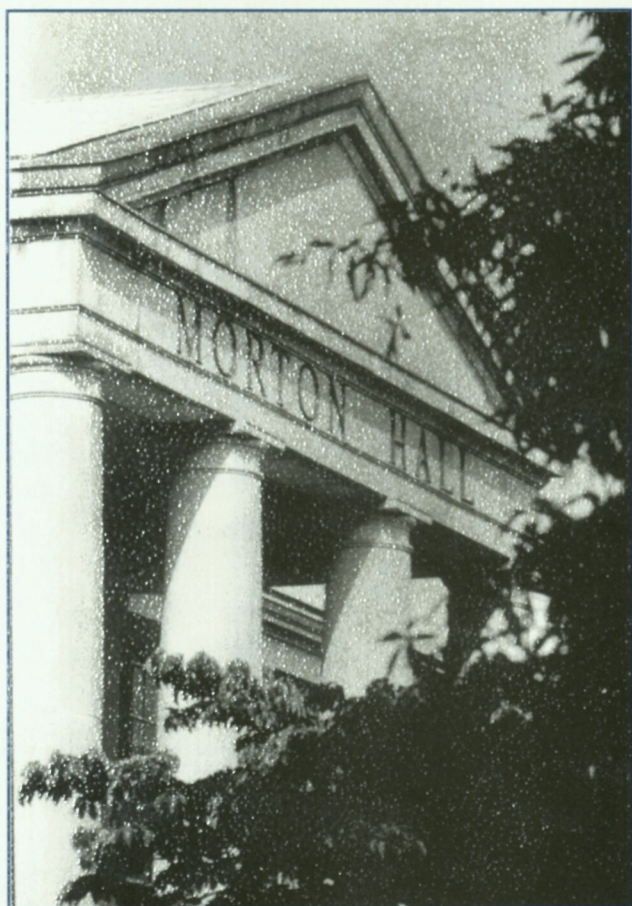
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UAH

The University of Alabama in Huntsville

Student Handbook

1996 - 1998

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 any qualified individual with a disability, 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 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 in its sole discretion and at any time to modify any policy, procedure, or benefit set forth in this handbook and to make any other changes it deems necessary or appropriate. 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.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

MISSION STATEMENT

The University of Alabama in Huntsville (UAH) is an autonomous campus within The University of Alabama System dedicated to excellence in teaching, research, and service. UAH is a key participant in one of the nation's major international centers for advanced technological research and utilizes its position in this environment to provide unique opportunities and creative programs for students, faculty, and the community. UAH is committed to maintaining a diverse academic community of the highest quality, and to providing an environment that facilitates intellectual, cultural, personal, and professional growth. UAH fosters leadership, creative and critical thinking, clear communication, a respect for knowledge and the pursuit of truth, and an engagement in the challenge and pleasure of a lifetime of learning. UAH through its graduates and its programs, contributes to economic advancement, health care, cultural enrichment, and the quality of life of the region, state, and nation.

EASY ACCESS TO PROBLEM SOLVING

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|------------------------------|--------------|----------------------------|
| Events/Activities | Info Desk | 6445 |
| <u>Academic</u> | | |
| Apply to Graduate | UC-116 | 6750 |
| Change Address | | |
| Change Name | | |
| Change Credit to Audit | | |
| Change Colleges | | |
| Declare Major | | |
| Drop a Class | | |
| Certify Enrollment | | |
| Pass/Fail Option | | |
| Transcript Requests | | |
| Withdrawal | | |
| Accounting and Business | | |
| Legal Studies | ASB 350 | 6159 |
| Accounts Receivable, Student | UC 214 | 6222 |
| Admissions Office | UC 124 | 6070 |
| <u>Advising</u> | | |
| Academic Advisement Center | UC 118 | 6290 |
| Arts, Sciences, undecided | | |
| Administrative Science | ASB 102 | 6024 |
| Engineering | EB 158 | 6877 |
| Nursing | NB207 | 6742 |
| Career | UC 212 | 6612 |
| Personal | UC 114 | 6203 |
| Alliance for Minority | | |
| Participation (AMP) | WH 218 | 6235 |
| Alumni Affairs | AH 128 | 6085 |
| Automation/Robotics | RI | 6243 |
| Graduate School | UC 124 | 6070 |
| Appeal Parking | | |
| Tickets | PPB | 6594 |
| Art and Art History | RH 313 | 6114 |
| Atmospheric/Environmental | | |
| Sciences Program | RI A-11 | 6257 |

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|------------------------------|--------------|----------------------------|
| Audit Class | UC 116 | 6750 |
| Auto Registration | PPB | 6596 |
| Athletics | MBSH 205 | 6144 |
| Varsity Sports (Men & Women) | | |
| Baseball | | |
| Basketball | | |
| Cross Country | | |
| Hockey | | |
| Soccer | | |
| Softball | | |
| Tennis | | |
| Biological Sciences | WH 142 | 6260 |
| Books and Supplies | UC | 6200 |
| Bursar (Student Accounts) | UC 214 | 6222 |
| Business Administration | ASB 102 | 6024 |
| Cafeteria | UC | 6137 |
| Campus Mail | CRB | 6116 |
| Campus Police | PPB | 6911 |
| Cashier | UC 213 | 6222 |
| Career Services | UC 212 | 6612 |
| Chemical & Materials Eng. | MSB 311 | 6439 |
| Chemistry | MSB C203 | 6153 |
| Clubs/Student Activities | UC 100 | 6445 |
| Communication Arts | MH 319 | 6645 |
| Computer Center | RI | 6347 |
| Computer Science | CSB | 6088 |
| Continuing Education | WH | 6010 |
| Cooperative Education | UC 212 | 6741 |
| Counseling Center | UC 113 | 6203 |
| Day Care | 4711 Holmes | 837-9553 |
| Disabled Services | UC 113 | 6203 |
| Education | MH 232 | 6108 |
| Education Certification | MH 241C | 6220 |
| Economics/Finance | ASB 333 | 6590 |

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|---------------------------|------------------|----------------------------|
| <u>Employment</u> | | |
| Staff | MDH 108 | 6381 |
| Student | UC 212 | 6612 |
| Co-op | UC 212 | 6741 |
| <u>Engineering</u> | | |
| Chemical & Materials | EB 113 | 6810 |
| Civil & Environmental | EB 113 | 6854 |
| Computer | EB 267 | 6316 |
| Electrical | EB 267 | 6316 |
| Industrial & Systems | EB M-65 | 6256 |
| Mechanical & Aerospace | EB 113 | 6154 |
| English | MH | 6320 |
| Exponent | UC 104 | 6090 |
| Finance & Economics | ASB 333 | 6590 |
| Financial Aid | UC 124 | 6241 |
| Foreign Languages | | |
| and Literature | MH 333 | 6300 |
| Greeks | UC 100 | 6445 |
| UC Cafeteria | | 6137 |
| Information | UC 100 | 6144 |
| Graduate Studies | MSB 206 | 6002 |
| <u>Graduation</u> | | |
| Filing for | UC 116 | 6750 |
| Ceremony | UC 114 | 6700 |
| Health Insurance | UC 106 | 6375 |
| History | RH 409 | 6310 |
| Honors Program | MH 336 | 6450 |
| Housing | 606-A South Loop | 6108 |
| Humanities Center | RH 316 | 6583 |
| ID Card | UC Info Desk | 6009 |
| Information Services | RI M-IC | 6347 |
| Information Technology | CSB 134 | 6946 |
| Science Education | MH 122 | 6670 |
| Intramural Sports | MBSH 205 | 6144 |
| International Students | UC 119 | 6753 |
| Job Referral | UC 212 | 6612 |
| Learning Resource | | |
| Center Nursing Bldg. | Fourth Floor | 6139 |

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|---|--------------|----------------------------|
| Liberal Arts | MH 256 | 6200 |
| <u>Library Services</u> | LIB | 6497 |
| Acquisitions | | 6540 |
| Administration | | 6359 |
| Bibliographic Support | | 6537 |
| Cataloging | | 6530 |
| Circulation | | 6526 |
| Government Documents | | 6529 |
| Reference | | 6320 |
| Linguistics | MH 206C | 6596 |
| Lost and Found | PPB | 6009 |
| Info Desk | UC | |
| International Education and Research | MH 308 | 6055 |
| Mail Facility | CRB | 6116 |
| Management & Marketing | ASB 342 | 6680 |
| Management Information Sys. | ASB 342 | 6510 |
| Management Science | ASB 342 | 6510 |
| Materials Development/Space | RI | 6620 |
| Materials Science | MSB C203 | 6054 |
| Mathematical Sciences | MH 204 | 6470 |
| Media Services | AH | 6414 |
| Microgravity & Materials | RI | 6050 |
| Multicultural Affairs | MH 220 | 6822 |
| Music | RH 206 | 6436 |
| <u>Nursing</u> | NB 211 | 6512 |
| Admissions | NB 207 | 6742 |
| Advising | NB 207 | 6742 |
| Program Information | NB 207 | 6742 |
| Learning Resource | NB 4th floor | 6139 |
| Optics Center | OB 400 | 6030 |
| Optical Engineering | EB 267 | 6030 |
| Optical Sciences | OB 201 | 6276 |
| Payment of Bills | UC 213 | 6222 |
| Payroll Services | MDH | 6021 |
| Parking and Traffic | PPB | 6596 |

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|---|------------------|----------------------------|
| Philosophy | MH 332 | 6555 |
| Physics | OB 201 | 6376 |
| Political Science | MH 250 | 6192 |
| Police, Campus | PPB | 6911 |
| Pre-Law | MH 256 | 6200 |
| Pre-Med & Dental | WH 240 | 6045 |
| Psychology | MH 126 | 6191 |
| Robotics | RI | 6243 |
| Sociology | MH 344 | 6190 |
| Space Plasma | EB 157 | 6413 |
| Student Affairs | UC 113 | 6700 |
| Student Development | UC 113 | 6203 |
| Study Skills | UC 113 | 6203 |
| Student Government Association | UC 106 | 6375 |
| Instructional and Testing Services | ASB 226 | 6725 |
| Transcripts | UC 116 | 6750 |
| Tom Bevell Center | | 721-9428 |
| Tutoring | UC 113 | 6203 |
| University Center | UC 111 | 6445 |
| University Relations | AH | 6414 |
| Veterans Affairs | UC 124 | 6241 |
| Wellness Center | UC 203 | 6775 |
| Withdrawal from Housing | 606-A South Loop | 6108 |
| Withdrawal from Classes or University | UC 116 | 6750 |
| <u>FACILITIES AVAILABLE FOR STUDENT USE</u> | | |
| University Center | UC 100 | 6445 |
| <u>Spragins Hall</u> | Front Lobby | 6586 |
| Gym | | |
| Tennis courts | | |
| Racquetball/Handball | | |
| Weight room | | |
| Pool | | |
| Classrooms | UC 205 | 6110 |
| Housing Recreation | 606 South Loop | 6108 |

| <u>CONCERN</u> | <u>GO TO</u> | <u>PHONE</u> <u>890</u> |
|---|--------------|----------------------------|
| <u>STUDENT RECREATIONAL PROGRAMS AND CULTURAL ACTIVITIES</u> | | |
| Art Gallery | UC Lobby | 6114 |
| Association for Campus Entertainment | UC 106 | 6428 |
| Intramural Sports | MBSH 205 | 6144 |
| Student Government | UC 106 | 6375 |

UAH ADMINISTRATION

| | | |
|---|---------|------|
| Office of the President | MDH 118 | 6340 |
| Provost | MDH 123 | 6337 |
| Associate Provost | MDH 333 | 6734 |
| Vice President for Finance and Administration | MDH 130 | 6350 |
| Associate Provost | | |
| Senior Vice President for Research | RI M-16 | 6100 |
| Vice President for Student Affairs | UC 114 | 6700 |
| Vice President for University Advancement | AH | 6127 |

DEANS OFFICES

| | | |
|-----------------------------------|----------|------|
| College of Administrative Science | ASB 202 | 6735 |
| College of Engineering | EB 102 | 6474 |
| School of Graduate Studies | MSB C206 | 6002 |
| College of Liberal Arts | MH 256 | 6200 |
| Library | LIB 333 | 6540 |
| College of Nursing | NB 211 | 6512 |

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CHAPTER 1

STUDENT RECREATIONAL FACILITIES

1.1 UNIVERSITY CENTER

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, an art gallery and the University Bookstore.

