

University of Alabama in Huntsville

LOUIS

Student Handbooks

Dean of Students Office

9-1-2015

UAH Student Handbook 2015-2018

University of Alabama in Huntsville

Follow this and additional works at: <https://louis.uah.edu/student-handbooks>

Recommended Citation

University of Alabama in Huntsville, "UAH Student Handbook 2015-2018" (2015). *Student Handbooks*. 17.
<https://louis.uah.edu/student-handbooks/17>

This Book is brought to you for free and open access by the Dean of Students Office at LOUIS. It has been accepted for inclusion in Student Handbooks by an authorized administrator of LOUIS.

2015-2018 //

STUDENT HANDBOOK




THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Welcome from the Vice President for Student Affairs //

Dear UAH Chargers,

To our new Chargers -welcome to the UAH family! We are thrilled that you have chosen The University of Alabama in Huntsville for your educational endeavors. You have become a member of an academic community of scholars. We want every student to make the most of their time as a Charger.

For all UAH Chargers, we expect academic excellence, promote student involvement, and support research. I encourage you to take an active role in your education and work with us in our mission to explore, discover, create, and communicate knowledge, while educating individuals in leadership, innovation, critical thinking, and civic responsibility and inspiring a passion for learning.

While you are a student at UAH, you may find the need to contact individuals, departments, or services to seek assistance. We have provided a copy of the UAH organizational chart to assist you in identifying the appropriate department in the organizational structure. If you are unable to locate the appropriate department, you can always seek assistance from my office in the Conference Training Center, Room 147.

Every community, including UAH, has standards and expectations. The Student Handbook is provided as your guide to policies, rules, regulations, and the Student Code of Conduct at UAH. All students are responsible for knowledge of the policies and practices. As members of the UAH Charger community, you have the rights and privileges afforded to all students. Additionally, you have the responsibility to act lawfully and in a manner as to not affect adversely the educational processes of UAH or the rights of members of the University community and others.

As your advocate, I encourage you to act responsibly and seek assistance as needed in your pursuit of knowledge at UAH.

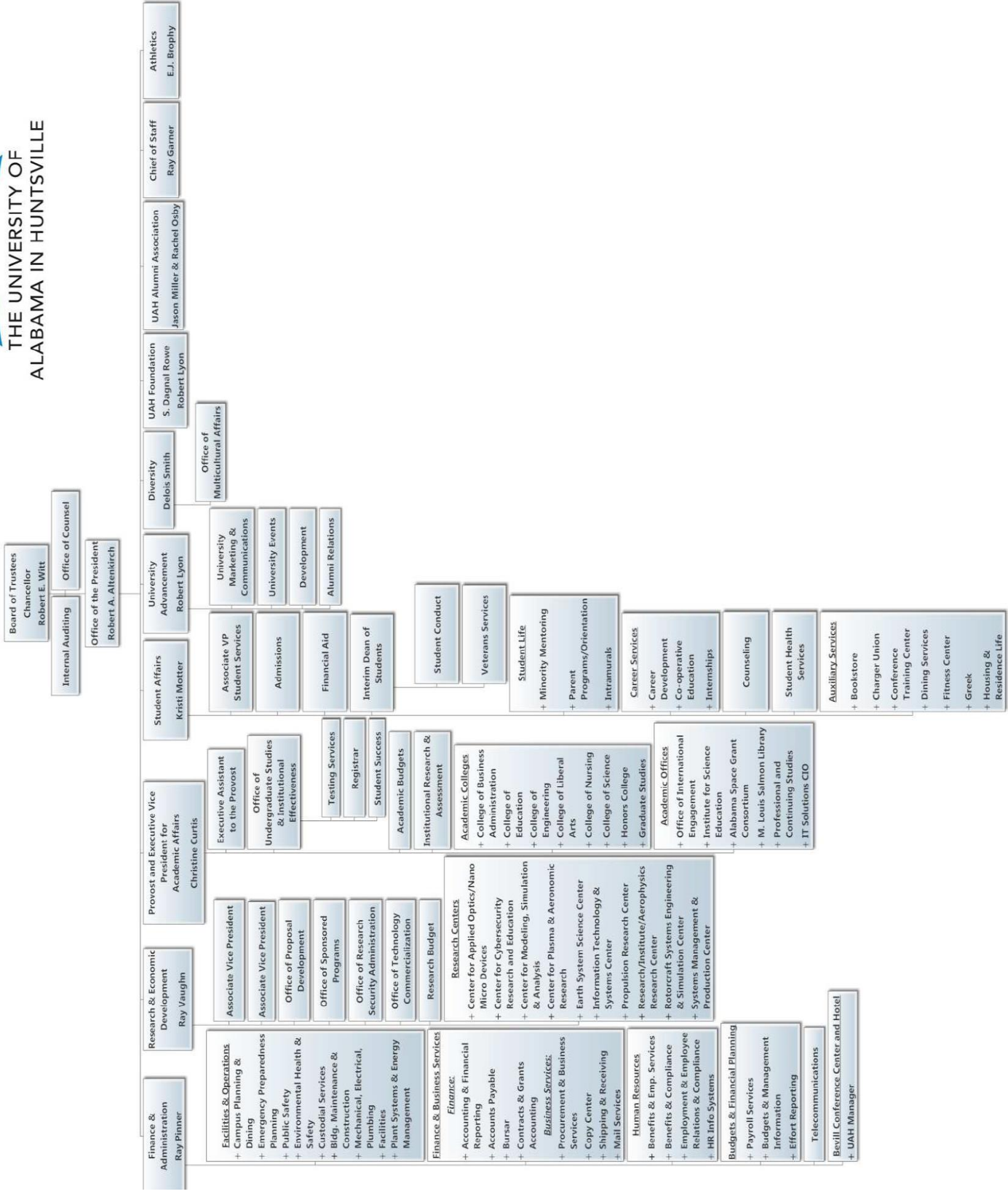
Sincerely,

A handwritten signature in black ink, appearing to read "Kristi Motter". The signature is fluid and cursive, with the first name "Kristi" and last name "Motter" clearly distinguishable.

