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## UAH Student Handbook 2004-2006

University of Alabama in Huntsville

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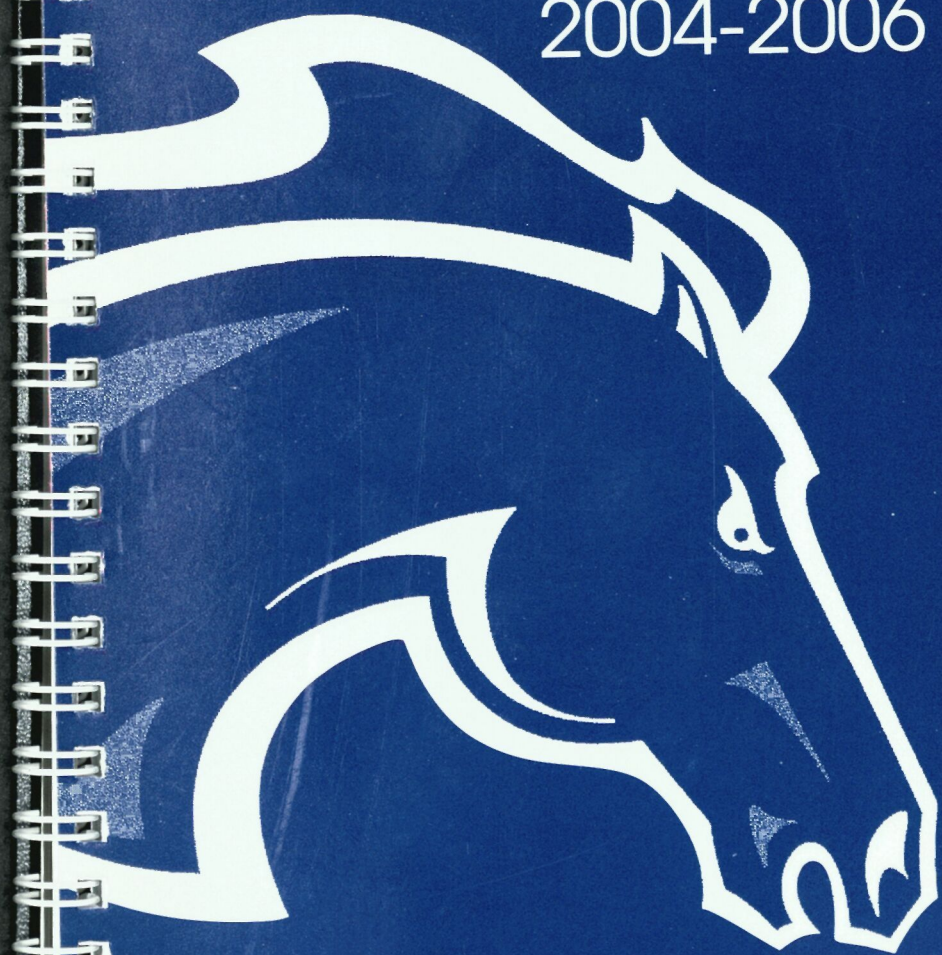
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# UAH

The University of Alabama in Huntsville

## Student Handbook 2004-2006





## Introduction

The University of Alabama in Huntsville (UAH) 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, national origin, age, disability, citizenship, or veteran status. It maintains an affirmative action program for protected minorities and women.

This Handbook describes some of the policies, procedures, benefits, and programs available to UAH students. 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 a conflict, the current statements of Board policy contained in the official minutes and manual of rules, by-laws, and guidelines shall prevail.

UAH also reserves the right, in its sole discretion and at any time, to modify any policy, procedure, benefit, or program described in this Handbook and to make other changes it deems 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.

## 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.

## Building Abbreviations

AH	Alumni House
ASB	Administrative Building
BC	Bevill Center
BSB	Business Services Building
CCRH	Central Campus Resident Hall
CRB	Central Receiving Building
EB	Engineering Building
FCB	Fitness Center Building
LIB	Library
MDH	Madison Hall
MH	Morton Hall
MSB	Material Science Building
NCRH	Northeast Campus Resident Hall
NB	Nursing Building
OB	Optics Building
PPB	Physical Plant Building
RH	Roberts Hall
SECH	Southeast Campus Resident Hall
SH	Spragins Hall
SKH	Shelbie King Hall
TH	Technology Hall
UC	University Center
VBRH	Wernher von Braun Research Hall
WH	Wilson Hall



## Easy Access to Problem Solving

Concern	Go To	Phone (256) 824-
<b>Academic</b>		
Apply to Graduate	UC 118	7777
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		
Information Systems	ASB 350	6159
Admissions Office	UC 116	6070
Activities/Events	UC	
Information Desk		6445
<b>Advising</b>		
Academic Advisement		
Center	UC 200	6290
Arts, Sciences, undecided	UC 200	6290
Administrative Science	ASB 102	6024
Engineering	EB 158	6877
Nursing	NB 207	6742
Career	EB 117	6612
Personal	UC 113	6203
Alliance for Minority		
Participation (AMP)	WH 218	6235
Alumni Relations	AH 128	6085
Automation/Robotics		
(Center for)	VBRH A-4	6243
Appeal Parking Tickets	PPB	6594
Art and Art History	RH 313	6114
Atmospheric/Environmental		
Sciences Program	VBRH A-11	6257
Audit Class	UC 118	7777



Concern	Go To	PHONE (256) 824-
Auto Registration	PPB	6596
<b>Athletics</b>	SH 205	6144
Varsity Sports (Men & Women)		
Baseball		
Basketball		
Cross Country		
Hockey		
Soccer		
Softball		
Tennis		
Track		
Volleyball		
Biological Sciences	WH 142	6260
Books and Supplies	UC Lower Level	6600
Business Administration	ASB 102	6024
Cafeteria	UC First Floor	6137
Campus Mail	CRB	6116
Campus Police	PPB	6911
Cashier	UC 213	6226
Career Services	EB 117	6612
Charger Central	UC 118	7777
Chemical & Materials Eng.	MSB 311	6439
Chemistry	MSB C203	6153
Clubs/Student Activities	UC 100	6445
Communication Arts	MH 319	6645
Computer Center (Helpdesk)	VBRH M-30	6347
Computer Science	TH 300N	6088
Continuing Education	WH 124	6010
Cooperative Education	EB 117	6741
Counseling Center	UC 113	6203
Day Care (University Preschool)	4711 Holmes	837-9553
Disability Services	UC 113	6203
Education	MH 232	6108
Education Certification	MH 241C	6220
Email and Internet Accounts	VBRH M-30	6375
<b>Employment</b>		
Staff	SKH 102	6381
Student	EB 117	6612
Cooperative Education	EB 117	6741

Concern	Go To	Phone (256) 824-
<b>Engineering</b>		
Chemical	MS 307	6810
Civil & Environmental	VBRH D-14	6854
Computer	EB 267	6316
Electrical	EB 267	6316
Industrial & Systems	TH N143	6256
Mechanical & Aerospace	TH N274C	6184
English	MH 300	6320
Exponent (Newspaper)	UC 104	6090
Finance & Economics	ASB 333	6590
Financial Aid	UC 212	6241
Foreign Languages		
and Literature	MH 333	6300
Graduate Studies/Dean	MSB C-206	6002
Greeks	UC 100	6445
<b>Graduation</b>		
Application for Graduation	UC 118	7777
Health Insurance	UC 106	6375
History	RH 409	6310
Honors Program	MH 336	6450
Housing	606-A John Wright Dr.	6108
Humanities Center	RH 316	6583
I.D. Card	UC 110	6445
<b>Information</b>		
UAH website	www.uah.edu	
Information Services	VBRH M-1C	6347
Information Technology	TH S339	6868
Science Education	MH 122	6670
Intramural Sports	SH 205	6144
International Education		
and Research	MH 308	6055
International Students	EB 111	3592
Job Referral (Career Services)	EB 117	6612
Learning Resource Center	Fourth Floor NB	6139
Liberal Arts (Dean)	MH 256	6200
Library Services	LIB	6497
Dean		6540
Technical Services		6536



Concern	Go To	Phone (256) 824-
Circulation		
Government Documents		6526
Reference		6529
Linguistics	MH 206C	6320
Lost and Found	PPB	6596
Information Desk	UC	6445
Mail Facility	CRB	6116
Management & Marketing	ASB 342	6680
Management Information Systems	ASB 342	6590
Management Science	ASB 342	6510
Materials Development in Space (Consortium)	VBRH M-65	6621
Material Sciences	MSB C203	6054
Mathematical Sciences	MDH 204	6470
Math Lab	MDH 207	6470
Media Services	SKH 300	6414
Microgravity (Center for Microgravity and Materials Research)	VBRH E-39	6050
Multicultural Affairs	MH 220	6822
Music	RH 206	6436
Nursing	NB 211	6512
Admissions	NB 207	6742
Advising	NB 207	6742
Program Information	NB 207	6742
Learning Resource Center	4th floor	6139
Optics (Center for Applied Optics)	OB 400	6030
Optical Engineering	EB 267	6030
Optical Sciences	OB 201	6276
Payment of Bills	UC 213	6222
Payroll Services	MDH 221	6021
Parking and Traffic	PPB	6596
Philosophy	MH 332	6555
Physics	OB 201	6376
Political Science	MH 250	6192
Police, Campus	PPB	6911
Pre-Law	MH 256	6200
Pre-Medical and Dental	WH 240	6045



Concern	Go To	Phone (256) 824-
Psychology	MH 126	6191
Robotics (Center for Automation and Robotics)	VBRH A-4	6243
Sociology	MH 344	6190
Space Plasma	TH S-101	6660
Student Affairs	UC 114	6700
Student Development	UC 113	6203
Study Skills	MH 243	6180
Student Services (Charger Central)	UC 118	7777
Student Government Association	UC 106	6375
Instructional and Testing Services	ASB 226	6725
Transcripts	UC 118	7777
Tom Beville Center	BC	721-9428
Tutoring	UC 113	6203
University Center	UC 111	6445
University Relations	SKH 300	6414
Veterans Affairs	UC 212	6241
Wellness Center (Health Services)	UC 203	6775
Withdrawal from Housing	606-A John Wright Dr.	6108
Withdrawal from Classes or University	UC 118	7777
Writing Center	MH 228	6592

### Facilities Available for Student Use

University Center	UC 100	6445
Classrooms	UC 112	6110
Housing Recreation	606 John Wright Dr.	6108
University Fitness Center	500 John Wright Dr.	5500

Concern	Go To	Phone (256) 824-
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### Student Recreational Programs and Cultural Activities

Art Gallery	UC Lobby	6114
Association for Campus Entertainment (ACE)	UC 106	6428
Intramural Sports	SH 205	6144
Student Government Association (SGA)	UC 106	6375

### UAH Administration

President	MDH 118	6340
Provost	MDH 123	6337
Associate Provost	MDH 333	6767
Vice President for Finance and Administration	MDH 230	6350
Vice President for Research	VBRH 130	6100
Vice President for Student Affairs	UC 114	6700
Vice President for University Advancement	SKH 300	6127

### Dean's Offices

College of Administrative Science	ASB 202	6735
College of Engineering	EB 102	6474
College of Liberal Arts	MH 256	6200
Library	LIB 333	6540
College of Nursing	NB 211	6512
College of Science	MSB 207	6605
School of Graduate Studies	MSB C206	6002



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# UAH

The University of Alabama in Huntsville



## Chapter 1: Student Recreational Facilities



## **1.1 UNIVERSITY CENTER**

University Center Director

Location: University Center 111

Phone: (256) 824-6445

### ***General Information***

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

The facility offers meeting rooms, a dinning room and cafeteria, lounges, a game room, TV viewing rooms, information desk, art gallery, and the University Bookstore.

Additionally, the building houses the offices of the Vice President for Student Affairs, Student Development Services, Counseling Center, Wellness Center, Student Government Association, Association for Campus Entertainment, the Exponent, Charger Card, Associate Vice President for Enrollment Services, Registrar, Admissions, Charger Central (Student Service Center), Records, Financial Aid, Academic Advisement, and the Cashier.

### ***Information Desk***

In addition to having general campus information, the information desk in the University Center sells a variety of 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 of interest.