Additionally, the building houses the offices of the Vice-President for Student Affairs, Student Development Services, Wellness Center, Student Government Association, the Exponent, Literary Magazine, Admissions and Records, Financial Aid, Academic Advisement, Cooperative 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, sodas, 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.

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 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 Rooms

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

1.2 UAH BOOKSTORE

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, gifts, and the most complete line of collegiate school supplies in the city.

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.

1.3 UAH GALLERY OF ART

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.

1.4 SPRAGINS HALL

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 890-6144 or 890-6586.

CHAPTER 2

STUDENT ADVISING

CAREER SERVICES

2.1 ACADEMIC ADVISEMENT

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. Advising is provided in the Academic Advisement Center for student athletes. Freshmen and undeclared majors are advised in the Academic Advisement and Information Center or, in the case of Administrative Science, Engineering and Nursing freshmen, in the advising offices of the colleges. 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 are required to visit their advising offices at least once each semester to review their academic progress and to plan their schedule of courses for the next semester. These schedules must be signed by an advisor in order to be processed by the Office of 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 and staff 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 and staff in the academic advisement offices are aware of problems encountered by new students, whether freshmen or transfers. Their experience and advice can help students adjust to the UAH environment. Advisors 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: Students interested in law and medicine can receive guidance on course planning and be referred to pre-professional advisors in academic departments.

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 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

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 indicating their acceptance into the undergraduate or graduate program (career counseling only); and,
4. Faculty, staff, and administration currently employed at UAH.

Services Provided

1. Career Assessment utilizing either a computer interactive program (FOCUS) or a battery of tests (COP System) 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 with 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 service for employers in the Huntsville metropolitan area who have a need for part-time, full-time, temporary, or summer student workers.
8. On-campus student employment opportunities are listed through OCS.
9. Employment assistance for graduating seniors, graduate students, and graduates of UAH. OCS provides employers who are seeking college graduates, with access to candidates registered for employment assistance. Registered candidates are assisted through resume referrals, interview opportunities, and access to a listing of current job vacancies. Students interested in registering for employment assistance should be within at least 9 months of graduation, must provide OCS with 10 copies of their resume and complete a registration form.
10. Career/Job Fairs are held each September and March. 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)

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 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 24 hours college credit, at least 12 hours earned or in process at UAH, and if the student has an overall quality point average (GPA) 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, disability or veteran status.

2.4 STUDENT DEVELOPMENT SERVICES

The Office of Student Development Services offers a variety of services to facilitate the positive emotional, psychological and physical health and adjustment of students within the university community.

Programs and activities cover a broad spectrum of educational, developmental and health education programs presented throughout the academic year that are preventive, interventive and educational in nature. Programs and services are designed to help students learn and develop throughout their collegiate experience. These services include:

- Personal counseling
- Development programs
- Orientation
- Tutorial assistance
- Services for students with disabilities
- UAH Wellness Clinic

FRESHMEN/TRANSFER ORIENTATION

Orientation is an introductory program designed to orient new students to the UAH community. Students participate in a comprehensive orientation to the campus, university policies and procedures, academic programs, career services, clubs and organizations, and student services.

During the orientation programs conducted in the summer and the beginning of each semester, students meet with peer counselors, faculty, staff, and advisors, visit their prospective colleges and register for classes.

For additional information visit the Student Development Services Office in the University Center, Room 113 or call 890-6203.

TUTORING

Student Development Services offers tutorial services in most academic subjects. Services are free for all UAH Students. Sign up in University Center, Room 113 or call 890-6203 for further information.

2.5 RESERVE OFFICERS TRAINING CORPS (ROTC)

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 the military service with highly qualified and motivated young men and women with leadership potential. The Department, in implementation of Military Qualification Standard I (MQSI), teaches and develops cadets in accordance with the guideline established by the Department of the Army for Officer Precommissioning training. The program is divided into two parts, a Basic and Advanced Course.

Basic Course

The Basic Course is taken during the freshman and sophomore years of college. While enrolled in the Basic Course, students are under no military obligation. Military Science is considered an integral part of the University program. Those students who successfully complete the Basic Course, meet the Army physical standards, and demonstrate officer potential, will be considered for contracting and enrollment in the Advanced Course.

Advanced Course

Students who have successfully completed the Basic ROTC Course or Basic Camp are eligible to enroll in the Advanced Course.

Veterans who have had at least two years of active duty service may receive placement credit and authorization to enroll in the Advanced Program, providing they have the equivalent of 60 semester hours.

2.6 AIR FORCE ROTC

Air Force ROTC is available to students through a cooperative program with Samford University in Birmingham. The Division of Aerospace Studies was established at Samford University in 1972. Qualified men and women students may be commissioned as second lieutenants in the United States Air Force by completing the Professional Officer Course (last two years of Air Force ROTC). After graduation, participants enter active duty as nurses or engineers or for training as pilots, navigators, missile officers or in numerous other career areas.

Call (205) 870-2859 for complete enrollment information.

2.6 INSTRUCTIONAL AND TESTING SERVICES

The tests used for admission, 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 basic Skills Test (BST), 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 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). Applications and catalogs for the University of Alabama Independent Study program are also available. Many test applications are available in the Admissions area in the University Center, Room 124.

2.7 INTERNATIONAL STUDENT SERVICES

Services for international students at The University of Alabama in Huntsville are available in the Office of the Registrar (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 Registrar.

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

2.8 OFFICE OF MULTICULTURAL AFFAIRS (OMA)

UAH offers all students a unique opportunity to live, study, and work with people from diverse cultures and backgrounds, from all over the United States and around the world. The following is a selection of the activities and programs offered by OMA:

OMA Student Orientation - a student-directed orientation for minority students.

Success-Track Seminars - conducted by staff, faculty and community professionals covering communication skills, test-taking techniques, health and interviewing skills.

The OMA Ambassadors - a student committee that represents OMA at UAH functions and in the community.

OMA Early Alert system - targets minority students who are in danger of dropping out of the University.

CHAPTER 3

STUDENT SUPPORT SERVICES AND POLICIES

3.1 COMPUTER SERVICES

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

UAH COMPUTER LABS

Location

Notes

ASB 214

ASB Hours:

Call 6604

M-Th 8am-10pm

F 8am-5:30pm; S 10am-5pm

ASB 215

Sun 1 pm-5pm

CSB Hours:

Call 6088, 6094, 6542

CSB 127, 143, 157
156, 158

M-F 8am-11pm

S 9am-5pm; Sun 12-7pm

EB Hours:

Call 6132

EB 122, 205, 216
225, 227, 246
262, 264

M-Th 8am-10:30pm

F 8am-4pm; S 10am-4pm

(216, 225/227, 262 & 264 Restricted for Graduate Students)

LIB Circulation Desk

LIB Hours:

Call 6530 or 6313

(Valid UAH ID Required in LIB)

MDH Hours:

Call 6605

MDH 213

M-F 8:15am-4:45pm

MH Hours:

Call 6191

MH 114

M-Th 8:30am.-8pm

MH 118

F 8:30am-5pm

MH204

S 8:30am-1pm

RI M-20

RI M-24

RI Hours:

Call 6347

24 Hours - 7 Days

NOTE: Any variation in the above schedule, due to manpower shortage or unforeseen circumstances, will be announced to the UAH Community via the 7000 sign-on message.

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. The computer labs have a variety of hardware and software available. Call the lab to get a complete list of available equipment. 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, 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.

Student E-Mail and Internet Accounts are available as a free service from the Student Government Association. Account applications may be picked up in the Student Government Association Office, Room 106, University Center.

3.2 FINANCIAL AID

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, the following principles have been adopted for our Financial Aid Program:

1. The primary purpose of the 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.

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. Federal Grants - Pell Grant, Supplemental Education Opportunity Grant, and State Grant. Funds awarded to a student from these programs are not normally repayable. All Pell Grant students must as a condition of the grant, 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. Federal Loans - William D. Ford Direct Loans and Plus Loans. Loan funds awarded to 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, volleyball, baseball, softball, tennis, and cross-country. Interested students should contact the Athletic Department for additional information.
5. Work Programs - Federal College Work-Study jobs are available to students on a part-time basis. As a rule, students work from 10 to 20 hours per week under the 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 Nursing Traineeship Program, and the William D. Ford Direct 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, 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 UAH WELLNESS CENTER

Currently enrolled UAH students with valid ID's may be seen for minor illnesses and injuries at the Wellness Center located in the University Center, Room 203. Walk-ins and appointments are welcomed.

The basic charge for services 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 a.m. to 5:00 p.m. The telephone number is 890-6775.

3.3.2 ON CAMPUS ACCIDENTS AND INJURIES

In the case of an accident or mishap on campus resulting in an injury, the Public Safety Office should be notified immediately. The campus police officer dispatched to the scene can administer first aid if necessary and assist the injured person in selecting an appropriate treatment facility and arranging transportation. In general, the University does not assume the responsibility of transporting an injured party to a treatment facility.

Several options are available to campus police or other University personnel when the injured party requires some help:

- The UAH Wellness Center (890-6775) may be called for advice or possible on-site assistance.

If it is clear that the injured person needs prompt medical attention beyond first-aid and is not able to arrange for transportation and treatment on his/her own, assistance may be provided in contacting a family member or other individual requested by the injured person; that individual may then provide transportation to a medical facility. Or, an ambulance may be called on behalf of the injured person. Where time permits, this should be handled by campus police.

3.3.3 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 and protection for the welfare of the community.

- 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 Wellness Center 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 behaviors which are inappropriate in the University housing setting and cannot 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 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.

3.3.4 OPTIONAL STUDENT HEALTH AND DENTAL 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.

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.

The Student Government Association also makes available to all students and their dependents an excellent Pre-Paid Dental Maintenance Plan.

Application forms and detailed coverage and eligibility requirements can be obtained for dental and health plans in the SGA Office, Room 106.

3.3.5 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 890-6203.

3.3.6 DISABLED STUDENT SERVICES

The University of Alabama in Huntsville is committed to providing educational opportunities to academically qualified students with a disability, pursuant to the requirements of the Federal Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. The University operates its programs and constructs its facilities with a view toward providing accessibility for such disabled students.

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 these federal statutes. Assistance to disabled students is made available primarily through the Office of Student Development Services. This Office offers a variety of services to assist disabled students in gaining access to academic, social, cultural, recreational, and housing opportunities at this campus. When a need for assistance is made known to the SDS Office, it will endeavor to secure adjustments, accommodations, auxiliary aids, etc., as necessary or appropriate. The specific response is determined on a case-by-case basis.

Prospective or new students with a disability should contact the SDS Office before enrollment to discuss any services that may be necessary. In addition, any student who has a complaint relating to the activities of the University under this policy should contact the SDS Office. The counselor for disabled students will provide information concerning the procedure to be used in seeking resolution of the complaint.

Appointments may be scheduled by coming to the SDS Office at Room 113 of the University Center or by calling 890-6203.

3.3.7 CAMPUS MINISTRY ASSOCIATION

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 Coordinator 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 Coordinator at 890-6203.

3.4 UNIVERSITY HOUSING

The University of Alabama in Huntsville offers a variety of housing facilities to meet the needs of its diverse student population. One such facility is the Central Campus Residence Hall (CCRH) opened in 1991. This seven-story, 426-bed residence hall is located directly adjacent to the University Center and in proximity to the Library, Spragins Hall, Roberts Hall, Wilson Hall, the Nursing Building, and the Administrative Science Building. All entering freshmen and sophomores requesting housing are assigned to this facility. Each student is assigned to a private bedroom in an air-conditioned, carpeted 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, and sink), dining/study table and chairs, sofa, and easy chairs. Each bedroom has an extra-long 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 an enclosed walkway to the University Center facilities, including the cafeteria, game room, bookstore, and various student activities offices and meeting rooms. A sandpit volleyball court and picnic area is located adjacent to the CCRH.