### ***Game Room***

Located on the lower level of the University Center, the game room has pool tables as well as pinball machines and video games. Additionally, a large number of board games are available for use. Two television lounges equipped with cable television are also located in the Game Room.

### ***Meeting Rooms***

The University 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 and chairs, a portable stage, and audio-visual equipment. The University Center staff can assist in planning for approved conferences or meetings. Contact the Scheduling Assistant in University Center Room 100 at (256) 824-2718 for reservations.

## **1.2 UNIVERSITY BOOKSTORE**

Location: University Center Lower Level

Phone: (256) 824-6600

The University 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 book store also sells UAH sportswear, greeting cards, study aids, gifts, and one of the most complete line of collegiate school supplies in the city.

The University Bookstore is perhaps best known for featuring the largest selection of technical reference books and academically priced software in North Alabama. In addition to the wide variety of titles in stock, the book store will gladly special order any book in print. Visit its web site at [www.uah.bkstr.com](http://www.uah.bkstr.com).

## **1.3 UAH GALLERIES OF ART**

The Art Department organizes exhibitions and events in two galleries on the UAH campus. The Union Grove Gallery and Meeting Hall is located just west of the University Center. The Art Gallery, located off the main lobby of the UC, provides opportunities for the University and Huntsville communities to view the work of local, regional, and nationally recognized artists. The exhibitions change monthly and offer a wide range of artistic perspectives.

## **1.4 SPRAGINS HALL**

Athletic Department

Location: Spragins Hall Room 205

Phone: (256) 824-6144 or 824-6586

Spragins Hall is a multi-purpose athletic facility that includes a gymnasium for basketball and volleyball, four racquetball courts, six tennis courts, a weight room, and several instructional classrooms.

The primary use is for varsity athletics.



## 1.5 UNIVERSITY FITNESS CENTER

500 John Wright Dr.

Phone: (256) 824-5500

The University Fitness Center is one of UAH's newest facilities. Since opening its doors in September 2001, the facility has been well utilized by students.

This complex provides students, faculty/staff, and community members the opportunity to use three full size gymnasiums, a 70+ piece weight room, two aerobic rooms with classes offered at regular intervals, cardio theatre with over 40 pieces of equipment to choose from, indoor pool with lap swim and aquatic classes, and scheduling privileges to the UAH racquetball courts and tennis courts.

Full time students (graduate and undergraduate) are automatically members through payment of their student fees at registration.

Questions regarding the University Fitness Center should be directed to (256) 824-5500.

# UAH

The University of Alabama in Huntsville



## Chapter 2: Student Advising and Career Services



## 2.1 ACADEMIC ADVISEMENT

Location: University Center 200

Phone: (256) 824-6290

Academic Advising is available to students in the Academic Advisement and Information Center (AAIC), and in advising offices in the Colleges of Administrative Science (ASB 102), Engineering (EB 157), Liberal Arts (MH 216), Nursing (NB 207), and Science (UC 200). Once a student has declared a major by completing a Program of Study (POS), he/she is assigned a faculty advisor in the major department or program in most colleges. Special advising is provided in the areas of medicine (WH 218) and law (MH 325). Career Counseling is available through the Office of Career Services (EB 117).

A student who does not have a completed Program of Study on file must meet with his/her academic advisor each semester to plan a schedule and obtain a signature for registration. Undergraduates enrolled on a Conditional basis, regardless of their major, must meet with an AAIC advisor each semester as long as they remain in the Conditional status. Undergraduate non-degree students are not required to have a signature to register for classes, but they may seek advising in the AAIC. However, non-degree students may be precluded from web registration if the courses they wish to take at UAH have prerequisites. Non-degree students should bring a copy of their college transcripts to the AAIC or appropriate college advising office so that an advisor can determine if all course prerequisites as listed in the current UAH catalog have been met. All Undeclared and Early Start students are required to meet with an AAIC advisor each semester to review their academic progress, plan their courses for the next semester, and obtain an advisor's signature to register. All Dual Enrollment (DE) students should meet with their high school guidance counselors for help with course selection. The AAIC will register a DE student after the high school counselor faxes the registration form with appropriate signatures to the AAIC.

A conference with an advisor might focus on any of the following topics:

**Pre-professional planning:** Students interested in law and medicine can receive guidance on course planning and be referred to pre-professional advisors in the academic departments.

**Academic Decision-Making:** Advisors can help students understand their purpose at UAH, where they are going and how to get there. Advisors give accurate and clear information on which to base academic decisions. They can also help with any academic policies and appeals procedures.

**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 that may apply to several possible majors. Careful course selection allows more options and more time to decide on a career goal.

Students wishing to declare a major may initiate the process in the appropriate advising office by completing a Program of Study form. Once a major is declared and the Program of Study is completed, the student will be assigned an advisor in the major department. A major must be declared by the end of the sophomore year. Career counseling and assistance choosing a major are available from the Office of Career Services, EB 117. A student may elect to complete requirements for more than one major within the same degree program. Other variations are possible with consultation from an advisor.

## **2.2 CHARGER CENTRAL**

Location: UC 118

Phone: (256) 824-7777

Charger Central is a one-stop-shop area for students. Services offered include registration, financial aid, academic policies/procedures, admission status, name changes, transcript requests and enrollment verifications. Charger Central also maintains copies of the university catalogs, schedule of classes and other university publications.

Charger Central is located in the University Center, Room 118. Hours of operation are Monday through Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 5:00 p.m.

## **2.3 OFFICE OF CAREER SERVICES**

Location: Engineering Building 117

Phone: (256) 824-6612

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. A website [www.uah.edu/careerservices](http://www.uah.edu/careerservices) with information and links related to career exploration, employment, and upcoming events.
2. Career Assessment utilizing either a computer interactive program (FOCUS) or a battery of tests (COP System). A career counselor will work with the student to determine the most appropriate method of assessment.
3. A one credit hour course, Career Exploration (ED 111) is offered twice a year. Through this course, students learn about themselves, the job markets, 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.
4. Individual counseling appointments for assistance with career planning or in conducting a job search.
5. 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.
6. 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. The Center also provides Internet access for career related 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 for currently enrolled UAH students.
9. Employment assistance for graduating seniors, graduate students, and graduates of UAH. OCS provides employers 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 October and March. These events allow students and alumni to interact with representatives from various organizations. Undergraduates may learn about possible careers within organizations. Seniors, graduate students, and graduates may explore employment opportunities through discussions with representatives and through individual interviews.
11. A Graduate School Fair is held each October for those individuals considering education beyond a bachelor's degree.

## **2.4 COOPERATIVE EDUCATION (CO-OP)**

Location: Engineering Building 117

Phone: (256) 824-6741

The UAH Cooperative Education (Co-op) Program provides qualified students an opportunity to enrich their academic endeavors through periods of practical work experience in business, industry, and government. Through this academic program, students enhance classroom education, acquire valuable work experience, mature personally and professionally, and explore career options.

Since its inception in 1979, more than 3,300 students have participated in the program. UAH students have consistently been recognized at the university, state, and national levels for their outstanding academic and career achievements.

Most students participating in the UAH Co-op Program alternate semesters of full-time study with semesters of full-time, career-related



work. While many students work in the Huntsville area, some UAH students enjoy work experiences in various locations throughout the United States, as well as the U.S. Army Kwajalein Atoll/Reagan Test Site in the Marshall Islands. Co-op presents a variety of career options for UAH students. Approximately 25% of Co-op students are in non-engineering fields. A listing of Co-op employers can be found on our web site at [www.uah.edu/coop](http://www.uah.edu/coop).

Co-op is open to all degree-seeking students at the University, both undergraduate and graduate, provided they meet the program's academic requirements. It is never too soon to start the placement process. New students can begin working after completing freshman course requirements; transfer students can begin working after completing 12 hours at UAH. Students should apply to the Co-op Program early in order to complete the minimum academic requirements.

In addition to the valuable, career-enhancing experience of performing a job directly related to their major, Co-op students' earnings are sufficient to offset a substantial portion of University expenses. Upon graduation, a majority of UAH Co-op students are offered full-time employment with their Co-op employer.

Special events are scheduled throughout the year to provide students an opportunity to learn about Co-op. Each term, the Co-op office offers a variety of student events, including Co-op orientations and information sessions. Recruiting events, such as the Co-op Resume Drop and career-related workshops, are also offered during the year.

The UAH Co-op Program is open to all qualified UAH students regardless of race, color, religion, sex, age, national origin, and disability or veteran status.

The Co-op Program adheres to national standards as set forth by the National Commission for Cooperative Education, the Cooperative Education and Internship Association, and the Cooperative Education Division (CED) of the American Society for Engineering Education.

More information about Co-op is available via email at [coop@uah.edu](mailto:coop@uah.edu).

## **2.5 STUDENT DEVELOPMENT SERVICES**

Location: University Center 113

Phone: (256) 824-6203

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:

- Developmental programs
- Orientation
- Tutorial assistance
- Services for students with disabilities
- UAH Wellness Center
- Counseling Center

### ***Freshman/Transfer Orientation***

Orientation is designed to help new students adjust to college life at UAH. The Orientation staff is committed to assisting students with their personal and academic transition to the University.

The Summer Orientation Program is designed specifically for New Students beginning UAH in the Fall Semester. Orientation programs are also offered for students starting the University during the Spring and Summer semesters.

### ***Tutoring***

Student Development Services offers tutorial services in most academic subjects. Services are free for all UAH students.

## **2.6 RESERVE OFFICERS TRAINING CORPS (ROTC)**

Location: Alabama A & M University

Phone: (256) 851-5775

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. Basic course students study Army history, organization, and structure. The techniques and principles of leadership and management are stressed throughout. 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 Leader's Training Course are eligible to enroll in the Advanced Course. The Advanced course concentrates on tactical operations and military instruction as well as advanced techniques of management, leadership, and command.

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.

## **2.7 INSTRUCTIONAL AND TESTING SERVICES**

Location: AS 226

Phone: (256) 824-6725

The tests used for admission, credit by examination, deferred final exams, and academic placement are administered through this office in Administrative Science Building 226. Tests include the following: the American College Test (ACT), the Miller Analogies Test (MAT), the Graduate Record Examination subject tests (GRE), the Medical College Admissions Test (MCAT), the College Level Examination Program (CLEP), the General Educational Development (GED) Testing Program, the Fundamentals of Engineering (FE) Test, the UAH Chemistry Placement Test, the Math Placement Test, the English Placement Test, and English as a Second Language Placement. Applications and information pertaining to the following testing programs are also available: the Graduate Management Admissions Test (GMAT), 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 Charger Central area (UC 118).

## **2.8 INTERNATIONAL STUDENT SERVICES**

Location: UC 118

Phone: (256) 824-2748

Services for international students at The University of Alabama in Huntsville are provided by a variety of offices on campus. Immigration advising is available through the International Student Advisor's Office and the Research Security and Immigration Administration Office. Students in F-1 status should contact an International Student Advisor (UC 112 or 118) concerning current immigration regulations and forms required by US Citizenship and Immigration Services (USCIS). Research Security and Immigration Administration (VBRH E17-20) assists J-1 exchange visitors with information regarding current regulations and forms required by the U.S. Department of State and USCIS.

The Student and Exchange Visitor Information System (SEVIS) record is maintained by Enrollment Services through the Coordinator of Regulatory Compliance (UC 118). The University is mandated by the U.S. government to maintain information in SEVIS for all students in F and J status.

The Office of International Programs, OIP, (MH 126) coordinates community outreach programs. OIP assists international students with pre-arrival information and cultural adjustment to life at UAH as well as a variety of international student services and programs.

## **2.9 OFFICE OF MULTICULTURAL AFFAIRS**

"One Vision . . . One Goal": A World of Many Colors

Location: MH 220

Phone: (256) 824-6822

The Office of Multicultural Affairs (OMA) helps bring together the University's resources-faculty, staff, and students, programs, and activities-to facilitate the assimilation of minority students into the UAH community. OMA functions through the Office of the Provost and Vice President for Academic Affairs. OMA seeks to create a supportive and challenging atmosphere where students, faculty and staff can work



together and channel their talents and abilities to contribute to the advancement of the entire University. OMA first offered its services to the campus and the wider community in 1990. What follows is a selection of activities and programs offered by OMA:

- Real World Seminars
- The Annual Martin Luther King, Jr. Day Celebration
- Black History Month Programming and Annual Luncheon
- Ombudsmanship Services/Community Liaison Functions
- Information Clearinghouse Functions
- Spring Picnic
- Special Lectures, Forums, and Events
- Diversity Issues Seminar
- Assistance to Ethnic/Intercultural Organizations On and Off Campus
- Annual Graduation Reception

OMA supports all students in a unique opportunity to live, study, and work with people of diverse cultures and backgrounds to allow attainment of the goal of receiving a solid, well-rounded education-an education that will serve one well throughout his/her life.

# UAH

The University of Alabama in Huntsville



## Chapter 3: Student Support Services and Policies



### 3.1 COMPUTER SERVICES

Computer and Network Services Help Desk

Location: VBRH M-30

Phone: (256) 824-2639

#### UAH Computer Labs

Location	Notes
AS 214 and 215	AS Hours: Call (256) 824-6510 Monday thru Thursday 9:00 a.m.-9:00 p.m. Sunday 1:00 p.m.-7:00 p.m.
AS 120	Monday thru Friday 8:00 a.m.-4:00 p.m.
<i>(Current hours are posted each semester outside lab doors.)</i>	
TH N328 N 329	TH Hours: Call (256) 824-6088 Monday thru Friday 8:00 a.m.-10:00 p.m. Saturday 10:00 a.m.-6:00 p.m. Sunday 12:00 p.m.-6:00 p.m.
EB 216,228, and 246	EB Hours Call (256) 824-5184 Monday thru Friday 7:00 a.m.-12:00 p.m. Saturday 10:00 a.m.-12:00 p.m. Sunday 12 noon-10:00 p.m.
Reference Desk Information Arcade	LIB Hours: Call (256) 824-6529 <i>(Valid UAH I.D. required in Library.)</i>
MD 213	MD Hours: Call (256) 824-6470 Contact office for lab hours.
MH 114	MH Hours: Call (256) 824-6200 Monday thru Thursday 10:00 a.m.- 7:00 p.m. Friday 10:00 a.m.-2:00 p.m.

VBRH M-10

VBRH Hours:

Call (256) 824-2645

Open 24 hours, except Saturday 6:45 p.m.-

Sunday 9:00 a.m.

Sunday 6:45 p.m.-Monday 7:00 a.m.

Friday 8:00 a.m.- noon

Student e-mail and Internet accounts are automatically generated for all enrolled students at the beginning of each semester. Before using their email account students must read The UAH Computer and Network Usage Policies located on the UAH web site at [www.helpdesk.uah.edu](http://www.helpdesk.uah.edu).

### 3.2 OFFICE OF STUDENT FINANCIAL SERVICES

Location: UC 212

Phone: (256) 824-6241

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

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 publication: *Student Financial Aid: Application Basics*, available in the Office of Student Financial Services.

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 in a regular degree-seeking or certificate program;
2. have U.S. citizenship or permanent residence;
3. maintain satisfactory academic progress;
4. be enrolled at least half-time (with certain exceptions);
5. not be in default on a student loan or owe a repayment of a grant at The University of Alabama in Huntsville or other institution; and,
6. register with the Selective Service, if required.

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 need not be repaid..
2. *Federal Loans* - Federal Stafford Loan and Plus Loans. Loan funds awarded to a student or parent from these programs must be repaid.
3. *Scholarships* (Academic and Co-Curricular) - Institutional scholarships and endowed scholarships are awarded to students on the basis of academic merit or financial need or both. Students should apply by the published deadlines for the following academic year. Each scholarship will have differing qualifications.
4. *Scholarships* (Athletic) - Institutional scholarships for varying amounts are available for men and women. Interested students should contact the Athletic Department for additional information.
5. *Work Programs* - Jobs are available to students on a part-time basis. As a rule, students work from 10 to 20 hours per week under the Federal College Work-Study Program.

Students interested in any of the above programs should contact the Office of Student Financial Services (UC 212) or Charger Central (UC

118) for more detailed information. Additional information is available in written form for interested students.

Appointments can be scheduled with OSFS 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 OSFS for information on the Nursing Traineeship Program and the Federal Student 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 OSFS before the priority deadline for the upcoming school year. No award implies automatic renewal; a new application must be submitted by the deadline each year.

### **Tax Credit**

As part of the Taxpayer Relief Act of 1997, Congress has enacted legislation that allows taxpayers to take certain portions of tuition paid in the prior year as a direct tax credit. The HOPE tax credit provides up to a \$1500 credit for tuition paid during the first two years of college. For students pursuing higher education after the first two years, the Lifetime Learning tax credit of up to \$2000 will be available. Students or those who pay tuition on behalf of students should consult a tax advisor for more detailed information. General information is also available from the U. S. Department of Education's web site at <http://finaid.uah.edu/taxcredit2.html>, or by contacting the Internal Revenue Service at 1-800-829-1040.

## **3.3. HEALTH SERVICES**

### **3.3.1 UAH WELLNESS CENTER**

Location: UC 203

Phone: (256) 824-6775

The services of the Wellness Center are available to students currently registered for three or more semester hours. Services offered by the Wellness Center include treatment of illnesses and injuries, preventive health care, health counseling and laboratory testing. There is a \$5.00 fee for an office visit with additional minimal charges for laboratory testing.

The Wellness Center is located in the University Center, Room 203. The Wellness Center is open Monday through Friday 8:15 a.m. to 12:00



p.m., and 1:30 p.m. to 5:00 p.m. Students are seen by appointment, which may be scheduled by calling the Wellness Center at (256) 824-6775.

### **3.3.2 ON CAMPUS ACCIDENTS AND INJURIES**

In case of an accident or mishap on campus resulting in an injury, the Department of Public Safety should be notified immediately. The UAH 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 (256-824-6775) may be called for advice or 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. An ambulance may be called on behalf of the injured person. Where time permits, this should be handled by UAH 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 or a 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, and occasionally in breast milk.

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, 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 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.
- E. 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, 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 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 that cannot reasonably be provided in the University housing setting;
    - b. the student is demonstrating symptoms, needs or behaviors that 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. All students, faculty, and staff in the University and clinical settings must utilize recommendations by the Centers for Disease Control (CDC) concerning "universal precautions."

#### 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, and public relations, 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 STUDENT HEALTH AND DENTAL INSURANCE**

Location: Student Development Services (UC 113)

Phone: (256) 824-6203

The University of Alabama in Huntsville is pleased to make available to students and their dependents a major medical sickness and injury insurance plan.

Students taking three or more credit hours are eligible to enroll in the Plan. International students holding F1 Visas and taking credit hours are eligible to enroll in the Plan. J1 Visa students should inquire about the Plan in the Research Security and Immigration Office (VBRH E17).

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

The University also makes available options for dental and vision plans for students and their dependents. Detailed information can be obtained from the Student Development Services Office (University Center, Room 113).

### **3.3.5 COUNSELING**

Location: UC 113

Phone: (256) 824-6203

The Counseling Center at UAH provides specialized professional services designed to support the educational process and to assist students in their academic, personal, and social development. Although much learning in college occurs in the classroom, there is also a great deal of learning that occurs outside it. In counseling, the learning is about yourself, who you really are and where you are going with your life, how to develop new skills, or how to resolve or cope with internal or interpersonal conflicts. Counseling can help renew a sense of active engagement

in learning and life. Issues may include stress, depression, relationships, self-esteem, time management, test anxiety, alcohol problems, and family concerns.

Counseling services are free to charge to all currently enrolled UAH students. Our staff has a commitment to meeting the needs of individual from diverse backgrounds. Services are confidential and provided in accordance with the ethical guidelines of the American Psychological Association. To schedule an appointment, students can contact the Counseling Center at 824-6203 between 8:15 a.m. and 5:00 p.m. Monday through Friday or stop by the University Center, Room 113. The Counseling Center web page is available at [www.uah.edu/counseling/](http://www.uah.edu/counseling/) for more information.

### **3.3.6 SERVICES FOR STUDENTS WITH DISABILITIES**

Location: UC 113

Phone: (256) 824-6203

The University of Alabama in Huntsville is committed to providing educational opportunities to academically qualified students with disabilities, pursuant to the requirements of the federal Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973. The University operates its programs and constructs its facilities with a view toward providing accessibility for students with disabilities.

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 (SDS). This Office offers a variety of services to assist disabled students in gaining access to academic, social, cultural, recreational, and housing opportunities. Prospective or new students with a disability should contact the SDS Office before enrolling to discuss any services that may be necessary.

Appointments may be scheduled by coming to the SDS Office in the University Center, Room 113, or by calling (256) 824-6203.

### **3.3.7 CAMPUS MINISTRY ASSOCIATION**

Location: UC 113

Phone: (256) 824-6203

The Campus Ministry Association (CMA), is an interfaith cooperative providing various ministries to the UAH community (students, faculty, and staff). The Campus Ministry Association provides opportunities



for Bible study and spiritual development, for retreats, and for fellowship in a faith-based environment. The Campus Minister serves as a facilitator and enabler for religious groups on campus and as a connecting presence between the campus community and local congregations in the area. As such, Campus Minister helps students, faculty, and staff members locate religious resources in the area, as those resources are needed.

CMA also 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 Campus Minister 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 Campus Minister at (256) 824-6203.

### **3.4 UNIVERSITY HOUSING**

Location: SECH 606-A

Phone: (256) 824-6108

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), which opened in 1991. This seven-story, 416-bed residence hall is located directly adjacent to the University Center and in proximity to the Louis Salmon Library, Spragins Hall, Roberts Hall, Wilson Hall, the Nursing Building, and the Administrative Science Building. All entering freshmen 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 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, and 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 hall is connected by an enclosed walkway to the University Center facilities, including the cafeteria, game room, bookstore, and various student activity offices and meeting rooms. A sandpit volleyball court and picnic area is located adjacent to CCRH.

The North Campus Residence Hall (NCRH) is the newest residence hall on campus with a capacity of 248 residents. Located across from Morton Hall, the new hall opened in the fall of 2002. Suites are modeled after the suites in the Central Campus Residence Hall. Each carpeted and



climate controlled suite features 4 private bedrooms with two bathrooms. The common area features a mini-kitchen (with refrigerator, microwave oven, and sink), a dining table and chairs, sofa, easy chairs, and end tables. Each bedroom is furnished with an extra long twin bed, a desk, chest of drawers, wardrobe with small chest, and a bookcase. Each room is also equipped with cable, telephone and internet connections. The facility also offers laundry room (card or coin operated), a 2,000 square foot meeting room with kitchen, study lounges, and a computer lab.

CCRH and NCRH suites are accessible from the ground-floor building entrances, either by elevator or by stairs. All visitors must register and leave picture identification at the security/information desk, which is staffed around the clock. All guests must be escorted by a resident at all times. Overnight guests may not stay overnight more than a total of three nights in any one academic semester. An overnight guest pass must be obtained from a Resident Advisor at least 12 hours in advance. CCRH visitation hours are 8:00 a.m.-2:00 a.m., seven days a week. 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 (SECH), a cluster of nine three-story residences located on John Wright Drive near Madison Hall and most engineering and science classrooms, accommodates upper-class students in private or shared rooms in three-bedroom suites. Student families and graduate students can apply for one of the 46 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 furnished with a sofa loveseat, lounge chair, end tables, and a dining table and chairs. Bedrooms are carpeted and have extra-long twin beds, study desks and chairs, chests of drawers, and a built-in closet. All Southeast Campus Housing residents have the use of a laundry room with coin-operated washers and dryers, 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 students with disabilities 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 in addition to a staff of student Resident Advisors (RA's). 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 the housing and application deposit. The single student room contract is for a nine-month academic year period (August - April) with a separate summer contract for certain facilities. The student family lease agreement is for the academic year and summer terms. Housing charges are due when tuition is due each academic term. Information on current rates is available from the Housing Office located at 606-A John Wright Drive (256) 824-6108. Housing tours may be arranged by appointment through the Housing or Admissions Offices.