All visitors must register and leave picture identification at the security/information desk. All guests must be escorted by a resident at all times. Overnight guests must be of the same sex as the resident host. No guest may stay overnight more than a total of three nights in any one academic semester. Overnight guest passes must be obtained from a resident advisor at least 12 hours in advance. CCRH visitation hours are Sunday through Thursday 8 am-midnight and Friday and Saturday 8 am - 2 am. All residents are accountable for their guest(s) and will be held responsible for any misconduct and/or destruction of property by their guests.

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 upper-class students in single and double rooms in three-bedroom suites and student families in one or three-bedroom apartments. Graduate students can also 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, night stands, and a built-in closet. All Southeast Campus Housing residents have the use of a laundry room, with coin operated washers and dryers, and a pay telephone, 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. All 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 University Housing and a professional staff; within each residence area is a staff of student Resident Advisors. 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. Assignment priority is based upon the date of receipt of your application and housing deposit. The single student room contract is for a nine-month academic year period (August - April) with a separate summer contract available for certain facilities. The student family lease agreement is for one full year. Housing charges are due when tuition is due each semester. Information on current rates is available from the Housing Office at 606-A South Loop Road (205/890-6108). Housing tours may be arranged by appointment through the Housing or Admissions Offices.

3.5 LIBRARY

General Information

The mission of the UAH Library is to provide collections and services which support the educational and research needs of the students at The University of Alabama in Huntsville. 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, small group study facilities, and photocopy machines. The on-line library catalog, SIRSI's Unicorn Library Management System, may be accessed via internet or the world wide web. The internet address is Library.uah.edu with guest used as login, password, and pin. The world wide web address is <http://library.UAH.EDU>.

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. Library Hours are 8 a.m. to midnight Monday through Thursday, 8 a.m. to 8 p.m. on Friday, 9 a.m. to 6 p.m. on Saturday, and 1 p.m. to 10 p.m. on Sunday.

Loan Periods

Undergraduates may borrow materials for four weeks; graduate students for 90 days. Overdue fines accrue at the rate of twenty-five cents per day. All fines must be paid before registration for the following semester.

3.6 PRESCHOOL LEARNING CENTER

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 students 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 at 837-9553.

3.7 PUBLIC SAFETY/POLICE OFFICE

The UAH Office of Public Safety and Police is located in the Physical Plant Building. The office is staffed 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 an emergency on UAH property the Office of Public Safety/Police should be notified.

In addition to enforcing traffic regulations, the Public Safety Office provides a number of student services. The Office assists motorists, maintains a lost and found service, and conducts crime prevention seminars. It is the goal of UAH Public Safety to make student's 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 the Director, Room 111, University Center.

3.9 VETERANS AFFAIRS

UAH offers a full range of services to the student veterans. The veteran receives an allowance directly from the government. The veteran is responsible for paying fees directly to the University and meeting payment deadlines applicable for all students.

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: Department of Veterans Affairs Regional Office, 345 Perry Hill Road, Montgomery, Alabama 36109-3798 or contact the Office of Veterans Affairs, University Center, Room 124, 890-6241.

CHAPTER 4

STUDENT ACTIVITIES

PROGRAMS

4.1 ATHLETICS

UAH is a NCAA Division II school and a member of the Gulf South Conference. The Athletic Department sponsors intercollegiate sports with the goal of providing the student-athlete with the opportunity to compete intercollegiately within a structured sporting environment that enhances one's personal growth and development in parallel with institutional goals. The Director of Athletics reports to the President through the Vice President for Student Affairs.

The UAH Athletic Department is located in Spragins Hall, Room 205. The Athletic Department offers competitive athletics on the intercollegiate level in eleven different areas:

For men and women:

- Basketball
- Cross Country
- Tennis
- Soccer

For men:

- Baseball
- Ice Hockey

For women:

- Softball
- Volleyball

In addition to hosting several national championship events in its history, Charger athletes have gained recognition for UAH by winning at the national, regional, and conference level. The success of the various teams has also resulted in numerous honors for individual athletes. These honors range from conference and regional recognition to the naming of over 16 UAH athletes to All-American teams.

UAH students with current validated ID cards are admitted free of charge to all regular season UAH campus athletic events. Students with current validated ID cards are also admitted free of charge to the Von Braun Civic Center where UAH plays its home hockey games.

4.2 INTRAMURAL SPORTS

The UAH Intramural Program serves the recreational needs of UAH students through a planned program of intramural athletics and other forms of recreational activities. It provides opportunities for the development of positive attitudes toward recreational activities throughout life, thus deriving optimum benefits of enjoyment, health, social contacts, and sportsmanship. The philosophy of intramural activities at UAH is based on the concept that students should have freedom of choice and responsibility for sharing in planning, supervising, and administering the program.

All students and members of the faculty and staff are eligible to participate in intramural activities. The sports offered include basketball, 3 on 3 basketball, flag football, floor hockey, racquetball, indoor soccer, 6 pac soccer, softball, tennis, volleyball, 4 on 4 volleyball, and weight lifting.

Registration for intramurals is scheduled for fall and spring of each year, and is available at various locations on campus. The intramural scoreboard, located behind the trophy case in the lobby of Spragins hall, displays schedules and scores of activities currently taking place.

The intramural office is directed by Coach Carlos Petersen and is located in the Department of Athletics in 205G Spragins Hall.

4.3 STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) 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, legal services and information about other local services.

Student E-mail and Internet accounts are available free through the SGA. Student application forms are available from the SGA Office in Room 106, University Center or call 890-6375 for more information.

4.3.1 ASSOCIATION FOR CAMPUS ENTERTAINMENT

The Association for Campus Entertainment (ACE) presents student activity programs for UAH through its four 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 890-6666.

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 Renee Hicks, Dan La Rosa, El Vez, Selected Hilarity, Dan Horn, and Barry Drake, and future shows promise to be 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.

Film and Video/Special Events

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. Special features to watch for include midnight movies, free food nights, outdoor films, and festivals. 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. Past movies shown include Rocky Horror Picture Show, Jurassic Park, Pulp Fiction, Power, Apollo 13, and While You Were Sleeping.

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. It also bring stars and speakers from popular television shows and motion pictures. Past guests have included Barry Williams (Greg Brady), Billy West (voice of Ren & Skimpy), FUSION (dance troupe performing in opening ceremonies of '96 Summer Olympics), and Brent Staples (editorialist for the New York Times).

Special Events

The 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!

Special Events also plans monthly events for students to relax and have fun between their classes. Past events include Human Foosball, Murder Mysteries on Campus, Virtual Reality, and Twister.

Publicity

The Publicity Director's responsibility is 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 890-6375.

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 is available at the University Center Information Desk. An updated list of clubs and organizations and their descriptions are available on the UAH homepage on the Internet at <http://www.uah.edu/> under the heading of Student Life. For additional information about UAH student clubs organizations contact the Office of the Director of Student Activities, University Center, Room 100, or call 890-6445.

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 a completed "Application for SGA Recognition", 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 SGA 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 SGA Office.

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 COMMITTEES OF INTEREST TO STUDENTS

Serving as a member of a university committee or an advisory board provides the student with a valuable out-of-the-classroom learning experience and also the opportunity to make significant contributions to our university. Students are either elected by the student body or appointed by the SGA to serve on university committees. To obtain additional information about student positions on university committees, contact the SGA, Room 106 of the University Center or call 890-6375.

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.

Campus Priorities and Resources

The Campus Priorities and Resources Advisory Committee provides the President with advice on a broad range of topics involving resource acquisition and allocation. The topics include, but are not limited to reviewing drafts or proposals for major budgetary allocations, salary improvement policies, priorities for construction or renovation of facilities, strategic plans from various units, legislative budget requests, and student fee increases.

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 or 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 the means to best integrate the library program with the instructional, research, and other service activities of the University.

Publications Board

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

Student Life Allocations Committee

The purpose of the Student Life Allocations Committee is to enhance the quality of student life through the support of social, cultural, or recreational activities on the UAH campus. The Committee will review proposals from UAH student clubs, organizations, or recognized groups. Proposals will be reviewed and evaluated on a continuing basis until the funds are allocated each year.

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: 890-6090. The Publications Board, a joint faculty-student board, is responsible for policies, planning, selection of editors, and coordinating and overseeing the Exponent and the student publications under its jurisdiction.

CHAPTER 5

ACADEMIC POLICIES

ACADEMIC POLICIES

5.1 REGISTRATION

Dates of priority and open registration are listed in the UAH calendar. Any continuing, returning or new student eligible to register may take part in open registration. Students who owe past due amounts may not register until charges are paid in full.

All students should refer to the timetable of classes for required approvals and locations to process registration requests. Students in Administrative Science, Engineering and Nursing register in the advisors' offices in their colleges. All other student register in the University Center.

A student who schedules courses during any registration period (priority, open, 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. Individual instructors may have specific class attendance policies. Failure to attend classes may adversely affect the final grade in a course.

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 by completing a form in the Records Office. When the student declares a major, the student will be assigned an advisor by the relevant dean/department chair. At that time the complete advising folder will be transferred from the Academic Advisement and Information Center to the relevant dean's or department chair'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. Other variations are possible with consultation with an advisor.

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 acceptable scores on Advanced Placement (AP) Program examinations of the College Entrance Examination Board. The areas in which credit may presently be awarded are Biological Sciences, Chemistry, History, Mathematics, Physics, English, French, Computer Science, Psychology 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. These tests are given periodically 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 Administrative Science Building, Room 226.

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 the first semester 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 semester, one or more announced examinations of class period length may be held.

At the end of each semester, a final 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 class 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 prior to the final week of the semester. It is the student's responsibility to notify the appropriate instructor of this type of conflict, and it is the instructors' 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 below:

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 12 hours a semester. The maximum number of hours in which a student will be permitted to enroll in one semester, without special permission from the dean, is 20 hours for undergraduates and 13 hours for graduate students, including simultaneous correspondence courses. 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 semester should not expect to graduate in four years unless they enroll in summer school.

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.

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.

Credit to Audit

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

Course Changes

1. A Schedule Adjustment Form must be submitted to the Office of Records, UC 116.
2. Removal of a course after the first two weeks of the semester is considered a withdrawal (see below) and 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 open 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.

Course Withdrawal Policy for Undergraduates

Purpose of Policy: When a student signs up for a course, the University and its faculty allocate resources for the benefit of that student which are not truly recovered from the student's tuition. Furthermore, for many courses the demand exceeds the availability of resources, making it impossible to serve all students desiring such courses. It is, therefore, incumbent on the student to make the best possible use of these resources. In particular, withdrawing from a course, without just cause, should be discouraged. Not only does it represent a misuse of both the student's and the faculty's time and resources, but potential employers and graduate schools tend to view an excessive number of withdrawals on a student's transcript with disfavor.

The University recognizes, however, that there are occasions when a withdrawal from one or more courses is justifiable and even necessary. It is understood that a student may grossly underestimate the demands of a particular set of courses and should be given the opportunity to adjust his or her course load before time and other resources are inappropriately spent by all involved. Later in the term, illness or changing job requirements may make it impossible to continue in a course. It is to handle these exigencies that the following policy is adopted:

General Policy: Up through the eighth week a student may withdraw from any course. After the eighth week a student may withdraw from a course only under extenuating circumstances and with the approval of the dean of the college in which the student is enrolled. In any case, the student must initiate a formal request for withdrawal through the Office of Student Records. **Class nonattendance does not constitute withdrawal nor does notification to the instructor.** Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

Recording of Withdrawals: If the withdrawal process is completed during the first two weeks, the withdrawing student's name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student's permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student's name will be on the final rolls of the class from which the student withdrew, and that course will be recorded on the student's permanent record with a final grade of W. It is the responsibility of the Office of Student Records to inform each instructor in a timely manner (and in writing) when a student appearing on the instructor's final class roll withdraws from that course. The University does not use grades of W to compute grade point averages.