### **3.5 LIBRARY**

Location: Louis Salmon Library

Phone: (256) 824-6529 (Reference Desk)

#### ***General Information***

The mission of the UAH Salmon Library is to provide collections and services, which support the educational and research needs of the faculty and 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.

Information about the Salmon Library and Library services as well as access to selected on-line reference sources is provided on the Salmon Library website at <http://www.uah.edu/library>. The Salmon Library catalog lists all books and periodicals in the library. Library users may also determine which books they have checked out, check for materials which are on reserve, make suggestions and comments, and submit interlibrary loan requests via the library catalog.

The Salmon Library is also a congressionally designated selective Federal depository of the U. S. Government. As such, the Salmon Library receives that portion of all government printing office publications which have been determined to most closely suit the needs of the University and the Huntsville community.

There is an outdoor bookdrop located near the library entrance for the return of books. Materials that would be damaged by books being dropped on them should be returned directly to the circulation desk. Fall and Spring semester library hours are 8:00 a.m. to midnight Monday through Thursday, 8:00 a.m. to 8:00 p.m. on Friday, 9:00 a.m. to 6:00 p.m. on Saturday, and 1:00 p.m. to 10:00 p.m. on Sunday. Check the library web site for summer hours or additional library information.

### 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. For more information on loan periods, see <http://www.uah.edu/library/services/circulation.html>.

### 3.6 PRESCHOOL LEARNING CENTER

Location: 4711 Holmes Ave.

Phone: (256) 837-9553

An on-campus preschool is provided by the University Preschool Parents Association to accommodate 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 eighteen months, three, four, and five year-olds. During the summer months, there are programs for children up to age twelve. Due to space limitations, the preschool maintains a waiting list. For current rate and availability information, contact the University Preschool Learning Center at (256) 837-9553.

### 3.7 PUBLIC SAFETY/POLICE DEPARTMENT

Location: PPB

Phone: (256) 824-6911

The UAH Department of Public Safety is located in the Physical Plant Building. The office is staffed by professional law enforcement personnel 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 Department of Public Safety should be notified at (256) 824-6911.

UAH police officers protect the campus by motor vehicle, bicycle, and foot patrol, enforcing federal, state, and local statutes as well as UAH regulations. Additionally, the Department of Public Safety provides a number of student services. These services include assisting motorists, maintaining a lost and found, and conducting crime prevention programs. It is the goal of UAH Public Safety to make a student's learning experiences safe and enjoyable by providing professional assistance and protection.



### **3.8 VENDING**

Location: UC Information Desk

Phone: (256) 824-6445

Soft drinks and snacks are offered campus-wide in vending machines. The selections in the machines have been established by 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 University Center Information Desk.

### **3.9 VETERANS AFFAIRS**

Location: UC 212

Phone: (256) 824-6241

UAH offers a full range of services to students attending under the Veterans Administration Educational Assistance Program.

Under the current Veterans Educational Assistance Programs, which affect most veterans, the veteran receives a monthly stipend directly from the government. The veteran is responsible for paying fees directly to the University and meeting payment deadlines applicable to all students.

The Veteran's Administration also offers, under certain conditions, benefits to dependents of disabled veterans. It is the student's responsibility to remain in good standing with the Veteran's Administration, to respond to notification of changes in regulations, and to make satisfactory progress towards the completion of a degree. For additional information, write: Department of Veteran's Affairs, Regional Office, 345 Perry Hill Road, Montgomery, Alabama 36109-3798 or call 1-800-442-4551 to speak with a counselor. Veterans may also contact the Office of Veterans Affairs in the University Center, Room 212.

# UAH

The University of Alabama in Huntsville



## Chapter 4: Student Activities and Programs

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## 4.1 ATHLETICS

Location: Athletic Director (SH 205)

Phone: (256) 824-6144

UAH is an NCAA Division II school with two National Hockey Championships and is a member of the Gulf South conference. In the summer of 1998, the Hockey Team moved to Division I. 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 personal growth and development in conjunction with institutional goals. The Director of Athletics reports to the President.

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

For men:

- Basketball
- Cross Country
- Tennis
- Soccer
- Baseball
- Ice Hockey
- Track

For women:

- Basketball
- Cross Country
- Tennis
- Soccer
- Softball
- Volleyball
- Track

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 levels. 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 20 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 Center where UAH plays hockey, to Joe Davis Stadium for baseball, and to the Metro-Kiwanis Sports Plex for softball.

## 4.2 INTRAMURAL SPORTS

Location: Intramural Director (SH 218)

Phone: (256) 824-2195

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, graduates, alumni, 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, indoor soccer, 6 pac soccer, softball, volleyball, ping pong, tennis, badminton, dodge ball, disc golf, kick ball, and 4 on 4 volleyball.

Registration for intramurals is scheduled twice each semester, in the fall and spring of each year. Students may register through the intramural website or at the University Center Lobby. The intramural website at [www.uah.edu/intramural/](http://www.uah.edu/intramural/) contains a variety of intramural information as well as intramural schedules and scores of activities currently taking place.

The intramural office is located in room 218 Spragins Hall.

#### **4.3 STUDENT GOVERNMENT ASSOCIATION**

Location: UC 106

Phone: (256) 824-6375

The Student Government Association (SGA) is the governing organization for the UAH student body. The SGA is the voice of the students in advocating student concerns and desires to the University community.

The SGA is the supervising organization of student-led and oriented clubs and organizations on the UAH campus. Students wishing to join or create a club need to contact the SGA to determine if a club with their interests exists or to obtain help in creating an organization to fill that need.

The SGA also advocates positive changes in the University system, seeking to continually improve student life by receiving student concerns and suggesting courses of action that will improve the student body and the University as a whole. The SGA also focuses the leadership efforts of the student body to help create a united, cohesive campus.

The SGA may be found on the web at <http://sga.uah.edu/>.

#### **4.3.1 ASSOCIATION FOR CAMPUS ENTERTAINMENT**

Location: UC 106-F

Phone: (256) 824-6428

The Association for Campus Entertainment (ACE) presents student activity programs for UAH through its activity boards. The purpose of



ACE is to provide entertainment and to enhance a student's cultural, intellectual, and social life.

ACE also provides students with a web page with information at [www.uah.edu/ace](http://www.uah.edu/ace). The activity boards of in ACE are as follows:

### ***Cabaret***

The ACE Cabaret Series brings various types of live performers to UAH. This ranges from comedians to magicians, impersonators, and hypnotists. Past entertainers have included Dan La Rosa, Life in General, and the Have Nots.

Cabaret also operates "Mom's" – UAH's only nightclub. Mom's provides live entertainment and free refreshments (on occasions there may be a dollar charge). ACE also puts on an amateur contest once a year. Future ACE events are being planned with students in mind, so come and join in the fun!

### ***Film***

The Film Series consistently provides a wide variety of quality films which appeal to the broad spectrum of UAH students. Past films include classical, comedy, and adventure. Special features to watch for include 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.

### ***Special Events***

The Special Events committee is responsible for planning annual events such as the Fallfest, Springfest, and various events throughout the year. Fallfest and Springfest are "must attend" events for those seeking fun. The activities during these annual events are planned around a central theme and have included inflatable games and Extreme Air Skydive. There is FREE food, fun, and games for everyone.

### ***Publicity***

The Publicity Director's responsibility is to inform potential audiences of all programs that the other ACE Activity Boards bring to campus. Radio announcements, flyers, posters, sidewalk chalks, free ACE gadgets, and the web page are all used for promoting ACE events.

ACE wants students to be a part of their team. For additional information, please come by our office in the University Center Room 106-F.

### 4.3.2 FUNDING OF CLUBS AND ORGANIZATIONS

The Student Government Association (SGA) 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 (256) 824-6375.

Groups interested in SGA sponsorship are encouraged to submit their budget request. SGA funding is limited, and budget requests are handled on a first-come, first-served basis.

### 4.3.3 UAH CLUBS AND ORGANIZATIONS

A detailed description of the various UAH clubs and organizations can be found in the UAH Catalog. An updated list of clubs and organizations and their descriptions are available on the UAH homepage on the Internet at <http://www.sga.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 (256) 824-6445.

### 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 selected by the membership.



4. The written constitution and a list of the officers shall be submitted for approval to (1) the club membership, and (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 a list of its officers with the SGA Office 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 as will reflect it 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 (UC 111).

#### **4.4 UNIVERSITY COMMITTEES OF STUDENT INTEREST**

Serving as a member of a university committee or an advisory board provides the student with a valuable out-of-the-classroom learning experience and also the opportunity to make significant contributions to the 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 in the University Center or call (256) 824-6375.

##### ***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 Advisory Committee***

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 of conduct for students are upheld. The Code of Student Conduct contains a statement of student rights and responsibilities and defines the student disciplinary system (See Chapter 7 of this Handbook.)

### ***Library Committee***

The purpose of the Library Committee is to review, assess, and make recommendations on matters of general library policy, procedures, and organization; the development of library resources and services; and 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 reviews proposals from UAH student clubs, organizations, or recognized groups. Proposals are 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**

Location: UC 114

Phone: (256) 824-6700

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 represent individual schools and that are regularly filled by student elections are vacant, 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**

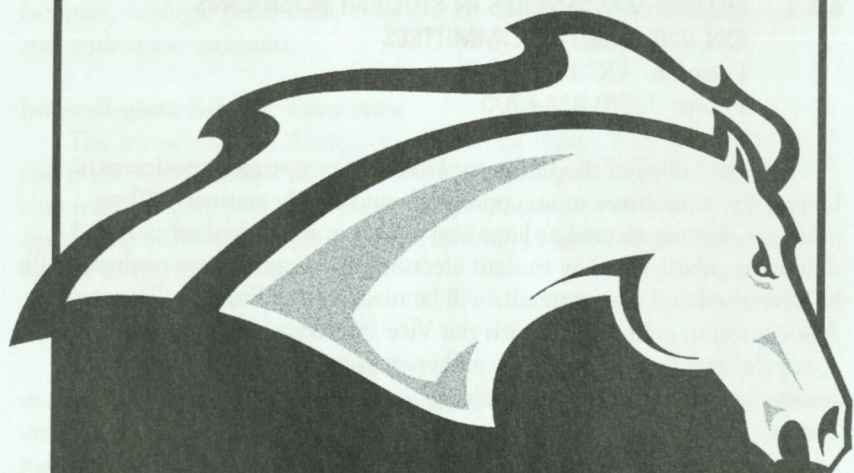
Location: UC 104

Phone: (256) 824-6090

*The Exponent* is the student newspaper of UAH. The paper is published weekly except during the Fall and Spring semesters except during exams and UAH holidays. *The Exponent* office is located in Room 104 of the University Center, telephone (256) 824-6090. The Publications Board, a joint faculty-student board, is responsible for the policies, planning, and selection of Editor-In-Chief and Business Manager; coordination and oversight of *The Exponent* and the student publications under its jurisdiction.

# UAH

The University of Alabama in Huntsville



## Chapter 5: Academic Policies



## **5.1 REGISTRATION**

Location: UC 118 (Charger Central)

Phone: (256) 824-7777

Dates of advising and continuous registration are listed in the UAH Calendar and Schedule of Classes. Any continuing, returning, or new student eligible to register may take part in advising and registration. Advising and registration during early registration week is limited to continuing students. Students who owe past due amounts may not register until charges are paid in full.

All students should refer to the schedule of classes or UAH registration web site for required approvals and locations to process registration requests. Students in Administrative Science, Engineering, Liberal Arts, Science, and Nursing may register on the web or in the advisors' offices in their colleges. The Academic Advisement Center will advise and register conditional, undeclared, non-degree, early start, and dual credit/dual enrollment students. Students may also register in Charger Central (UC 118) if approval requirements have been met.

A student who schedules courses during any registration period makes a financial commitment to the university. The University assumes no responsibility for students who attend classes without enrollment. If courses are dropped or changed, these changes must be submitted in writing to the Office of Student Records (UC 118). Adjustments in fees, if appropriate, will be made by the Cashier's Office.

A student must give evidence of extenuating circumstances to justify registration after the designated deadline. A written petition must provide an explanation to the Office of the Provost justifying late registration. The petition must include appropriate signatures, including the instructor/s, chair/s of the departments offering the course/s, and dean of the college in which the student is enrolled.

## **5.2 CLASS ATTENDANCE**

Education at UAH depends upon the cooperation of students and faculty. Students are held responsible for all work in courses for 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 adversely affects the final grade in a course.

Students who are enrolled in 100 level courses are expected to attend all classes. Class attendance is mandatory for students enrolled in 100 level classes in the College of Science.

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**

Location: Academic Advisement, UC 200

Phone: (256) 824-6290

Students wishing to declare a major may do so in the appropriate advising office by completing a Program of Study (POS) form. The following offices can assist you:

Administrative Science,	AS 102
Engineering,	EB 157
Liberal Arts,	MH 216
Nursing,	NB 207 and
Science,	UC 200.

Once a major is declared and the Program of Study is completed, engineering, liberal arts, and science students will be assigned an advisor in the major department; administrative science and nursing majors are advised in the college advising center. A major must be declared by the end of the sophomore year. Career counseling and assistance in choosing a major are available from the Office of Career Services, EB 117. A student may elect to complete requirements for more than one major within the same degree program. Other variations are possible with consultation from an advisor.

### **5.4 CHANGE OF COLLEGE**

Location: UC 118 (Charger Central)

Phone: (256) 824-7777

Students who are pursuing a program of study in one college at UAH and desire to change to a program in another college may petition to do so by completing a Request for Change of College form at the Student Service Center (Charger Central-UC 118). Students should seek academic advisement prior to requesting a change to avoid the possibility of 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 four alternatives by which students may gain credit through examination at UAH: The Advanced Placement (AP) Program, the College Level Examination Program



(CLEP), International Baccalaureate (IB) and departmental examinations. Credit by examination is not allowed, however, for the following: (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 is presently 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**

Location: Office of Instructional and Testing Services (AS 226)  
Phone: (256) 824-6725

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 administered by appointment. Contact the Office of Instructional and Testing Services in the Administrative Science Building, Room 226 for a complete listing of tests offered and registration specifics.

### **5.5.3 CLEP EXAMINATIONS**

The examinations that measure basic disciplines English Composition, Humanities, College Mathematics, Natural Sciences, and Social Sciences and History are used to award free elective credit. These examinations must be 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 50. No credit is awarded for scores below 50. Credit is recorded without grades or quality points and is counted as elective credit.

### 5.5.4 INTERNATIONAL BACCALAUREATE (IB)

Location: ASB 226

Phone: (256) 824-6725

The University of Alabama in Huntsville recognizes International Baccalaureate (IB) credits with a score of 5, 6, or 7 on the higher-level examinations. Reports of IB scores should be sent to the UAH Office of Admissions for evaluation. Additional credit may be awarded on a course-by-course basis as approved by the department. Some departments may award credit based on the subsidiary examinations. The application of credits toward specific degree requirements will be determined by the academic unit responsible for the program of study.

IB Biology	BYS 119, 120, 464
IB Chemistry	CH 101, 105, 11
IB Economics	ECN 142
IB French	FH 101, 102, 201, 202, 301
IB German	GN 101, 102, 201, 202, 301
IB Literature	EH 101, 102 (minimum test score 6)
IB Spanish	SH 101, 102, 201, 202, 301

Credit, if awarded, will be recorded without grades or quality points and will not, therefore, be included in calculation of the grade point average.

### 5.6 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 instructor's responsibility to verify that the conflict actually exists. If a student is scheduled to take four examinations during a single day, then the same



procedure shall apply except that the student shall now have the right to have both the second and third examinations rescheduled.

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

## 5.7 STUDENT CLASSIFICATION

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

Semester	Hours Earned
Freshmen	0-32
Sophomore	33-64
Junior	65-96
Senior	97 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 hours of 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 Charger Central (UC 118).

### *Credit to Audit*

A student is permitted to change a course from credit to audit only through the fourth week of classes.

### *Course Changes*

1. A Schedule Adjustment Form must be submitted to the Office of Records, UC 124.
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 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 current schedule.

Schedule adjustments after the designated deadline may be requested as follows:

1. Change from one section to another section of the same course requires the approval of the dean of the college that offers the course.
2. Change from one course to another or addition of a course to current schedule requires the approval of a written petition to the Office of the Provost. The petition must provide an explanation of extenuating circumstances that justify adding or changing a class after the deadline and include appropriate approval signatures, including those of the instructors, chair of the department offering the courses, and dean of the college in which the student is enrolled.

### *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 upon the student to make the best possible use of these resources. In particular, withdrawing from a course without just cause is 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. In order to handle these exigencies the following policy is adopted:

*General Policy:* Up through the tenth week, a student may withdraw from any course. After the tenth 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 should initiate a formal request for withdrawal through Charger Central. **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 tenth week. After the tenth 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 (i.e., athletics, financial aid etc.) must secure approval or give adequate notification to the appropriate officials in 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. 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.

## 5.10 GRADES

The University of Alabama in Huntsville's grading system includes grades of A, B, C, D, F, I, X, W, S, U, P, AU, N, and NC.

Instructors have the option of augmenting the course grades of A, B, C, and D with symbols "+" and "-" signifying, respectively, high and low achievement within the assigned grade. These augmented letter grades become part of the student's permanent record and appear on transcript, but augmentation of a letter grade does not affect its value for the purposes of the GPA computation.

### *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 the student is 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. The X 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. Scheduled deferred examination time allows for only one examination. If a student received 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.

### *Other Grades*

A grade of S (satisfactory) or U (unsatisfactory) is assigned in all noncredit 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 and Dean of the College concerned. A student is permitted a maximum of one calendar year from the date a grade is assigned to request a change of course grade.

### ***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) are not attending class. Reports are sent to the student and to the advising offices. Mid-semester grades should be considered as indicators of a student's academic progress at that point and not as predictors of final grades.

### ***Student Grade Report***

At the completion of each semester, a report of final grades is mailed to the address furnished by the student. Students may also access final grades on the Internet.

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

### ***Grade-Point Average***

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

### ***Academic Achievement***

#### ***Honor Scholar***

An undergraduate student in good standing earning 12 or more semester hours in a semester with a GPA of 3.50-4.0 is distinguished by being identified as an honor scholar.

#### ***Scholar***

An undergraduate student in good standing earning 12 or more semester hours in a semester with a GPA of 3.0-3.49 will be designated on the list of scholars.

## 5.11 COURSE REPEAT POLICY

Students should be aware that course repeats, for any reason, might not be favorably looked upon by some employers and by professional schools. Hence course repeats should be avoided.

After seeking counsel of an academic advisor, students may repeat any course an unlimited number of times in order to achieve a passing grade or an improved understanding.

A maximum of five course repeats may be excluded from the calculation of the student's Grade Point Average (GPA). The student must declare the course repeats before the end of the regular registration period for the semester in which the course will be repeated. Only courses for which the student has received a grade of C, D, or F may be repeated under this option. When withdrawing from a course that has been declared as a course repeat, the previous grade will still be used in the computation of the GPA and the course will not count toward the maximum of five repeats. Each time a student repeats a course, it counts against the maximum of five such repeats under this option. Students may use all five repeats on a single course or in five separate courses or any combination of separate courses and multiple repeats of single courses. Until a grade other than W is reported, the previous grade will be used for the GPA. The transcript will show both the original grades and the course repeat grades, but only the grade points and credit hours earned in the repeated courses will count toward graduation and will be averaged into the student's GPA. Concurrent registration for multiple sections of a course is not allowed.

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. A student wishing to exercise the Course Repeat option must file the intent to do so in the Office of Records (UC 118) before the end of registration period in which the course is to be repeated.

## 5.12 PASS-FAIL SYSTEM OPTION

Location: UC 118 (Charger Central)

Phone: (256) 824-7777

A student wishing to exercise a P-F option must apply to Charger Central (UC 118) or the Office of Registrar (UC 124) when registering or before the end of the third week of classes.

An undergraduate student not on academic probation may take courses on a P-F basis. A student is limited to 12 semester hours of credit on a P-F basis over the course of the degree. Courses within a student's major and



minor may not be taken P-F. Required courses in English composition and mathematics may not be taken P-F. Departments may limit the P-F option to courses outside the department or college.

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

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

### **5.13 ACADEMIC BANKRUPTCY POLICY**

Location: Records Office (UC 118)

Phone: (256) 824-6070

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 GPAs 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.

### **5.14 RETROACTIVE WITHDRAWAL**

Location: UC 114

Phone: (256) 824-6700

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 should include clear and documented evidence whenever possible. If a retroactive withdrawal is granted the grades for all courses taken during the semester in question will be changed to W's.

## **5.15 ACADEMIC WARNING PROBATION AND DISMISSAL**

In order to remain in good academic standing, students must maintain a grade point average above the Academic Action Threshold (AAT) which varies according to classification. For students with 0-32 credit hours, the AAT is 1.6; for students with 33-64 credit hours, the AAT is 1.8; for students with 65 or more credit hours, the AAT is 2.0.

A student whose semester GPA at UAH falls below the AAT will be placed on either academic warning, probation, or dismissal:

*Academic Warning.* Students are subject to academic warning 1.) if they are in good standing and earn less than the applicable AAT for the semester; or 2.) if they earn the applicable AAT or greater for the semester but the UAH cumulative GPA is less than the applicable AAT.

*Probation.* Students are subject to academic probation if they are on academic warning and the current semester GPA is less than the applicable AAT, and the UAH cumulative GPA is less than the applicable AAT.

*Dismissal.* Students are subject to academic dismissal if they are on academic probation and the current semester GPA is less than the applicable AAT and the UAH cumulative GPA is less than the applicable AAT.

A regularly admitted student dismissed for the first time must petition to the Admissions or Scholarstic Affairs Committee to re-enter after being out of school one semester. A student who is admitted in any special category and is suspended or dismissed for the first time must petition the Admissions Committee for permission to re-enter after an absence of at least one semester.

A student dismissed for the second time is disqualified for readmission. After a period of one year, the student may petition for re-admission.

Individual colleges may have additional requirements specific to their programs.

## **5.16 DEGREE REQUIREMENTS**

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



## **5.17 APPLICATION FOR GRADUATION**

Location: UC 118 (Charger Central)

Phone: (256) 824-7777

Candidates for graduation must file their application for degree by specified dates for upcoming semesters as indicated below:

October 1 is the deadline for May graduation

February 1 is the deadline for August completion

June 1 is the deadline for December completion

Early application will assist the student by confirming those requirements lacking.

The Commencement ceremony is held at the end of the academic year. Diplomas are awarded only at Spring commencement; Summer and Fall graduates may request a Letter of Degree Completion from the registrar. All students who complete degree requirements in the previous Summer or Fall semesters may participate in the Spring Commencement. On a limited basis, an undergraduate student may gain approval from the college dean to participate in the Spring Commencement if they will be completing requirements in the upcoming Summer semester.

## **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 (faxed or printed copy) 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 Charger Central (UC 118) or the Office of Student Records (UC 124).

## **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. At any time during the student's enrollment, if 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 then in effect and meet the requirements as specified. If a student breaks enrollment for a period of at least 24 months, the student must then change to the catalog in effect at the time of re-enrollment and meet the requirements as specified.

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

## **5.20 ACADEMIC APPEALS**

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



# UAH

The University of Alabama in Huntsville



## Chapter 6: Administrative Policies

## 6.1 BALANCES

Past due balances are a debt owed the State of Alabama and appropriate action will be taken to collect all balances. Holds will be placed on all students' accounts that have a past due balance. This hold will prevent receipt of grades or transcripts or registration for another semester at UAH. To the extent permitted by the laws of the State of Alabama, any costs incurred by the University in collecting on a past due account, including collection agency charges and attorney fees, will be charged back to the student, who shall be liable for payment of those costs.

## 6.2 BILLING AND PAYMENT PROCEDURES

Location: UC 213

Phone: (256) 824-2732

Students participating in early registration will receive in the mail (see mailing date in calendar in schedule of classes) a combined schedule of courses and a tuition bill. Tuition and fees should be paid by the first day of the semester. Payments may be charged to VISA, MasterCard, American Express or Discover by calling (256) 824-7321 or going to the UAH website. Students who do not pay bills in full by the first day of the semester are assessed a \$50.00 late fee. Students who do not pay their bills by the end of the second week of classes for Fall and Spring semesters will be dropped from class rolls and enrollment will be canceled. For summer sessions, please check dates in the Schedule of Classes or the UAH website.