Approvals Required: The University does not require that the student justify any course withdrawal completed before the end of the eighth week. After the eighth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. Avoidance of an undesirable grade does not justify withdrawal. It is the duty of the dean of the college in which the student is enrolled to verify that the circumstances justify withdrawal from a course. In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of Student Records to insure that students participating in these programs are aware of any such requirements.

Counseling: Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Advisors should be informed of this fact and students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester.

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 semester 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 semester of the next regular enrollment of the student. A deferred examination period allows for only one examination, so if a student receives more than one X, he or she 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.

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 normally 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. A student is permitted a maximum of one calendar year from the date a grade is assigned to request a change of course grade.

Mid-Semester Progress Report

During the first half of the semester, instructors in 100 and 200 level classes fill out a progress report noting whether students 1. are making satisfactory progress, or 2. need improvement, or 3. not attending class. Reports are sent to the student and to their advising offices.

Student Grade Report

At the completion of each semester, 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. The individual or agency must submit a statement containing the student's written consent to release the grade, unless the student submits written notification to the contrary 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 COURSE REPEAT POLICY

The course repeat policy allows students to repeat courses on a limited basis in order to improve the grade in a course. Undergraduate students may have up to five separate course repeats in courses in which they have earned a grade of C, D, or F at UAH. For courses selected as repeats under this policy, the transcript will show both the original grade and the course repeat grade, but only the grade points and credit hours earned in the repeat enrollment will count toward graduation and will be averaged into the student's overall grade-point average. Prerequisite courses for other courses in which the student has earned academic credit are ineligible for application of this course repeat policy. For example, MA 119 may not be repeated if the student has credit for calculus. Concurrent registration for multiple sections of a course is not allowed. A student wishing to exercise the Course Repeat option must file the intent to do so in the Office of Records (UC 116) before the end of registration.

For all other courses repeated at UAH, both the original grade and the repeated grade will show on the transcript and will be calculated in the student's grade point average.

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. 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 registration period.

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

5.13 ACADEMIC BANKRUPTCY POLICY

An undergraduate student may petition the Admissions and Scholastic Affairs Committee to declare academic bankruptcy. The Scholastic Affairs Committee, after reviewing the petition and consulting with the Office of Admissions and Records, will decide whether to grant the student academic bankruptcy. Under this policy, all college level work completed at UAH prior to a date specified by the student is eliminated from computation of grade-point averages and will not be applied toward a degree at UAH. Such work will not be expunged from the student's scholastic records and transcripts although it will be designated as work not included in the computation of grade-point averages or applied toward degree requirements. There must be a minimum of two calendar years between the date of the petition and the date specified by the student in the bankruptcy petition. Academic bankruptcy will only be granted once during a student's academic career at UAH. For further information, call 890-6426, or go to University Center, Room 119.

5.14 RETROACTIVE WITHDRAWAL

Undergraduate students may at times experience extraordinary problems during an academic semester. Within two years of having completed such a semester, a student may petition the Vice President for Student Affairs to withdraw retroactively from ALL classes taken during that semester. A retroactive withdrawal is granted only under exceptional

circumstances, such as extraordinary medical or personal problems. The petition would include clear and documented evidence whenever possible. If a retroactive withdrawal is granted by the Vice President for Student Affairs, the grades for all courses taken during the semester in question will be changed to W's.

5.15 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.

At any point that a student's semester grade point average at UAH falls below 2.0 (C), the student will be placed on academic warning; if the grade point average for the next period of enrollment remains below 2.0, the student will be placed on academic probation; and unless the grade point average for the subsequent enrollment period is 2.0 or above, the student will be academically dismissed.

A regularly admitted student suspended for the first time is automatically eligible to reenter after being out of school one semester. A student admitted in any special category and suspended for the first time must petition the Admissions Committee for permission to reenter after an absence of at least one semester.

A student suspended the second time is disqualified for automatic readmission. After a period of one year, however, such student may petition for readmission.

Individual colleges may have additional requirements specific to their programs.

5.16 DEGREE REQUIREMENTS

For a listing of total degree requirements consult the UAH Catalog or see an academic advisor.

5.17 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.

Diplomas are awarded in any semester in which degree requirements are completed. Commencement ceremonies, however, are held only at the end of the academic year. All students completing degree requirements earlier may participate in the Spring Commencement.

5.18 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 in the Office of Student Records.

5.19 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. If at any time during the student's enrollment the 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 date 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 there.

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.

5.20 ACADEMIC APPEALS

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

CHAPTER 6

Administrative Policies

Administrative Policies

6.1 DRUG AND ALCOHOLIC BEVERAGE POLICY

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 Chapter 7).

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

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 7, Article III).

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 health risks associated with drug and alcohol use, and counseling and treatment programs which are available.

6.2 EQUAL EMPLOYMENT, NONDISCRIMINATION AND AFFIRMATIVE ACTION 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 disability. 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, qualified individuals with a disability, 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 disabled persons. Its admissions, financial aid, athletics, student services, and other programs are administered in accordance with the policy.

Discrimination, under this policy, shall be understood to include harassment in the form of verbal or physical conduct relating to an individual's race, color, religion, sex, age, national origin, or disability. Such harassment must have the purpose or effect of either creating an intimidating, hostile, or offensive working/learning environment for an individual or unreasonably interfering with an individual's performance as an employee or student. Harassment in the form described above which adversely and substantially affects an individual's employment or educational opportunities in other ways is also considered to be unlawful discrimination.

Sexual harassment, in addition and more specifically, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following are present: submission to such conduct is made a condition, explicitly or implicitly, of employment or academic advancement; submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working/learning environment.

In these respects, the university affirms its desire to create a work environment for all employees and a learning 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 employment or academic performance. A university student or employee who is found, under established university procedures, to have been guilty of discriminatory conduct in violation of these policies will be subject to discipline, up to and including possible dismissal or expulsion, by the university.

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 and the Americans With Disabilities Act of 1990; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; The Age Discriminations Act of 1975; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Immigration Reform and Control Act of 1986; 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 insure compliance with foregoing laws.

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

Dr. Jeanne Fisher
Student Equal Educational Opportunity Officer
114 University Center
The University of Alabama in Huntsville
Huntsville, AL 35899 (205- 890-6700)

Associate Provost
Faculty Equal Employment Coordinator
123 Madison Hall
The University of Alabama in Huntsville
Huntsville, AL 35899 (205- 890-6734)

Ms. Gerry Moore
Staff Equal Employment Coordinator
135 Madison Hall
The University of Alabama in Huntsville
Huntsville, AL 35899 (205-890-6545)

Grievances alleging unlawful discrimination will be resolved according to the discrimination grievance procedures in Appendix F.

6.3 DISCRIMINATION GRIEVANCE PROCEDURE

1. Introduction.
 - a. Coverage. The procedures set forth below shall be used with regard to complaints of discrimination based on race color, religion, sex, age, national origin, or disability made against a University student, faculty member, or administrative/staff employee.
 - b. Objectives. These procedures are intended to provide a consistent, workable, and timely grievance/disciplinary mechanism through which complaints of discrimination may be addressed. Such a mechanism allows the University to carry out several important responsibilities, including specifically the following:
 - to protect the campus environment against such unlawful discrimination,
 - to provide redress to individuals who have been or are victims of such unlawful conduct, and
 - to protect those accused of such unlawful conduct against injury resulting from untrue charges.
2. Confidentiality. Disclosure of information relating to a case shall be limited, to the extent reasonably possible, in all institutional proceedings.
3. General Responsibility. All members of the University community have a general responsibility to contribute in a positive way to a University environment that is free of unlawful discrimination. Beyond this, supervisors and administrators have a special measure of responsibility. Any time such individuals

become aware of conduct involving possible unlawful discrimination in their respective units, whether or not a complaint or grievance is filed, immediate steps must be taken to deal with the matter appropriately. The officials identified below should be consulted for assistance. Supervisors and administrators are also responsible for educating and sensitizing employees in their units about this issue.

4. Availability of Counseling. Counseling and personal help are available for individuals with concerns relating to unlawful discrimination. Such individuals should contact the appropriate receiving official identified below for referral to counseling personnel.
5. Initiation/Filing of Complaint.
 - a. Who May File. Anyone in the University community (the "complainant") may file a complaint alleging a violation of the institution's nondiscrimination policy. This includes but is not limited to the person against who the alleged discriminatory conduct has been directed.
 - b. Receiving Official. A complaint may initially be oral or written and should be directed to one of the following University officials, depending on the status of the complainant:
 - If the complainant is a student - the Student Equal Educational opportunity Officer (currently, the Vice President for Student Affairs).
 - If the complainant is an administrative or staff employee - the Staff Equal Employment Coordinator (currently, the Assistant Vice President for Human Resources).
 - If the complainant is a faculty member - the Faculty Equal Employment Coordinator (currently the Associate

Vice President for Academic Affairs).

These individuals shall advise complainants about options available to them and may provide other assistance. A receiving official may also, in an appropriate case, attempt to resolve the complaint informally and by voluntary means and, in this effort, may confer with and seek the assistance of the supervisor of the person charged with the discriminating conduct (the "respondent"). If such settlement is achieved, the terms or actions taken shall be summarized by the receiving official and placed in a file maintained by the receiving official as a record of the complaint and its disposition. Except for the discussions described above, the identity of the complainant shall not be disclosed at this stage to the respondent or to other University officials.

6. Preliminary Action. If the complainant desires that the matter be pursued further by the University, he/she shall request that it be referred for preliminary action. The following procedures shall apply to such a referral:
 - a. Written Complaint. The complainant shall state the facts and circumstances (what was done, by whom, when, where, who was a witness, etc.) pertinent to the alleged unlawful discriminatory conduct in writing and shall give a signed copy to the receiving official.
 - b. Referral under the UAH Student Code of Conduct. If the respondent is a student, the case shall be handled in accordance with the disciplinary procedures set forth in the UAH Student Code of Conduct.
 - c. Referral to Preliminary Action Officer(s). In all other cases the receiving official shall meet with the Vice President in whose division the respondent is employed (the "cognizant Vice President"). They shall jointly appoint one or more University employees as preliminary action officers ("PAOs") to carry out certain duties stated below. The cognizant Vice President shall give a copy of the complaint

to the respondent, along with written notice indicating the appointment of the PAO and the general manner by which the complaint is to be handled. In the event, however, that the complaint is, in the opinion of both the receiving official and the cognizant Vice President, clearly frivolous or patently without merit, the complaint may be dismissed upon notice of such action to the complainant.

d. PAO Duties. The PAO shall carry out the following duties:

(i). Investigation. The PAO shall conduct a preliminary investigation of the facts alleged in the complaint. This investigation shall include a meeting with the complainant to obtain further information. Early in the investigation the respondent shall be given the opportunity to meet with the PAO to explain, deny, or otherwise respond to its allegations. Persons who may have information witnesses or otherwise may also be interviewed, and the PAO may review documents or other materials which may be helpful. Notes of interviews shall be made, and copies of any important documents or materials shall be retained for the file.

(ii). Voluntary Resolution. The PAO shall endeavor, in appropriate cases, to facilitate resolution of the charges through informal consultation with the principal parties, mediation, or other voluntary means. If a case is settled in this manner and with the agreement of all parties involved, the PAO shall inform the cognizant Vice President and the receiving official and shall summarize the settlement in writing for the file. The case shall be deemed closed, and the file shall be forwarded to the receiving official for retention.

(iii). Findings and recommendations. For any case not settled through mediation, the PAO shall make a written report to the cognizant Vice President. The report shall include a summary of findings concerning the factual basis for the charges and a recommendation concerning action to be taken by the University. Depending on the findings, two types of actions may be recommended:

- If the PAO concludes that, based on credible information acquired during the investigation, there is a reasonable basis for believing that unlawful discrimination did occur, he/she shall so state and shall recommend that the complaint be referred for formal proceedings.
- If the PAO concludes that, based on credible information acquired during the investigation, a reasonable basis does not exist for believing that discrimination did occur, he/she shall so state and shall recommend that the complaint be dismissed.