Send payments to:

The University of Alabama in Huntsville  
Cashier's Office, University Center Room 213  
Huntsville, AL 35899-5050.

Tuition will be payable at the time of registration for all who register on or after the first day of the semester.

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

Students taking at least three hours are eligible for the deferred payment plan. This plan enables total current tuition, current 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 (after Financial Aid) is due by the first day of the semester. The second payment of the remaining balance is due the end of the 6th week of the semester. There is a \$20.00 non-refundable administration fee that must



accompany the deferred payment plan agreement. Deferment payment plan agreement forms are available in the Cashier's Office, UC 214 and in Charger Central, UC 118. After completion and authorization, the deferment payment agreement form should be presented with the first payment to the Cashier's Office. The deferred payment is only offered for the Fall and Spring semesters and a deferment agreement form must be completed each semester. 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 Cashier'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 Cashier's Office to determine the unpaid amount and make full payment before the due date to avoid cancellation of their schedules.

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

Standard fees and fee conditions 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 "Schedule of Classes" or the UAH website.

### **6.3 CAMPUS SECURITY ACT**

UAH is subject to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act passed by Congress in 1990. In compliance with the Campus Security Act, UAH has developed an Annual Campus Security Report. A copy of this report is available at the University Center Information Desk, Department of Public Safety, Housing Office, and Office of the Vice President for Student Affairs. To view the current annual security report and crime statistics online, go to <http://safety.uah.edu>. From that site, students may download the report, or request a copy of the report by contacting the Department of Public Safety at: UAH Department of Public Safety, Physical Plant Room 114, 301 Sparkman Drive, Huntsville, AL 35899 or by calling (256) 824-6596.

### **6.4 CATALOG POLICY**

A complimentary copy of the current UAH undergraduate or graduate catalog is available to each student upon admission to the University.

## 6.5 CHARGER CARD

Location: UC 111

Phone: (256) 824-6445

A Charger Card, with the student's photo on the front and magnetic coding on the back, gives the student access to standard student privileges. The card is used for access to:

- Flex Account
- University Fitness Center
- Campus Athletic Events
- Salmon Library (in order to check out books)
- Wellness Center
- Residence Hall
- Computer labs/Information Services
- Campus entertainment events
- Copy machines
- Meal Account

Charger Card accounts are similar to a checking account. After a pre-deposit of funds, the card can be used to make purchases at participating locations. Opening an account is free; there are no service charges. There are two types of Charger Card accounts: Meal and Flex.

## 6.6 CONFIDENTIALITY OF STUDENT RECORDS

Location: UC 118

Phone: (256) 824-6750

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. To implement FERPA, the University has formulated and adopted a written institutional policy governing the handling of these records. Copies of this policy document are available to students in Charger Central, Room 118, University Center, and it should be referred to for a more comprehensive treatment of this subject.

The term "education records" under FERPA includes, generally, any record, whether in a printed, handwritten, audio, video, or computer media format, maintained by the University and containing information directly related to a student in his/her role as a student. Certain records are, however, excluded by FERPA from this broad definition, such as those made by instructional, supervisory, and administrative personnel and kept in their sole possession, those made by campus police, and those made by a physician or other professional medical personnel in connection with treatment of the student.

Under FERPA and University policy, a student has a right of access to his/her education records and may inspect and review the information



contained in them. To exercise this right, the student should present a request to the University office where the record is located, and a response will be made no later than 45 days later. In certain cases, a copy of the record may be provided, with a copying fee, as an alternative to actual inspection. Some records are not within this right of review, such as financial information from the student's parents and confidential letters or statements of recommendation where the student has waived the right of access.

A student who believes his/her education records contain information that is inaccurate, misleading, or in violation of his/her privacy rights may bring the matter to the attention of the appropriate records official. If by informal discussion with this official the student does not obtain the corrective action desired, the student will then be entitled to a hearing at which he/she may challenge the objectionable item. Additional information about hearing procedures will be given to the student at that time. The decision of the hearing official or panel shall be final. If the decision is adverse to the student, he/she may insert in the educational record an explanatory statement relating to the disputed item.

A student's privacy interest in the education record is further protected by the rule against unauthorized disclosure. Generally, the University may not, without the student's consent, release educational record or any personally identifiable information in it to other individuals or entities.

Disclosure in certain circumstances, however, is specifically excepted by FERPA from the foregoing rule. These circumstances include disclosure to certain parties - University personnel who have a legitimate educational interest in the information, officials of institutions where the student is seeking to enroll, parties to which the student is applying for financial aid, the parent of a dependent student, etc, disclosure to comply with a judicial order or lawfully issued subpoena; or disclosure in connection with health or safety emergency. Under the first exception, "University personnel" includes any UAH employee, and a "legitimate educational interest" means that the employee has a need for access to the record to perform appropriate tasks clearly within the area of responsibility of the employee, to perform a task related to the education or discipline of the student, or to provide a benefit or service relating to the student. Personally identifiable information will be transmitted by the University under these exceptions only upon the condition that the recipient not permit any other party to have access to it without the student's consent.

The University may also release what is called "directory information" without obtaining the student's consent. Directory information is limited to the following: the student's name, address (local and permanent), telephone number, e-mail address, date and place of birth, enrollment status (full-time or part-time), class schedule/class roster, major field of study, participation in officially recognized activities and sports, weight



and height statistics of athletic team members, dates of attendance, degrees and awards/honors received, the previous educational institution most recently attended, and a photograph of the student. However, a student may prevent the release of even this information, if he/she wishes, by so indicating at the time of registration on a form provided for this purpose. A request for nondisclosure of directory information must be renewed each semester.

Any student who believes that his/her rights under FERPA have been violated by the University may notify and request assistance from the Provost and Vice President for Academic Affairs. The student may also file a complaint with the Family Policy Compliance Office, Department of Education, 600 Independence Avenue, S. W., Washington, D.C. 20202-4605.

## **6.7 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, national origin, age, 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 its 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 sexual harassment. 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 non-discrimination policy. This includes but is not limited to the person against whom 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 Opportunity Coordinator (currently, the Associate Vice President of Human Resources)
- If the complainant is a faculty member – the Faculty Equal Employment Opportunity 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 discriminatory 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 unlawful discriminatory conduct harassment in writing and shall give a signed copy to the receiving official.

- b. Referral under 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 the 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 the allegations. Persons who may have information as witnesses or otherwise may also be interviewed, and the PAO may review documents or other material, which may be helpful. Notes of interview 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 Recommendation. 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 should so state and shall recommend that the complaint be dismissed. The PAO shall 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 are 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/her. 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 occurs. Unusual delay in 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 sexual harassment 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 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 unlawful discriminatory conduct in good faith shall not therefore be grounds for discipline or other adverse action.

## **6.8 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 disciplinary action under the Code of Student Conduct (see Chapter 7, Article III).

A student organization should be aware that it might 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 at off-campus sites. 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 that may be imposed for unlawful drug and alcohol activity, the sanctions for such activity under the law, the health risks associated with drug and alcohol use, and counseling and treatment programs that are available.



## 6.9 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, national origin, age, disability, citizenship, or status as a Vietnam-era, special disabled, or other eligible veteran. 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 unlawful 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 Vietnam-era, special disabled, or other eligible 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 unlawfully discriminate in its educational policies, practices, programs, or activities on the basis of race, color, religion, sex, national origin, age, disability, citizenship, or veteran status. 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, national origin, age, disability, citizenship, or veteran status. 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 that 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 that is unwelcome and is directed toward a person based on that person's sex 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 a significant change in employment or academic status; or such conduct is so severe or pervasive that it unreasonably interferes with an individual's performance as an employee or student or creates 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 that 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; 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; the Immigration Reform and Control Act of 1986; contract and grant agreements with governmental agencies; the Alabama Age Discrimination Act of 1997; 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 or federal requirements and this policy should be directed to one of the following persons:

Ms. Delois H. Smith  
Student Equal Educational Opportunity Officer  
114 University Center  
The University of Alabama in Huntsville  
Huntsville, AL 35899  
(256) 824-6700

Dr. Fran Johnson  
Faculty Equal Employment Opportunity Coordinator  
123 Madison Hall  
The University Of Alabama in Huntsville  
Huntsville, AL 35899  
(256) 824-6767



Ms. Phyllis Hollins  
Staff Equal Employment Opportunity Coordinator  
116 Shelbie King Hall  
The University of Alabama in Huntsville  
Huntsville, AL 35899  
(256) 824-6545

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

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

If, the student feels that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and any party need take no further action. If after exhausting the administrative chain as



described above a student still feels that there is just cause for grievance, the student may seek redress from the President of the University. When the matter has been presented by written statement to the President for final action, the President, or his designee, shall respond to the student within the time limit specified above. The decision of the President shall be final.

#### **6.11 INFORMATION CONCERNING REGISTERED SEX OFFENDERS**

The federal Campus Sex Crimes Prevention Act requires that, if a registered sex offender enrolls or is employed by a college or university, such information be made available to members of that campus community. Students and employees at UAH may obtain this information from the UAH Department of Public Safety.

#### **6.12 INJURY/ACCIDENT REPORTS**

Location: PPB

Phone: (256) 824-6596

When a student sustains a personal injury on UAH property, no matter how minor the injury, the Department of Public Safety should be contacted as soon as possible, but no later than five 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 Department of Public Safety (256-824-6911) should be notified immediately so that officials may file a motor vehicle accident report.

#### **6.13 PARKING AND TRAFFIC REGULATIONS**

Location: PPB

Phone: (256) 824-6594

##### ***General***

All motor vehicles 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 rear bumper or right 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 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

students and faculty/staff members to acquaint all members of their households 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 students' tuition statements the first term they register for classes. A decal, credit affidavit, and a copy of the Motor Vehicle Regulations will be mailed to each registered student. Students who wish to register additional vehicles must apply in person at the Department of Public Safety.

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

The Department of Public Safety is open for vehicle registration from 7:30 a.m.-5:00 p.m., Monday through Friday. It is located in the Physical Plant Building on John Wright Drive.

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

## **6.14 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 of 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 University Center Information Desk. Posters can be no larger than 14"x22". If approved, the publicity materials may then be displayed on University Center bulletin boards. 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 University Center, will be removed.

Handbills cannot be placed on cars parked on University property.

### **6.15 REFUNDS**

Location: UC 118

Phone: (256) 824-7777

Students may drop courses through the second week of the semester (check the "Schedule of Classes" for Summer dates) and receive a 100% refund. No refunds will be granted after the second week of the semester. A student desiring to withdraw from one or more courses must complete a withdrawal request form at Charger Central, University Center 118. The date of withdrawal is the date the written request is first received in Enrollment Services. Fees related to withdrawal from courses, which are scheduled on other than a full-semester basis, will be refunded if dropped prior to the start of that class.

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

For UAH policy regarding withdrawals, see Student Handbook at 5.9.

### **6.16 RESIDENCY**

Location: UC 118

Phone: (256) 824-6752

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 in Charger Central (UC 118).

## 6.17 SEXUAL ASSAULT PROGRAM

Location: UC 114

Phone: (256) 824-6700

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.

The University offers educational programs in the area of personal safety, with rape/sex offense awareness being an important element of such programs. Presentations and workshop sessions are offered at various times throughout the year by UAH personnel, principally in Student Development Services and Residence Life. These presentations target, in particular, campus housing residents and freshmen students. Topics include stranger rape, date/acquaintance rape, and other sexual offenses, with an emphasis on preventive measures, actions to be taken in the event of a rape or sexual assault, and generally increasing student awareness of risks. The University also encourages the reporting by employees and students of conditions on campus (such as lighting, landscaping, etc.) that may contribute to the risk of sexual assault, so that appropriate action may be taken.