The PAO shall also send a copy of the report to the receiving official.

e. Action by Vice President. Upon receipt of the PAO report, the cognizant Vice President shall have the following options:

(i). The Vice President may agree with the “no reasonable basis” finding and dismiss the complaint. The file shall be returned to the receiving official for retention.

(ii). The Vice President may agree with the “reasonable basis” finding and refer the complaint for formal proceedings. A referral may also occur where the Vice President disagrees with a “no reasonable basis” finding and dismissal recommendation from the PAO.

(iii). The Vice President may agree with the “reasonable basis” finding and impose upon the respondent the sanction of oral or written reprimand or warning.

(iv). The Vice President may endeavor to facilitate a settlement of the charges agreeable to the complainant, the respondent, and the University. If successful, such settlement shall be summarized in writing and placed in the case file, which shall be retained by the receiving official.

f. Appeal of Dismissal/Referral/Sanction to President. The complainant or the respondent may appeal the Vice President’s decision to dismiss or refer the complaint, respectively, to the President by filing an appeal in writing in the Office of the President. Either party may also appeal the Vice President’s imposition of sanction, as

provided above. The President's decision on the appeal shall be final.

7. Formal Proceedings. If a case is referred for formal proceedings as provided above, the following procedures shall be followed:

a. Adversary Hearing.

(i). Faculty Member. If the respondent is a faculty member, the complaint shall be submitted to an adversary hearing. The procedures established for a grievance hearing before the Faculty Hearing Committee and for termination of a faculty member for cause, as stated in the current Faculty Handbook, shall be used in combination for this purpose.

(ii) Administrative/Staff Employee. If the respondent is an administrative or staff employee, the complaint shall also be submitted to an adversary hearing. The method of selecting a hearing panel, pre-hearing and hearing procedures, rights accorded the complainant and the respondent, and similar matters shall be determined by the cognizant Vice President, employing as a model the due process hearing procedures already in use by the University in related contexts.

- b. Case File. Only the complaint shall be forwarded to the hearing panel. Notes written and materials gathered by the PAO shall not be provided to the panel but shall be sent to the receiving official for retention in the permanent case file.
- c. Decision by President. The report of the hearing panel containing findings and recommendations with respect to the discrimination charges shall be submitted for action to the President. The President's decision may include a finding that the charges were not established and are to be dismissed, a finding that the charges were established and warrant imposition on the respondent of an appropriate sanction (either that recommended by the hearing panel or a different sanction selected by the President), a resubmission of the case to the hearing panel for reconsideration of the matter, or any other action deemed

appropriate by him. The ultimate decision by the President shall be final.

8. Time Concerns.

- a. Timeliness of Filing of Complaint. A complaint of unlawful discrimination should be made as soon as possible after the alleged acts occur. Unusual delay bringing such allegations forward under these procedures may cast doubt on the credibility of the complaint and lead to its early dismissal.
- b. Promptness of University Action. All phases of the handling of a complaint shall be completed as expeditiously as is practical under the circumstances. The University is committed to resolving complaints of discrimination without undue delay.

9. Procedural Departures. The procedures set forth above have been developed to insure an orderly and fair disposition of charges of unlawful discriminatory conduct. While it is anticipated that these procedures will generally be followed, the University reserves the right to modify or depart from them in any instance in which, in its sole discretion, it is deemed appropriate or prudent to do so.

10. Records. All documents relating to the University's processing of a complaint, or a copy of such documents, shall be placed in a case file. The case file shall be maintained by the appropriate receiving official as a permanent record.

11. Non-retaliation. It is a violation of the law and University policy for an employee or student to be disciplined or otherwise disadvantaged as a result of good faith resort to this complaint procedure. The initiation of a complaint of unlawful discrimination in good faith shall not therefore be grounds for discipline of other adverse action.

6.4 CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) 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 a campus law enforcement unit; 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 FERPA from this rule: (a) administrative and academic personnel within the institution who have a legitimate educational interest in the record or information; (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 so indicate on the form provided at the time of registration, and the University will withhold it during that particular term. This request or nondisclosure of directory information must be renewed each semester.

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

Associate Provost

Assistant Vice President for Enrollment Services

Director, Academic Advisement and Information Center Assistant

Dean, College of Administrative Science

Assistant to Dean, Engineering, Lower Division

Appropriate Engineering Department Chairmen, Upper Division

Graduate Director, Nursing Student Affairs

Director, Nursing, RN Education

Director, Continuing Education

Director, Co-operative Education

Vice President, 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 FERPA have been violated by the University may notify and request assistance from the Provost 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 canceled, and such students will be required to complete a new set of registration materials during the final registration period.

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

Students taking at least one half of the full-time course requirements are eligible for the deferred payment plan. The deferred payment plan enables total tuition, housing and other current charges to be divided into two payments each semester. The first payment of at least half of the total amount of charges is due by the first day of class. The second payment of the remaining balance is due the end of the 6th week of the semester. There is a \$20.00 administration fee for the deferred payment option.

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

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

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

Full-time students may include full-term, regular credit courses offered through the Division of Continuing Education under the maximum fee structure of UAH. Standard fees and fee conditions, however, do not

apply for short-term, off-campus, or noncredit offerings. For a complete list of fees and charges for credit courses, consult the appropriate "Timetable of Classes".

6.6 WITHDRAWALS* AND REFUNDS

After classes have begun, students may withdraw from one or more classes until the end of the eighth 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.

WITHDRAWAL

After registration is
complete but before classes begin
During the first two weeks of classes

FEES REFUNDED

All fees refundable
All fees refundable

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

Each student must have a current photo ID. A current student ID is required to use the Library and Spragins Hall. A current ID is also necessary in order to participate in the Student Government Association's programs.

A photo ID card will be made for each student when he or she begins taking classes at UAH, and each subsequent semester students must have their ID card validated. The first ID card is free; however, replacement cards are \$15 each. A new ID card each year is not necessary. Photo ID cards are validated at the Information Desk in the University Center. The dates and times when ID's are being made can be found in the Timetable of Classes. To have a card made or validated, a student must show proof of registration. For additional information call 890-6445.

6.8 PARKING AND TRAFFIC REGULATIONS

General

All motor vehicles and motorcycles driven or parked on the UAH campus by students or faculty/staff members must display a current UAH vehicle decal. The decal must be affixed to the right bumper or rear window, outside bottom right corner (passenger's side). 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

A vehicle registration fee will be added to all student's tuition statements the first semester they register for classes. A decal along with a refund form and a copy of the Motor Vehicle Regulations will be mailed to each registered student. Students who wish to register additional vehicles must come by the Office of Public Safety.

If a student does not operate/park a vehicle on campus he/she may receive a refund by returning the decal and the completed refund form to the Office of Public Safety.

Faculty/Staff may register their vehicle(s) through campus mail or in person at the Office of Public Safety.

The Office of Public Safety is open for vehicle registration from 7:30 a.m. - 8:30 p.m., Monday through Thursday, and from 7:30 a.m. - 5:00 p.m. on Friday. It is located in the Physical Plant Building on South Loop Road.

A complete list and explanation of UAH parking and traffic regulations can be found in the current Motor Vehicle Regulations Booklet.

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. 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 regarding posters, displays and handbills. The maintenance staff will 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"x22". 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 the 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 are not to 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 the 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 not permitted in buildings on the campus of The University of Alabama in Huntsville. Smoking areas outside and adjacent to some campus buildings are equipped with appropriate receptacles.

6.13 INJURY/ACCIDENT REPORTS

When a student sustains a personal injury on UAH property, no matter how minor the injury, the Public Safety Office (890-6596) should be contacted as soon as possible (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 (890-6911) 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 chair, the dean of the college (or director of the division) and the Provost, 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 action being appealed;
- (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. In compliance with the Campus Security Act, UAH publishes an Annual Campus Security Report. A copy of this report is available at the University Center Information Desk, the Public Safety/Police Office, the Housing Office, and the Office of the Vice President for Student Affairs.

6.17 SEXUAL ASSAULT PROGRAM

A particularly serious type of criminal behavior to which campuses are not immune is sexual assault. The University has in place a number of activities and programs intended to help reduce the possibility of sex offenses occurring on its campus. Included are presentations on rape/sexual offense awareness offered to students each year by various UAH personnel. The University also encourages the reporting by employees and students of conditions on campus which may contribute to a risk of

sexual assault, so that appropriate action may be taken.

A student who is a victim of a campus sexual assault should immediately contact personnel in the Student Affairs or Student Development offices. Individuals in these offices are available to provide assistance and to insure that the student receives counseling and other support as needed. Contact may also be made with UAH police and the local police authorities.

Sexual assault is, of course, a crime which may be prosecuted through the courts. It is also a violation of the UAH Code of Student Conduct subjecting the offender to disciplinary sanctions in accordance with policies and procedures established by the Code.

A copy of the complete UAH policy and program statement regarding sexual assault is available in the Office of Student Affairs, University Center, Room 114.

Telephone Numbers.

The following are the campus telephone numbers of the several offices which are involved in the implementation of the UAH Sexual Assault Program:

| | |
|---------------------|----------|
| Campus Police | 890-6911 |
| Student Affairs | 890-6700 |
| Student Development | 890-6203 |
| Wellness Center | 890-6775 |

The Huntsville Police Department may be reached through the 911 Emergency number.

CHAPTER 7

Code of Student Conduct

Student Conduct

To All Students, Faculty and Staff:

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

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

Article I. Introduction

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

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

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

G. Redress of Grievances 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 of 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 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 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 of 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 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 Library and two at-large faculty members.

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 **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.* Each case shall be assigned by the Chair to a Preliminary Action Officer (PAO) selected on a rotating basis from the faculty membership of the UJB. With respect only to complaints of misconduct by residents of

University housing occurring in or about the housing area, either the Assistant Director of Residence Life or the Resident Director, as selected by the Chair, shall serve as the PAO.

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. The PAO would ordinarily, in carrying out the preliminary investigation, meet with the Complainant, attempt to elicit information from any witnesses, review documents or inspect property which may be involved, etc. 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 Student Activities and the presiding officer of the student representative of the 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 reason 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 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, upon recommendation by the PAO. 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 Respondent has admitted a misconduct charge, the case shall be referred to the Chair for selection of a sanction. Referral and any subsequent proceedings shall be accomplished as follows:
 - a. *Forwarding of Case File.* The PAO shall forward to the Chair the signed complaint, the Respondent's signed statement admitting the conduct charged and acknowledging rights and consequences, the PAO's recommended sanction, 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, the disciplinary record of the Respondent, and the PAO's recommendation. 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, consulting the case file, to the Chair of the UJB.
11. *Summary Action.* In an 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 and Complainant.* 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. The Complainant shall also be provided with a summary statement of the hearing and appeal process and the Complainant's rights therein.
 - b. *UJB Roster - Respondent Strikes.* The Respondent shall be presented with a roster of the names of UJB members available to serve. The Respondent shall be permitted to strike one faculty member, one staff member, and one student.
 - c. *UJB Roster - Complainant Strikes.* The Complainant shall also be presented with such roster and allowed the same number of strikes as the Respondent, if desired.
 - d. *Hearing Panel Selection.* A Hearing Panel shall be selected by the Chair consisting of one faculty member, one staff member, and one student. A member of the UJB who feels that he/she could not serve as an impartial member of a particular Hearing Panel due to conflict of interest, bias, or other bona fida cause shall notify the Chair as soon as the cause for the disqualification becomes evident. A presiding officer shall be designated from among the Hearing Panel members by the Chair.
 - e. *Academic Misconduct Case.* For a case involving academic misconduct (along with related charges) only, the College Deans shall function in the place of the staff members in this process.
 - f. *Legal Counsel - Respondent.* The Respondent may, at his

or her own expense, consult with an attorney at any time during the disciplinary procedure and may have an attorney present at the hearing. Such attorney may not participate in the hearing, however, nor in the preliminary action or pre-hearing phases of the disciplinary process. Exceptions to this rule may be granted by the Vice President for Student Affairs where required by law due to the pendency of criminal charges or other cause. The summary statement of rights shall inform Respondent of this limited right to counsel.

- g. *Advisor - Respondent.* The summary statement of rights shall also state that the Respondent shall have the right to select an advisor, who may be present at the hearing to assist and/or represent the Respondent. The advisor may be any University person, except an attorney. If desired, the Respondent may have an advisor provided by the University. To exercise this latter option, the Respondent shall submit a request in writing to the Chair within 5 days after receipt of the complaint and summary statement of rights, and the Chair shall appoint as an advisor a UJB member not serving on the Hearing Panel. If the Respondent selects an advisor, he/she shall notify the Chair of the name and address of the Advisor within 5 days after receipt of the complaint and summary statement of rights.
- h. *Proponent.* The Chair shall designate an appropriate University person to participate in the hearing as the proponent of the charges. If the circumstances of the case do not suggest a suitable choice, a UJB member not serving on the Hearing Panel shall be appointed.
- i. *Open/Closed Hearing.* The summary statement given to the Respondent shall indicate that the hearing will be closed to the public, unless the Respondent submits to the Chair a request in writing that it be open and the request is approved by the Chair. Any such request by the Respondent must be made not later than 5 days after receipt of the complaint

- and summary statement of rights from the Chair.
- j. *Forwarding of case; Time Frame.* The Chair shall, upon completion of the foregoing procedural requirements, forward the case with pertinent documentation to the Presiding Officer for further action. Except in unusual circumstances, the Chair shall complete these requirements within 10 days after receipt of the case from the PAO.
2. *Presiding Officer Duties.* Upon receipt of the case from the Chair, the Presiding Officer shall carry out the following duties:
 - a. *Schedule Hearing.* The hearing shall be scheduled as soon as practical, consistent with the requirement, however, that the Respondent shall be given notice at least 7 days in advance of the hearing date. Written notice of the time, date, and place of the hearing; of the identity of the members of the Hearing Panel, the Proponent, and the Respondent's Advisor, if any; and of the open or closed nature of the hearing shall be provided by the Presiding Officer to the following parties: the Chair, Complainant, Proponent, Respondent, Advisor, all Hearing Panel members, and the Vice President for Student Affairs.
 - b. *Necessity for Rescheduling.* If, upon demonstrated good cause communicated in writing to the Presiding Officer, a Proponent or Respondent will be unable to attend the hearing as scheduled or will be unable to secure important evidence by such time, the Presiding Officer shall set a new date for the hearing.
 - c. *Time Frame.* Except in unusual circumstances, the Presiding Officer shall complete these 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 charges(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. The Respondent and/or Proponent shall have the option of presenting to the Hearing Panel argument regarding matters of extenuation or aggravation, respectively, or other considerations which may have bearing on selection of a sanction. Such presentation may be done orally or in writing, as determined by the Presiding Officer. Selection of a sanction shall be by majority vote.
 15. *Hearing Panel Report.* The final determination of the Hearing Panel shall be stated in a written report which shall set forth the Panel's findings, with the evidentiary support therefor, and the sanction to be imposed. The report shall be sent to the Respondent and his/her Advisor, the Complainant, the Proponent, the Chair, and the Vice President for Student Affairs within 3 days after the completion of the hearing process.

Article VI. Sanctions

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

A. Sanctions for Individuals

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

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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 or repair or replacement.
 5. Work Reparation - An option offered to the organization, usually in an instance in which restitution to the University is an appropriate sanction, that its members perform work for the University without pay.
 6. Fine - An order that the organization pay the University a designated sum of money.
 7. Restriction of Privileges - Denial, withdrawal, or limitation of one or more privileges made available by the University to students or student organizations, such as access to housing, use of a facility, participation in an activity, etc., for a designated period of time.
 8. Disciplinary Probation - Placement of the organization in a probationary status for a designated period of time. The restrictions which shall accompany probation shall be determined on a case-by-case basis. Probation shall carry with it a warning that further misconduct may result in suspension or expulsion.
 9. Disciplinary Suspension - Denial to the organization of access to University facilities, services, and any other privileges granted to student organizations having institutional recognition status, for a designated period of time, not to exceed two years.
 10. Expulsion - Termination of institutional recognition of the organization permanently or on an indefinite basis. Reapplication for recognition of an organization expelled on an indefinite basis shall not be permitted within two years.
- C. *Reservation of Authority.* The stated availability of a measure as a disciplinary sanction, as provided above, shall not imply that such a measure may not be imposed outside the disciplinary system by a University official who has authority to do so.

Article VII. Appeals

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

1. Filing an Appeal - Procedure. The Respondent shall have 5 days from the date of the UJB report announcing its determination to initiate an appeal by filing a written notice of appeal in the Office of the Vice President for Student Affairs. Within 5 days of the filing of the notice of appeal, a written statement of position setting forth the grounds for the appeal shall also be filed in the same office by the Respondent. Failure to file either the notice of appeal or the position statement within the allotted time shall render the determination of the UJB final and conclusive. A copy of such documents shall be provided by the Vice President for Students 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 evidence, as those grounds are stated above. An appeal by the Complainant shall be made and processed in accordance with the requirements set forth above for the Respondent.
 4. *Review of Respondent Appeal.* On a properly submitted appeal by a Respondent, the Vice President for Student Affairs shall have the discretionary authority to do the following:
 - affirm the finding(s) and sanctions(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 findings(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

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after review by the Vice President for Student Affairs, final appeal may be made by the Respondent to the President of the University. Right of appeal shall be exercised within 5 days after the date of the decision on appeal from the Vice President for Student Affairs by filing a notice of appeal, with an accompanying position statement, in the Office of the President. The scope of review and procedure on appeal shall be the same as set forth above for the Vice President for Student Affairs.

Article VIII. Interim Suspension

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

- A. *Criteria.* A student may be suspended on an interim basis and without prior resort to the disciplinary procedures set forth above where his/her continued presence in the campus community poses a substantial threat to persons (including himself/herself) or property or to normal institutional functions
- B. *Procedures.* An interim suspension may be imposed only by the Vice President for Student Affairs (or designee) and only in accordance with the following special procedures:
 1. *Notice.* The student shall be given written notice of the imminent possibility of suspension and of the opportunity to appear before the Vice President for Student Affairs for an interim hearing at a time and place designated.
 2. *Interim Hearing.* The hearing shall generally be limited to the following issues:
 - the reliability of available information concerning the student's conduct, including any identity questions which may be raised
 - whether the student's conduct and the surrounding circumstances reasonably indicate that his/her continued presence in the campus community does pose a substantial threat to persons (including himself/herself) or property or to normal institutional functions.

- if the student, without good cause, fails to appear for the interim hearing at the time and place indicated, or if the student does appear but the foregoing issues are resolved in favor of a suspension, the student may be placed on interim suspension
3. *Immediate Suspension.* If under all the circumstances it is not feasible or prudent to hold an interim hearing prior to imposition of the suspension, the student may be suspended immediately and without prior notice. Within 5 days of the effective date of such suspension and upon written notice, the student shall be afforded an interim hearing on the issues set forth above, at which time the suspension shall either be lifted or continued.
 4. *Notice of Suspension.* Notice of interim suspension shall be given to the student in writing.
- C. *Duration.* An interim suspension shall remain in effect pending completion of the normal disciplinary process. The Vice President for Student Affairs shall, however, have the authority to modify the terms of an interim suspension at any time.
 - D. *Other Interim Sanctions.* In addition to suspension, the Vice President for Student Affairs shall have the authority to impose, on an interim basis and in accordance with these procedures, any lesser sanction, including specifically restriction of privileges, removal from a class, removal from University housing, etc.
 - E. *Student Organizations.* A student organization shall be subject to interim suspension by action of the Vice President for Student Affairs (or designee) under the same circumstances and upon the same procedures as set forth above.

Article IX. Nondisciplinary Procedures for Academic Misconduct

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

A. Nondisciplinary Treatment

1. *Conference Held.* If a faculty member has information indicating that a student has committed an act of academic dishonesty, the faculty member shall hold an informal conference with the student. At this conference the student shall be presented with the information and given an opportunity to explain or rebut it by any reasonable means.
2. *Academic Misconduct Indicated.* If the matter is not satisfactorily resolved (such as by exoneration of the student) by means of the informal conference, the following procedures shall apply:
 - a. *Imposition of Academic Sanction.* The faculty member may impose one or more academic sanctions appropriate to the circumstances, such as requiring a revision of the assignment in question or completion of a new assignment, giving an oral or written reprimand, awarding an F for the graded work or for the entire course, etc.
 - b. *Review - Grievance Process.* The student shall have the right to seek review of this action by utilizing the normal grievance process. (See "Grievance Procedures," Section 6.15).
 - 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.

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- 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 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 record.

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.

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SEPTEMBER 1996

2

MONDAY

Labor Day

• HOLIDAY

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

• MOM'S Comedian Renee Hicks 8:30 pm

6

FRIDAY

• Volleyball UAH Tournament TBA (H)

7

SATURDAY

- Cross Country v. Berry College Invitational (Rome, GA) 9:30 am ET(M) 10:45 am ET(W)
- Men's Soccer v. Carson-Newman 2 pm ET (Jefferson City, TN)
- Women's Soccer @ JSU 2 pm
- Sandpit Volleyball begins 1 pm
- Volleyball UAH Tournament All day (H)

8

SUNDAY

- Flag Football (1 pm) & Floor Hockey (5 pm)
- Women's Soccer @ Tusculum 12 pm
- Men's Soccer v. Lincoln Memorial 3 pm ET (Harrogate, TN)

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

- MOM'S Comedian Jonathan Brandt 8:30 pm
- Faculty Senate Meeting 12:30 pm
- ADSC 114

13 FRIDAY

- Cross Country U. of South Invitational (Sewanee, TN) 4 pm ET (W) 4:45 pm ET (M)
- Volleyball MS-Women Tournament All day (Columbus, MS)
- Women's Soccer @ U. N. AL 4 pm
- OMA Ambassador Selection - Barbara McElrath

14 SATURDAY

Rosh Hashana

- Men's Soccer v. Central AR 2 pm (H)
- Volleyball MS Women Tournament All day (Columbus, MS)
- Sandpit Volleyball 1 pm

15 SUNDAY

- Men's Soccer v. Life College 2 pm (H)
- Women's Soccer v. Martin Methodist (h) 4:30 pm
- Flag Football (1 pm) & Floor Hockey (5 pm)

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

- MOM'S Music show by Roger Day 8:30 pm
-

20 FRIDAY

- Men's Soccer v. Christian Bros. 4 pm (H)
 - Volleyball So. AR Tournament All day (Magnolia, AR)
 - OMA Advisor Committee Meeting
-

21 SATURDAY

- Cross Country UAH/Chevron Invitational (Huntsville) 9 am (W)
 - 9:45 am (M)
 - Women's Soccer @ W. FL 7 pm
 - Sandpit Volleyball 1 pm
 - Volleyball So. AR Tournament All day (Magnolia, AR)
-

22 SUNDAY
First Day of Autumn

- Men's Soccer v. Life College 2 pm ET (Marietta, GA)
 - Women's Soccer @ Spring Hill 2 pm
 - Flag Football (1 pm) & Floor Hockey (5 pm)
-

23 MONDAY

Yom Kippur

24 TUESDAY

- Career Information Day - UC
- Volleyball v. ALA&M (h) 7 pm

25 WEDNESDAY

- FALLFEST
- Career Interview Day - UC

26 THURSDAY

- FALLFEST
- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Comedy Juggling Show by Mark Nizer — UC Exh. Hall 8:30 pm

27 FRIDAY

- FALLFEST
- Men's Soccer v. Montevallo 7 pm (Montevallo)
- Volleyball Belmont Tournament All day (Nashville, TN)