A student who has been sexually assaulted has the right to notify and seek the help of the UAH Department of Public Safety, local police authorities, or both. For a sexual assault occurring off-campus, contact should ordinarily be made with the Huntsville Police Department (HPD). Contact should also be made by the victim with personnel in the Student Affairs or Student Development Offices at UAH. Such personnel can help the student, as needed, to contact law enforcement authorities and/or identify campus and community support resources. Telephone numbers for contacting UAH police officers are listed at the end of this report. HPD may be reached through the "911" emergency number. Campus authorities will, upon request, assist the student in contacting HPD. Notifying campus or local law enforcement authorities does not mean that criminal charges must be filed by the victim. Immediate notification will, however, permit authorities to conduct a timely investigation and to collect and preserve evidence, which is essential for any subsequent prosecution. It may also help prevent assaults by the offender upon other victims.

Counseling and other assistance for victims of sexual assault are available on and off campus. A student may obtain confidential professional counseling in the UAH Office of Student Development Services and support care from the nursing staff in the UAH Wellness Center. Individuals in these offices may also refer the student to important resources in the community. The latter includes Crisis Services of North Alabama, with its Victim Advocacy Program; hospital emergency



physicians and nurses; the Huntsville-Madison County Mental Health Center; private counselors; etc.

A student who is the victim of an alleged sexual assault may desire a change in academic scheduling or campus living arrangements. Such a request should be made to the Vice President for Student Affairs, who will then involve other UAH officials, as appropriate, to determine if reasonable accommodation can be made to such request. If the student lives off-campus and wishes to change living arrangements, the University will endeavor to assist the student in making such a change.

Sexual assault is, in addition to being a crime, 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. In those cases where the matter is taken to a hearing before a panel of the University Judicial Board, both the victim and the offender have the right to be present at the hearing, to have other individuals present for assistance, and to be informed of the outcome of the hearing. Sanctions that may be imposed on one found guilty of sexual assault include the full range of penalties set forth in the Code, including probation, suspension, and expulsion.

### **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:

Public Safety	(256) 824-6911
Student Affairs	(256) 824-6700
Student Development	(256) 824-6203
Wellness Center	(256) 824-6775

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

## **6.18 SMOKING POLICY IN UNIVERSITY BUILDINGS**

Smoking is not permitted in buildings on the UAH campus. Smoking areas outside and adjacent to some campus buildings are equipped with appropriate receptacles.

## **6.19 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.

## **6.20 UAH OFFICIAL EMAIL ACCOUNTS**

Computer & Network Services (CNS) is in the process of improving the University's capability to communicate to the campus through email. Currently, many students, faculty, and staff have email accounts on the UAH server, while many others have email addresses that reside on various campus servers or other locations. An initial step in the current project is the establishment of an official email address on the UAH email server for all students, faculty, and staff.

CNS will create an email address on the UAH server for those students, faculty, and staff that do not currently have one. These addresses will be assigned using the current logic – last name first letter of first name @email.uah.edu. This email address will be used for official University correspondence. The UAH online email directory is at [www.uah.edu/email.html](http://www.uah.edu/email.html).

It will be the responsibility of all students, faculty, and staff to check this official email account for official notices from the university.

## **6.21 USE OF BICYCLES, SCOOTERS, SKATEBOARDS AND IN-LINE SKATES**

Bicycles, scooters, skateboards, and in-line skates are permitted on the UAH campus as long as they are used in a safe and sensible manner and in a way consistent with this policy. An individual riding a bicycle or scooter or skating on a board or with in-line skates shall utilize established streets and walkways and shall travel at a reasonable, prudent, and safe speed. Right of way must always be given to pedestrians and/or vehicles. Under no circumstances shall bicycles, scooters, skateboards, or in-line skates be used in any building or on ramps, curbs, steps, stairs, rails, or other such structures on campus.

Students who violate this policy may be charged with misconduct under the Code of Student Conduct and may be subject to any of the sanctions provided for in the Code, including fines.

Individuals who are not employees or students and who violate this policy may be issued an order to leave and not return to the campus. Disregard of such an order may subject the individual to criminal charges of loitering and/or criminal trespass.

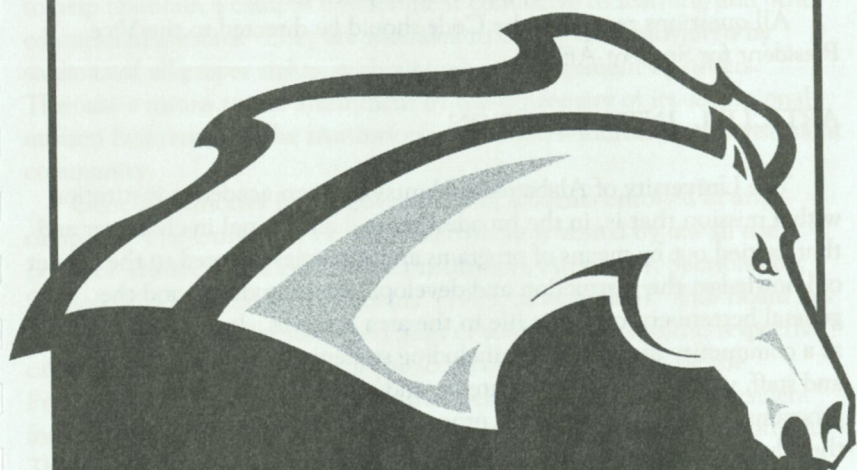
Bicycles, scooters, skateboards, or in-line skates used in violation of this policy may be impounded by UAH campus police and held until any disciplinary or criminal charges are resolved and until any fines payable to the University have been paid. Failure to pay such fine and/or to claim the item within thirty (30) days may result in its public sale.

A self-propelled or motorized vehicle, including a motorized version of any of the means of conveyance mentioned above, is considered a "motor vehicle" and must comply with state and campus motor vehicle regulations.



# UAH

The University of Alabama in Huntsville



## Chapter 7: Code of Conduct

## Student Conduct

Location: UC 114

Phone: (256) 824-6700

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 that is, in the broadest sense, educational in character and that 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 that 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 that 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. The purposes, procedures, and outcomes provided for in the Code are very



different from those of the civil and criminal justice systems. 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 of the content and objectives of a course, the methods and types of evaluations, and the relative importance of each test, paper, etc., comprising the total evaluation.
7. Students are responsible for meeting the requirements of a course of study according to the standards of performance established by the instructor.
8. Students have a right to protection against improper disclosure of information acquired by instructors concerning their grades, views, beliefs, political association, health, character or disability.
9. Students have a right to seek assistance from instructors during the instructors' regularly scheduled office hours.
10. A student has the right to refrain, without penalty, from activities that involve unreasonable risk to physical health and safety, except upon the student's consent.
11. Students have a responsibility for honest and ethical conduct in all academic and non-academic matters.

#### **C. Educational Records**

1. A student's right of confidentiality in and access to his/her 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 view is permitted within the institution in public places subject to reasonable time, manner, and place requirements for maintenance of order and to applicable state, federal, and local laws. The University retains the right to provide for the safety of individuals, the protection of property, and the continuity of the educational process in maintaining order.
3. Chartered student organizations may invite and hear any persons of their own choosing, subject to requirements for use of institutional facilities and subject to the UAH speakers policy.
4. Students have a right to express opinions through student publications, and they have a responsibility to adhere to the canons of professional journalism.

**E. Student Life**

1. Students shall be free to organize and associate to promote their common interests.
2. Student organizations are required to publicize information concerning purpose, criteria for membership, and a current list of officers. They shall not be required to submit a membership list as a condition of institutional recognition other than an initial list of ten 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. A student has the right to be secure in his or her possessions against invasion of privacy and unreasonable search and seizure.
2. Students shall not violate the rights of other students residing in University Housing.
3. University Housing is a privilege and not a right.

**G. Redress of Grievances**

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 6.10, in the Student Handbook.)

**ARTICLE III. MISCONDUCT**

Every student and student group at the University shall be required to act lawfully and in such a way as not to affect adversely the educational processes of the University or the rights of members of the University community and others. Violation of this general standard of behavior shall



be considered misconduct under this Code. The following types of misconduct are specifically prohibited, and individuals or groups found guilty of any such misconduct by the procedures set forth in this Code should 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 Documents.** 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(s).** 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 in 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 non-consented striking, forcible restraining, manhandling, and assault with a dangerous weapon, or any similar act,

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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 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 .08% or greater, (.02% or greater for persons under age 21) 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. **Judicial Officer.** A Judicial Officer shall be appointed by the Vice President for Student Affairs. The Judicial Officer shall have certain responsibilities in regard to the filing and initial processing of a complaint and in regard to the preliminary action, pre-hearing, and hearing phases of the disciplinary procedure.
- 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.
    - Eight faculty members elected by the Faculty Senate, with one representative respectively from the Colleges of Engineering, Science, Nursing, Administrative Science, 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 the University's directors and assistant directors (or comparable positions).
    - For academic misconduct cases only, the 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 Judicial Affairs. 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 Judicial Officer.

### B. Determination of Jurisdiction.

The Judicial Officer 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 Judicial Officer to a Preliminary Action Officer (PAO) selected on a rotating basis from the faculty and staff membership of the UJB. All academic cases will be handled by a faculty PAO. 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 Judicial Officer, shall serve as the PAO.
2. *Mediation.* The PAO shall, in appropriate cases, seek prompt resolution of the charges through informal consultation with the principal parties, mediation, and other voluntary means.
3. *Academic Misconduct – Referral.* If a charge of academic misconduct is not settled through mediation, it shall be referred



- for a hearing under the provisions set out in Articles V-D and V-E.
4. *Other Charges – Preliminary Investigation.* In a case involving any charge other than academic misconduct, if settlement is not achieved through mediation, the PAO shall conduct a preliminary investigation of the matters alleged in the complaint. 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 reasonable suspicion does not exist as to any charge, the charge or, if appropriate, the complaint shall be dismissed as follows:
  - a. *Notification.* The Complainant, Respondent, Judicial Officer, 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.
  - 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 Judicial Officer. 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 Judicial Officer 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 Judicial Officer. The decision of the Judicial Officer 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 Judicial Officer, 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. The PAO shall be provided a synopsis of the past disciplinary record of the Respondent in connection with the PAO's recommendation of a sanction to the Judicial Affairs Officer.

- 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.
- 9. *Referral for Sanction.* In any instance in which a Respondent has admitted a misconduct charge, the case shall be referred to the Judicial Officer 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 Judicial Officer 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 Judicial Officer 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 Judicial Officer 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 Judicial Officer 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 Judicial Officer 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 Judicial Officer's notice of sanction. The non-appealing party shall be given the opportunity to file a short statement in support of the sanction selected.
- f. *Review on Appeal.* The Vice President for Student Affairs may, after reviewing the case file, affirm the sanction or substitute a sanction of equal, lessor, or greater severity, as appropriate. A sanction challenged as unreasonable shall be affirmed unless its unreasonableness is manifest or blatant. Written notice of the decision on appeal shall be given to the parties. The Vice President's decision shall be final.
- 10. *Referral for Hearing.* The referral by the PAO to the UJB shall be made in writing. It shall be limited solely to a brief disposition statement indicating that mediation efforts and a preliminary investigation have been completed and a reasonable suspicion finding has been made. The signed complaint may be restated by the PAO for purposes of clarification or standardization, and it shall be attached, with the Complainant's signature, to the referral document. Referral shall be accomplished by the forwarding of these materials, constituting the case file, to the Judicial Officer.
- 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 actions 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 Judicial Officer for sanction, the Judicial Officer shall ordinarily complete his/her duties within 5 days after receiving the referral documents.

#### **D. Pre-Hearing Procedure.**

- 1. *Judicial Officer Duties.* Upon receipt of a case from the PAO for referral to the UJB, the Judicial Officer 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.* After consulting with the Chair, the Judicial Officer shall select a Hearing Panel consisting of one faculty member, one staff member, and one student. A member of the UJB who feels that he/she could not serve as an impartial member of a particular Hearing Panel due to conflict of interest, bias, or other bona fide cause shall notify the Judicial Officer as soon as the cause for the disqualification becomes evident. A presiding officer shall be designated from among the Hearing Panel members by the Judicial Officer.
- e. *Academic Misconduct Case.* For a case involving academic misconduct (along with related charges) only, the Deans shall function in the place of the staff members in this process. In addition, the student selected for the Hearing Panel in such a case must not have a declared major in the College for which the selected Dean is the chief academic administrator.
- 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 Judicial Officer within 5 days after receipt of the complaint and summary statement of rights, and the Judicial Officer 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 Judicial Officer of the name and address of the Advisor within 5 days after receipt of the complaint and summary statement of rights.

- h. *Proponent.* The Judicial Officer 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 Judicial Officer a request in writing that it be open, the Complainant consents, and the request is approved by the Judicial Officer. Any such request by the Respondent must be made no later than 5 days after receipt of the complaint and summary statement of rights from the Judicial Officer.
- j. *Forwarding of case; Time Frame.* The Judicial Officer 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 Judicial Officer 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 Judicial Officer, 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 Judicial Officer, Complainant, Proponent, Respondent, Advisor, all Hearing Panel members, and the Vice President for Student Affairs.



- b. *Necessity for Rescheduling.* If, upon demonstrated good cause communicated in writing to the Presiding Officer, a Proponent or Respondent will be unable to attend the hearing as scheduled or will be unable to secure important evidence by such time, the Presiding Officer shall set a new date for the hearing.
  - c. *Time Frame.* Except in unusual circumstances, the Presiding Officer shall complete these pre-hearing requirements within 5 days after receipt of the case from the Judicial Officer.
3. *Discovery.* No later than 10 days prior to the hearing, the Proponent may deliver to the Respondent and the Respondent may deliver to the Proponent a series of not more than 10 interrogatories or questions in writing to be answered by the other party. Answers shall be provided in writing within 7 days after receipt. Each interrogatory shall be limited to a single question with no subparts.
  4. *Disclosure of Witnesses/Evidence.* The Complainant and the Respondent shall, no later than 5 days before the hearing, provide to the Presiding Officer and to each other a list containing the names of the witness(es), a description of the documents, and a description of any other evidence that each intends to present at the hearing. The Complainant and the Respondent shall have the right to request a copy of any listed document within 48 hours after receiving the list, and the document shall be provided within 24 hours after receipt of the request. At the hearing, the parties' evidence shall generally be limited to the witnesses, documents, and other items listed. An exception may be made only with the approval of the Presiding Officer, upon a showing of special circumstances or special need by the party seeking to present non-listed evidence and with any provision made by the Presiding Officer to insure fairness to the other party.
  5. *Pre-hearing Meeting.* A pre-hearing meeting shall be convened by the Presiding Officer, with the members of the Hearing Panel, the Complainant, the Proponent, the Respondent, and the Respondent's Adviser called to attend. The Presiding Officer may request the presence of the Judicial Officer and/or an attorney from the Office of counsel, as well. At this meeting, any issues relating to pre-hearing discovery, disclosure of witness(es)/evidence, hearing procedures, and other matters that are preliminary in nature and/or preparatory to the hearing may be discussed and addressed. The Presiding Officer, in consultation with the Hearing Panel members, shall resolve any questions or disputes raised at this meeting.



6. *Case Management Meeting.* The Presiding Officer may also, at his/her discretion and at any time prior to the hearing or during an adjournment after the hearing has begun, convene a case management meeting at which the Judicial Officer and/or an attorney from the Office of Counsel are requested to be present with the Hearing Panel. The purpose of such a meeting shall be to allow the Hearing Panel to seek advice from and have consultation with the Judicial Officer and/or the Office of Counsel's attorney regarding management of the case or the hearing.

#### 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: 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 non-participant. The Hearing Panel shall have the right to have present an attorney from the UAH Office of Counsel as an impartial advisor to the Panel. The Presiding Officer shall give consideration to requests from any party for the presence of an attorney from the Office of Counsel. In addition, the Judicial Officer shall be present for consultative purposes only, to help

insure that the hearing is conducted in accordance with these procedures. The Judicial Officer may, with respect to issues of procedure, respond to questions from the Hearing Panel and/or offer advice to the Panel on his/her own initiative. Persons essential to the recording or transcription of the hearing and other similar support personnel may also be present. The Presiding Officer may at 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 presenting the testimony of witnesses, documents, and other evidence. The Respondent may testify or remain silent. No inference of guilt shall be made should the Respondent remain silent. The Respondent shall further be entitled to be present throughout the hearing, to have the assistance of or be represented by his/her Advisor, to have an attorney present, to examine all documents submitted to the Hearing Panel, to question all witnesses appearing at the instance of the other party or the Hearing Panel, and to make argument to the Hearing Panel (by oral or written statement as the Presiding Officer may determine). Absence of the Respondent from the hearing without good cause shall be deemed a waiver of these rights, and the hearing may proceed.
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 of 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 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 therefore, and the sanction to be imposed. The report shall be sent to the Respondent and his/her Advisor, the Complainant, the Proponent, the Judicial Officer, 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 should 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 pays 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.
4. *Restitution* – An order that the organization make a compensatory payment to an appropriate party for damage to property or loss of funds. In the case of property damage, restitution shall be limited to the actual cost of repair or replacement.
5. *Work Reparation* – An option offered to the organization, usually in an instance in which restitution to the University is an appropriate sanction, that its members perform work for the University without pay.
6. *Fine* – An order that the organization pay the University a designated sum of money.
7. *Restriction of Privileges* – Denial, withdrawal, or limitation of one or more privileges made available by the University to students or student organizations, such as access to housing, use of a facility, participation in an activity, etc., for a designated period of time.
8. *Disciplinary Probation* – Placement of the organization in a probationary status for a designated period of time. The restrictions, which shall accompany probation, shall be determined on a case-by-case basis. Probation shall carry with it a warning that further misconduct may result in suspension or expulsion.
9. *Disciplinary Suspension* – Denial to the on 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.

**D. Failure to Fulfill Sanction(s).** When a student fails to carry out an action or activity, as required by the sanction imposed, the student may be barred from registering for a subsequent semester and/or a request for issuance of the students' transcript may be refused until the sanction has been satisfactorily fulfilled.



## 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 and/or the Complainant shall each 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 appealing party. 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 non-appealing party, 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.* Appeal by the Complainant may be made only on the grounds of error prejudicial to the Complainant or newly discovered evidence, as those grounds are stated above.
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 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 or
    - 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. Non-disciplinary Treatment

1. *Conference Held.* If a faculty member has information indicating that a student has committed an act of academic dishonesty, the faculty member shall hold an informal conference with the student. At this conference the student shall be presented with the information and given an opportunity to explain or rebut it by any reasonable means.
2. *Academic Misconduct Indicated.* If the matter is not satisfactorily resolved (such as by exoneration of the student) by means of the informal conference, the following procedures shall apply:
  - a. *Imposition of Academic Sanction.* The faculty member may impose one or more academic sanctions appropriate to the circumstances, such as requiring a revision of the assignment in question or completion of a new assignment, giving an oral or written reprimand, awarding an F for the graded work or for the entire course, etc.
  - b. *Review - Grievance Process.* The student shall have the right to seek review of this action by utilizing the normal grievance process. (See "Grievance Procedures," in the Student Handbook.)
  - c. *Notice to Vice President for Student Affairs.* The faculty member shall give written notice of the incident to the Vice President for Student Affairs. The notice shall state the name of the student, the nature of the academic misconduct, which occurred, and the academic sanction imposed.
  - d. *Disciplinary Record Entry.* The faculty member's notice to the Vice President for Student Affairs shall be placed in the student's disciplinary record. It may accordingly be considered in any subsequent disciplinary case in which disclosure of the contents of the disciplinary record is authorized under this Code.

### B. Disciplinary Treatment

1. *Faculty Member Referral.* The faculty member may, in addition or as an alternative to application of academic sanctions, elect to



have the matter handled within the disciplinary system by filing a complaint against the student, as provided in Article V above.

2. *Other Referral.* Upon receiving two or more notices from faculty concerning instances of academic misconduct by the same student, the Vice President for Student Affairs may have a complaint filed in the name of the University against the student for any such instances of misconduct.
3. *Finding of No Misconduct.* A dismissal or 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 Judicial Officer 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 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 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 Judicial Officer (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.

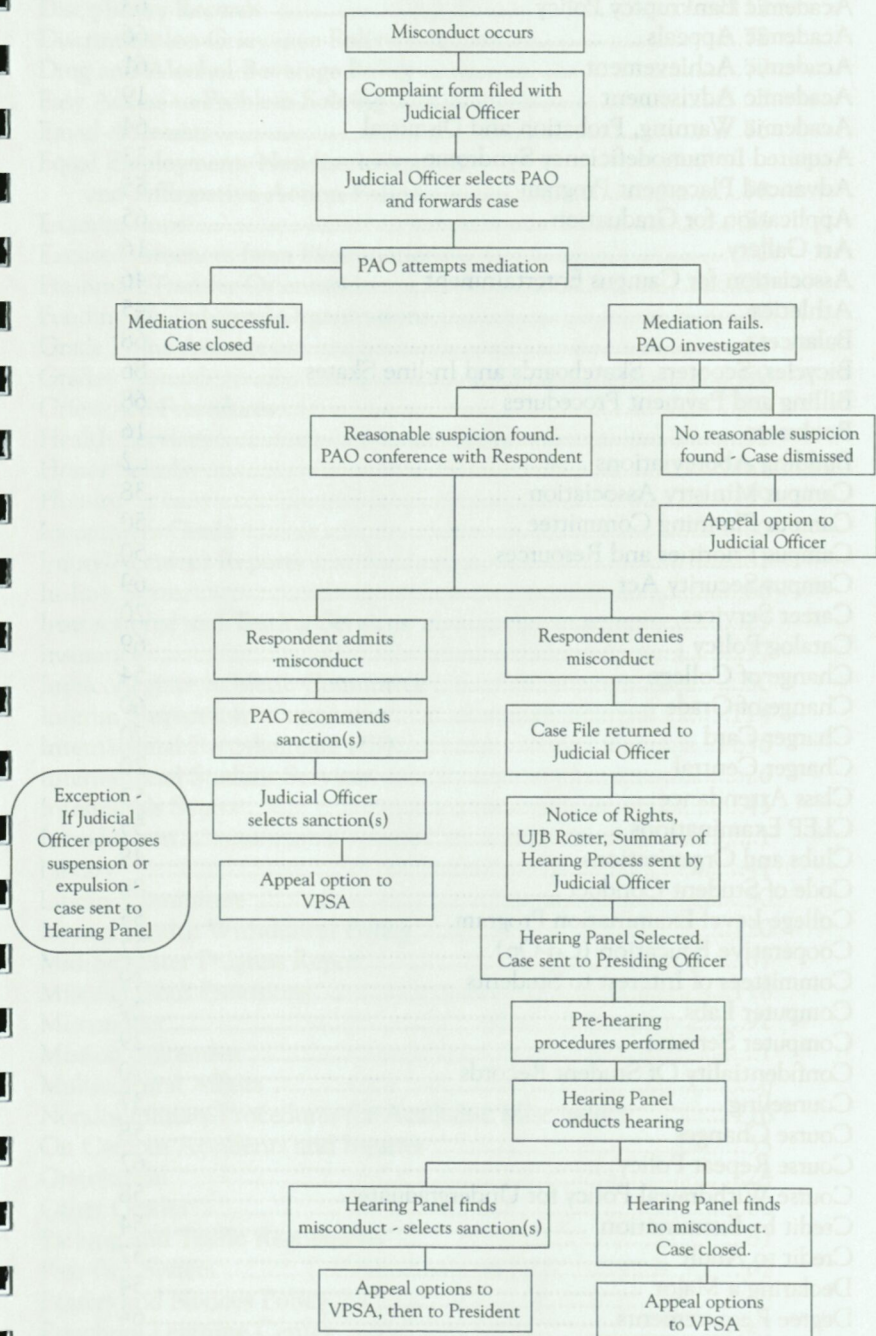
- D. Amendments.** Any proposed amendment to this Code shall be submitted to the Vice President for Student Affairs who shall, as appropriate, consult with the Student Government Association and/or the Faculty Senate, regarding the advisability of the amendment. Amendments raising issues of institutional 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.



## UAH Disciplinary Procedure Flow Chart



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## APRIL

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## JULY

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Notes...

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