28 SATURDAY

- Women's Soccer @ Montevallo 2 pm
- Volleyball Belmont Tournament All day (Nashville, TN)
- Sandpit Volleyball 1 pm

29 SUNDAY

- Flag Football (1 pm) & Floor Hockey (5 pm)

SEPTEMBER/OCTOBER 1996

30 MONDAY

- Real World Seminar - Mom's

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

- OMA Fall Term Gala

4 FRIDAY

- Volleyball Wingate Tournament All day (Wingate, NC)
- Maximum Life Enhancement Symposium - UC

5 SATURDAY
LSATs

- Cross Country Jax State Invitational (Jacksonville, AL) 9:30 am (W) 10:15 am (M)
- Men's Soccer v. W. FL (Pensacola, FL) 7 pm
- Volleyball Wingate Tournament All day (Wingate, NC)
- Maximum Life Enhancement Symposium - UC

6 SUNDAY

- Men's Soccer v. Spring Hill (Pensacola, FL) 1 pm
- Flag Football (1 pm) & Floor Hockey (5 pm)

7 MONDAY

- Second Fall Intramural registration begins

8 TUESDAY

- Volleyball v. Christian Bros. 7 pm (Memphis, TN)

9 WEDNESDAY

- Women's Soccer v. N. AL (h) 4 pm

10 THURSDAY

- FALL BREAK

11 FRIDAY

- Volleyball GSC East Pool All day (Carrollton, GA)
- Graduate & Professional School Day sponsored by UAH - at A&M
- FALL BREAK

12 SATURDAY

GRE's (Subject Test only)

- Men's Soccer v. Gardner-Webb 2 pm (H)
- Volleyball GSC East Pool All day (Carrollton, GA)
- Women's Soccer @ TN Tech 4 pm
- Cross Country Austin Peay Invitational 9 am (W) 9:45 am (M)
- FALL BREAK

13 SUNDAY

- Volleyball GSC East Pool All day (Carrollton, GA)
- Women's Soccer @ Lincoln Mem. 2 pm

14 MONDAY
Columbus Day (US)
Thanksgiving Day (C)

15 TUESDAY • MOM'S Concert by Del Suggs 8:30 pm

16 WEDNESDAY • Volleyball v. ALA&M Mayor's Cup (A) 7 pm

17 THURSDAY • OMA Movie Night - UC

18 FRIDAY • Writing Center sponsors "Writing Your Application Essay"
workshop MH 228 1 pm

19 SATURDAY
GMAT's • Women's Soccer v. Samford (h) 11 am
• OMA Sickle Cell Skate-A-Thon - Carosel Skate Center
• Flag Football Tournament 1 pm

20 SUNDAY • Men's Soccer v. N. KY 1 pm (H)
• Flag Football (1 pm) & Floor Hockey (5 pm)

21 MONDAY

- Second Fall Intramural Registrations Ends

22 TUESDAY

- Volleyball v. N. AL TBA (Florence, AL) 7 pm

23 WEDNESDAY

- Women's Soccer @ Martin Methodist 6:30 pm
- Racquetball draw posted

24 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114

25 FRIDAY

- Volleyball W. GA Tournament All day (Carrollton, GA)
- Ice Hockey v. Penn State 7 pm (H)

26 SATURDAY

- Men's Soccer v. A&M (Mayor's Cup) 2 pm
- Women's Soccer v. S. MS 11 am
- Volleyball W. GA Tournament All day (Carrollton, GA)
- Ice Hockey v. Penn State 7 pm (H)
- Raquetball Tournament 9 pm
- Cross Country GSC Championship 9 am (W) 9:45 am (M)

27 SUNDAY

Daylight Savings Time Ends - set back 1 hour

- Men's Soccer v. S.C.-Aiken 2:30 pm (H)
- Women's Soccer v. Christian Bros. (h) 11:30 am
- Raquetball Tournament 12 pm
- Indoor Soccer 4 pm

OCTOBER/NOVEMBER 1996

28 MONDAY

- Volleyball v. W.AL 7 pm (Home)
-

29 TUESDAY

- Volleyball v. W.AL 7 pm (Home)
-

30 WEDNESDAY

- Volleyball v. W. GA 7 pm ET (Carrollton, GA)
-

31 THURSDAY
Halloween

- Volleyball v. W. GA 7 pm ET (Carrollton, GA)
-

1 FRIDAY

- Men's Soccer Gulf South Conference Tournament TBA
 - Women's Soccer GSC Tournament TBA
 - Ice Hockey v. U. of Maine 7 pm ET (A)
 - 2Tower Sax Quartet ASB Auditorium CEC sponsored 7:30pm
 - Ice Hockey @ U. of Maine 7 pm ET
 - Cross Country NCAA Div. II So. Regionals (Spartanburg, SC) TBA
 - Men's Soccer Gulf South Conference Tournament TBA
 - Volleyball v. Valdosta State 8 pm (H)
 - Women's Soccer GSC Tournament TBA
-

2 SATURDAY

3 SUNDAY

- Men's Soccer Gulf South Conference TBA
 - Indoor Soccer 4 pm
 - Women's Soccer GSC Tournament TBA
-

NOVEMBER 1996

4 MONDAY

- Volleyball v. Lincoln Memorial 6 pm ET (Harrogate, TN)
- Real World Seminar - Mom's

5 TUESDAY
Election Day

- Volleyball v. Lincoln Memorial 6 pm ET (Harrogate, TN)
- Real World Seminar - Mom's

6 WEDNESDAY

- Volleyball v. Montevallo 7 pm (H)
- Faculty Senate Meeting 12:30 pm
- ADSC 114

7 THURSDAY

- Volleyball v. Montevallo 7 pm (H)
- Faculty Senate Meeting 12:30 pm
- ADSC 114

8 FRIDAY

- Men's Soccer v. Lynn 2 pm ET (Bacon Raton, FL)

9 SATURDAY

- Cross Country NCAA Div. II So. Regionals @ Spartanburg
- SC 9 am ET (W) 9:45 am ET (M)

10 SUNDAY

- Men's Soccer v. Eckerd 12:30 pm ET (Boca Raton, FL)
 - Indoor Soccer 4 pm
-

NOVEMBER 1996

11 MONDAY
Veteran's Day
Remembrance Day (C)

- Volleyball v. Lee 7 pm (H)

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

- OMA Campus Diversity Symposium - UC

15 FRIDAY

- Volleyball GSC Tournament TBA
- Women Basketball U. W. FL Tip-off Classic 5 pm ET
- Ice Hockey v. St. Mary's College 7 pm (H)
- Writing Center "Writing Your Application Essay" MH228 1 pm

16 SATURDAY

- Volleyball GSC Tournament TBA
- Women Basketball U. W. FL Tip-Off Classic 5 pm ET
- Ice Hockey v. St. Mary's College 7 pm (H)

17 SUNDAY

- Volleyball GSC Tournament TBA
 - Indoor Soccer 4 pm
-

18 MONDAY

19 TUESDAY

- Men's Basketball v. Athens State (H)
- 7:30 pm

20 WEDNESDAY

21 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114

22 FRIDAY

- Ice Hockey v. State U. of NY/Potsdam 7 pm (H)
- Writing Center "Documenting Your Sources" MH228 1 pm

23 SATURDAY

- Ice Hockey v. State U. of NY/Potsdam 7 pm (H)
- Women's Basketball v. MS U. Women (h) 6 pm

24 SUNDAY

- Indoor Soccer Tournament 4 pm

NOVEMBER/DECEMBER 1996

25 MONDAY

- Men's Basketball v. MS College (H) 7:30 pm
-

26 TUESDAY

27 WEDNESDAY

- THANKSGIVING HOLIDAY
-

28 THURSDAY
Thanksgiving Day

- THANKSGIVING HOLIDAY
-

29 FRIDAY

- Women Basketball UAH Tourney 4 & 6 pm
 - Men's Basketball FL Tech Tourney Melbourne, FL 5:15 pm ET
 - Ice Hockey v. U. of Connecticut 7 pm (H)
 - THANKSGIVING HOLIDAY
-

30 SATURDAY

- Women Basketball UAH Tourney 3:30 & 6 pm
 - Ice Hockey v. U. of Connecticut 7 pm (H)
 - Men's Basketball FL Tech Tourney
 - Melbourne, FL 7:30 pm
 - THANKSGIVING HOLIDAY
-

1 SUNDAY

DECEMBER 1996

2 MONDAY

- Last MW class
- Last MWF class

3 TUESDAY

- Men's Basketball v. Christian Bros.
- Memphis, TN 7:30 pm
- Last Tuesday evening only class
- Last TT class

4 WEDNESDAY

- Writing Center "Writing Essay Exams" workshop MH228 1 pm
- Weather day
- Last Wednesday evening only class

5 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Study Day

6 FRIDAY
First Day of Chanukah

- Women Basketball U. N. FL Tournament TBA
- EXAMS

7 SATURDAY
LSAT's

- Women Basketball U. N. FL Tournament TBA
- "The Gifts of the Maju" AS Auditorium 7:30 pm
- Last Saturday class

8 SUNDAY

DECEMBER 1996

9 MONDAY

- Last Monday evening only class
 - EXAMS
-

10 TUESDAY

- EXAMS
-

11 WEDNESDAY

- EXAMS
-

12 THURSDAY

- Last Thursday evening only class
 - EXAMS
-

13 FRIDAY

- Ice Hockey v. Salem State College 7 pm (H)
 - EXAMS
-

14 SATURDAY

GRE's (Subject & General)

- December Graduates' Reception
 - Women Basketball v. TN Tech 7 pm (A)
 - Ice Hockey v. Salem State College 7 pm (H)
 - Men's Basketball v. Athens State
 - Athens 7:30 pm
-

15 SUNDAY

DECEMBER 1996

16 MONDAY

- Men's Basketball v. MS College
- Clinton, MS 7:30 pm

17 TUESDAY

18 WEDNESDAY

- Women Basketball v. GA Southwestern 6 ET (A)

19 THURSDAY

20 FRIDAY

21 SATURDAY

First Day of Winter

22 SUNDAY

23 MONDAY

• HOLIDAY

24 TUESDAY

• HOLIDAY

25 WEDNESDAY

Christmas (US, C)

• HOLIDAY

26 THURSDAY

Boxing Day (C)

• HOLIDAY

27 FRIDAY

• HOLIDAY

28 SATURDAY

29 SUNDAY

• Ice Hockey v. New England College 7 pm (H)

DECEMBER/JANUARY 1997

30 MONDAY

- Ice Hockey v. New England College 7 pm (H)
- Men's Basketball v. Johnson C. Smith (H) 7:30 pm
- HOLIDAY

31 TUESDAY

- Women Basketball v. MS U. for Women (A) 6 pm
- HOLIDAY

1 WEDNESDAY
New Years Day (US, C)

- HOLIDAY

2 THURSDAY

- Men's Basketball v. Oakland City
- Oakland City, IN 7:30 pm

3 FRIDAY

4 SATURDAY

- Women Basketball v. Valdosta State 5:45 pm (H)
- Men's Basketball v. Valdosta State (H) 7:45 pm
- Ice Hockey Western Mass. Tourney TBA

5 SUNDAY

- Ice Hockey Western Mass. Tourney TBA

6 MONDAY

- Women Basketball v. W. FL U. 5:45 pm (H)
- Men's Basketball v. W. FL (H) 7:45 pm
- Registration

7 TUESDAY

- Registration

8 WEDNESDAY

- First Spring Intramural Registration begins
- Classes begin

9 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC Auditorium

10 FRIDAY

11 SATURDAY

- Women Basketball v. U. of W. AL 5:30 pm (A)
- Ice Hockey v. Bently College 1:30 pm (H)
- Men's Basketball v. W. AL
- Livingston, AL 7:30 pm
- First Saturday Classes

12 SUNDAY

- Ice Hockey v. Bently College 7 pm (H)

JANUARY 1997

13 MONDAY

- Women Basketball v. U. Montevallo 5:45 pm (H)
- Men's Basketball v. Montevallo (H) 7:45 pm

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

- Martin Luther King, Jr. Day Program - Dr. Gene Young - UC Exhibit Hall

17 FRIDAY

- Concert by Sergio & Odair Assad\ 7:30 ASB

18 SATURDAY

GMAT's

- Women Basketball v. W. GA College 5:45 pm (H)
- Men's Basketball v. W. GA (H)
- 7:45 pm

19 SUNDAY

20 MONDAY
Martin L. King Jr. Day

- Women Basketball v. Lincoln Memorial U. 6 ET (A)
- Men's Basketball v. Lincoln Memorial 8 pm ET
- HOLIDAY

21 TUESDAY

- First Spring Intramural Registration Ends

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

- Ice Hockey @ Air Force 7 pm MT

25 SATURDAY

- Women Basketball v. U. N. AL 5:45 (A)
- Ice Hockey @ Air Force 7 pm MT
- Men's Basketball v. N. AL
- Florence, AL 7:30 pm
- Intramural Basketball Tournament 10 am

26 SUNDAY
Super Bowl XXXI, New Orleans

- Superbowl

JANUARY/FEBRUARY 1997

27 MONDAY

- Woman Basketball v. Oakland City College 5:45 pm (H)
- Men's Basketball v. Oakland City (H) 7:30 pm

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Men's Basketball v. Christian Bros. H) 7:30 pm

31 FRIDAY

- Ice Hockey v. Villanova U. 7 pm (H)
- HOMECOMING

1 SATURDAY

- Woman Basketball v. U. Montevallo 5:30 pm (A)
- Ice Hockey v. Villanova U. 1:30 pm (H)
- Men's Basketball v. Montevallo 7:30 pm
- HOMECOMING

2 SUNDAY

- Intramural Volleyball 4:30 pm

FEBRUARY 1997

3 MONDAY

- Women Basketball v. U. W. AL 5:45 pm (H)
 - Men's Basketball v. W. AL (H) 7:45 pm
-

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY
LSATs

- Women Basketball v. U. W. FL TBA (A)
 - Men's Basketball v. W. FL
 - Pensacola, FL 4:30 pm
 - Ice Hockey v. U. of Minn./Crookston 1:30 pm (H)
-

9 SUNDAY

- Ice Hockey v. U. of Minn./Crookston 7 pm (H)
 - Intramural Volleyball 4:30 pm
-

FEBRUARY 1997

10 MONDAY

- Women Basketball v. Valdosta State 5:45 ET (A)
- Men's Basketball v. Valdosta State
- Valdosta, GA 8 pm ET
- Second Spring Intramural Registration begins

11 TUESDAY

12 WEDNESDAY

Ash Wednesday

- Black History Month Presentation - Mr. Darryl Van Leer - UC Ex. Hall

13 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC Auditorium

14 FRIDAY

St. Valentine's Day

- Ice Hockey v. Mankato State 7 pm (H)
- Black Student Assn. Valentine's Dance - TBC

15 SATURDAY

- Women Basketball v. W. GA College 6 ET (A)
- Men's Basketball v. W. GA
- Carrollton, GA 8 pm ET
- Ice Hockey v. Mankato State 1:30 pm (H)
- Softball @ Belmont 11 am

16 SUNDAY

- Intramural Volleyball 4:30 pm
- Softball @ Athens State TBA

17 MONDAY
President's Day (US)

- Women Basketball v. Lincoln Memorial U. 5:45 pm (H)
- Men's Basketball v. Lincoln Memorial (H) 7:45 pm

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

- Women Basketball v. AL A&M 5:30 pm (A)
- Men's Basketball v. AL A&M
- Normal, AL 7:30 pm

21 FRIDAY

22 SATURDAY

- Women Basketball v. U. N. AL 5:45 (H)
- Men's Basketball v. N. AL (H) 7:45 pm
- Softball Gulf So. Sunshine Conf. Shootout @ JSU TBA

23 SUNDAY

- Intramural Volleyball 4:30 pm
- Softball Gulf So. Sunshine Conf. Shootout @ JSU TBA

FEBRUARY/MARCH 1997

24 MONDAY

- Second Spring Intramural Registrations ends

25 TUESDAY

- Softball v. TN State (h) 4 pm

26 WEDNESDAY

- NACPED

27 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Softball v. Kennesaw State (h) 1 pm

28 FRIDAY

- Ice Hockey v. Mankato State 7 pm (A)
- African-American History Month Luncheon - UC FDR
- Softball v. Delta State (h) 4 pm

1 SATURDAY

- Ice Hockey v. Mankato State 7 pm (A)
- Intramural Soccer (9 am) & Softball (1 pm)

2 SUNDAY

- Intramural Volleyball 4:30
-

MARCH 1997

3 MONDAY

4 TUESDAY

• Softball @ W. GA 4 pm ET

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

• Intramural Soccer (9 am) & Softball (1 pm)
• Softball v. W. AL (h) 4 pm

9 SUNDAY

Intramural Basketball 1 pm
• Intramural Volleyball Tournament 4:30 pm

10 MONDAY

11 TUESDAY

- Real World Seminar - Mom's
 - Softball v. N. AL (h) 4 pm
-

12 WEDNESDAY

13 THURSDAY

- Faculty Senate Meeting 12:30 pm
 - ADSC 114
-

14 FRIDAY

- Ice Hockey NCAA Div. II Tourney TBA
 - Jodi Liss/Just Dance classes sponsored by CEC TBA
-

15 SATURDAY

GMAT's

- Ice Hockey NCAA Div II Tourney TBA
 - Jodi Liss/Just Dance performance
 - sponsored by CEC, 7:30 pm, UC EH
 - Intramural Soccer (9 am) & Softball (1 pm)
-

16 SUNDAY

- Intramural Basketball 1 pm
-

17 MONDAY
St. Patrick's Day

- St. Patrick's Day
 - Softball @ TN State 2:30 pm
-

18 TUESDAY

- Career Information Day - UC
 - Softball @ Wisconsin-Parkside 6 pm
-

19 WEDNESDAY

- Career Interview Day - UC
-

20 THURSDAY
First Day of Spring

- Spring Term Diversity Symposium - UC
-

21 FRIDAY

- Softball Kennesaw State Tournament (A) TBA
-

22 SATURDAY

- Softball Kennesaw State Tournament (A) TBA
-

23 SUNDAY
Palm Sunday

- Softball Kennesaw State Tournament (A) TBA
-

MARCH 1997

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY
Good Friday

- Good Friday
 - Softball @ W. FL 3 pm
-

29 SATURDAY

30 SUNDAY
Easter

31 MONDAY
Easter Monday (C)

- SPRING BREAK
- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Softball @ W. FL 5:30 pm

1 TUESDAY
April Fool's Day

- Softball @ Delta State 2 pm
- SPRING BREAK

2 WEDNESDAY

- SPRING BREAK

3 THURSDAY

- Softball @ W. AL 3 pm
- SPRING BREAK

4 FRIDAY

- SPRING BREAK

5 SATURDAY

- Intramural Soccer (9 am) & Softball (1 pm)
- Softball v. Valdosta State (h) 1 pm
- No Saturday classes

6 SUNDAY

Daylight Savings Time Begins - Set Ahead 1 hour

- Daylight Savings Time
- Intramural Basketball 1 pm
- Softball v. Valdosta State (h) 12 noon

7 MONDAY

- Softball v. W. GA (h) 6 pm

8 TUESDAY

- Softball v. W. GA (h) 6 pm

9 WEDNESDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- OMA Spring Picnic - UC Lawn

10 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- OMA Spring Picnic - UC Lawn

11 FRIDAY

12 SATURDAY

- Intramural Soccer (9 am) and Softball (1 pm)
- GRE's (Subject & General)
- Softball @ Lincoln Memorial 1 pm

13 SUNDAY

- Intramural Basketball 1 pm
- Softball @ Lincoln Memorial 1 pm

14 MONDAY

- SPRINGFEST

15 TUESDAY

- Student Leadership Banquet
- SPRINGFEST

16 WEDNESDAY

- SPRINGFEST

17 THURSDAY

- SPRINGFEST
- Softball @ N. AL 3 pm

18 FRIDAY

- SPRINGFEST

19 SATURDAY

- Intramural Soccer (9 am) & Softball (1 pm) Tournament

20 SUNDAY

- Intramural Basketball Tournament (1 pm)
-

APRIL 1997

21 MONDAY

- OMA Graduation Reception - UC Ex. Hall
- Last MWF Class

22 TUESDAY
First Day of Passover

- Softball v. Belmont (h) 6 pm
- Last TT Class

23 WEDNESDAY

- Last Monday-Wednesday class
- Last Wednesday evening class

24 THURSDAY

- Faculty Senate Meeting 12:30 pm
- ADSC 114
- Weather Day
- Last Thursday evening only class

25 FRIDAY

- STUDY DAY

26 SATURDAY

- Softball GSC Tournament (A) TBA
- Last Saturday Class

27 SUNDAY

APRIL/MAY 1997

28 MONDAY

• EXAMS

29 TUESDAY

• Last Tuesday evening only class
• EXAMS

30 WEDNESDAY

• EXAMS

1 THURSDAY

• EXAMS

2 FRIDAY

• EXAMS

3 SATURDAY

4 SUNDAY

MAY 1997

5 MONDAY

- Last Monday evening only class
- EXAMS

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

- Registration

10 SATURDAY

11 SUNDAY
Mother's Day

MAY 1997

12 MONDAY

• Classes begin - 1st 6-wk. session

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

• Commencement

MAY 1997

19 MONDAY
Victoria Day (C)

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

26 MONDAY
Memorial Day

• HOLIDAY

27 TUESDAY

• Classes begin 10-wk. session

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

1 SUNDAY

JUNE 1997

2 MONDAY

3 TUESDAY

4 WEDNESDAY

5 THURSDAY

6 FRIDAY

7 SATURDAY

8 SUNDAY

JUNE 1997

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

14 SATURDAY
Flag Day

15 SUNDAY
Father's Day

JUNE 1997

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY
First Day of Summer
GMAT's

22 SUNDAY

JUNE 1997

23 MONDAY

• Last class 1st 6-wk. session

24 TUESDAY

• EXAMS 1st 6-wk. session

St. Jean Baptiste Day (C-Que)

25 WEDNESDAY

• EXAMS 1st 6-wk. session

26 THURSDAY

• ORIENTATION

• Classes begin - 2nd 6-wk. session

27 FRIDAY

• ORIENTATION

28 SATURDAY

29 SUNDAY

JUNE/JULY 1997

30 MONDAY

1 TUESDAY
Canada Day (C)

2 WEDNESDAY

3 THURSDAY

4 FRIDAY • HOLIDAY
Independence Day

5 SATURDAY

6 SUNDAY

JULY 1997

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

JULY 1997

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY • ORIENTATION

18 FRIDAY • ORIENTATION

19 SATURDAY

20 SUNDAY

JULY 1997

21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY • ORIENTATION

26 SATURDAY • ORIENTATION

27 SUNDAY

28 MONDAY

29 TUESDAY

- Transfer Orientation

30 WEDNESDAY

31 THURSDAY

- ORIENTATION
- Last TT class 10-wk. session

1 FRIDAY

- ORIENTATION

2 SATURDAY

3 SUNDAY

AUGUST 1997

4 MONDAY

- Last MW class 10-wk. session

5 TUESDAY

- TRANSFER ORIENTATION

6 WEDNESDAY

- Last MWF class 10-wk. session
- Last class 2nd 6-wk. session

7 THURSDAY

- EXAMS 10-wk. session
- EXAMS 2nd 6-wk. session

8 FRIDAY

- EXAMS 10 wk.-session
- EXAMS 2nd 6-wk. session

9 SATURDAY

10 SUNDAY

11 MONDAY

• EXAMS 10-wk. session

AUGUST 1997

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

16 SATURDAY

• ORIENTATION

17 SUNDAY

• ORIENTATION

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