Kristi Motter
Vice President for Student Affairs



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE



Introduction //

The University of Alabama in Huntsville (UAH) is committed to equal opportunity in employment and education. Pursuant to that commitment, university policy prohibits, and it does not engage in, unlawful discrimination in any program or activity on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship status, genetic information, or protected veteran status. This non-discrimination policy encompasses unlawful harassment, including sexual harassment and sexual violence, an extreme form of hostile environment sexual harassment.

This handbook describes some of the policies, procedures, benefits, and programs applicable to/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 such a conflict, the current statements of Board policy contained in the Board's 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 is a research-intensive, internationally-recognized technological university serving Alabama and beyond. Our mission is to explore, discover, create, and communicate knowledge, while educating individuals in leadership, innovation, critical thinking, and civic responsibility and inspiring a passion for learning.

Table of Contents //

Welcome from the Vice President for Student Affairs //	1
Introduction //	1
Mission Statement //	1
Building Abbreviations //	6
Campus Map //	8
Easy Access to Problem Solving //	9
CHAPTER 1 // Student Recreational Facilities	14
1.1 Conference Training Center (formerly University Center)	14
1.2 Charger Union	14
1.3 University Bookstore	15
1.4 UAH Galleries of Art	15
1.5 Spragins Hall	15
1.6 University Fitness Center	16
1.7 University Park	16
CHAPTER 2 // Student Advising and Career Services	17
2.1 Career Services	17
2.2 Student Success Center	17
2.3 Academic Coaching	17
2.4 Student Engagement and Transition	18
2.5 Advising	19
2.5.1 Academic Advising	19
2.5.2 Specialty Advising	19
2.5.3 Exploratory Advising	20
2.6 Honors College	20
2.7 Peer Assisted Study Session (PASS) Program	21
2.8 Project Success: Early Alert Program	21
2.9 Tutoring and Writing Center	22
2.10 Charger Central	22
2.11 Dean of Students Office	22
2.12 Reserve Officers Training Corps (ROTC)	24
2.13 Instructional and Testing Services	25
2.14 International Student and Scholar Services	26
2.15 Office of Multicultural Affairs	27
CHAPTER 3 // Student Support Services and Policies	28
3.1 Computer Services	28
3.1.1 UAH Computer Labs	28
3.2 Financial Aid Office	28
3.3 Health Services	30
3.3.1 Student Health Center	30
3.3.2 On-Campus Accidents And Injuries	31
3.3.3 Communicable Diseases Policy	31
3.3.4 Student Health and Dental Insurance	32
3.3.5 Counseling	32
3.3.6 Disability Support Services	33

3.4 University Housing and Residence Life.....	33
3.5 Library.....	37
3.6 University Preschool	38
3.7 Police Department.....	38
3.8 Vending.....	39
3.9 Veterans Services.....	39
3.9.1 Veterans Network	40
CHAPTER 4 // Student Advising and Programs	41
4.1 Athletics.....	41
4.2 Recreational Sports.....	42
4.3 Student Activities and Organizations.....	42
4.3.1 Association for Campus Entertainment.....	42
4.3.2 Registered Student Organizations	43
4.3.2.1 Funding of Student Organizations.....	43
4.3.2.2 Procedure for the Registering of Student Organizations.....	43
4.3.3 Student Government Association.....	44
4.3.3.1 Constitution of the Student Government Association	44
4.4 University Committees of Student Interest	44
4.4.1 Filling Vacancies In Student Positions on University Committees.....	46
4.5 The Charger Times	46
CHAPTER 5 // Academic Policies.....	47
5.1 Registration.....	47
5.2 Class Attendance	47
5.3 Declaring a Major	48
5.4 Change of College	49
5.5 Credit by Examination	49
5.5.1 Advanced Placement Program	49
5.5.2 College Level Examination Program	49
5.5.3 International Baccalaureate (IB).....	50
5.6 Examinations.....	51
5.7 Student Classification.....	51
5.8 Student Course Loads.....	51
5.9 Schedule Changes	52
5.10 Grades.....	54
5.11 Course Repeat Policy	55
5.12 Pass-Fail System Option	57
5.13 Academic Bankruptcy Policy.....	57
5.14 Retroactive Withdrawal	58
5.15 Academic Warning, Probation, and Dismissal	58
5.16 Degree Requirements.....	59
5.17 Application for Graduation.....	59
5.18 Transcripts.....	59
5.19 Time to Complete Degree Program.....	60
5.20 Academic Appeals	60
Chapter 6 // Administrative Policies	62
6.1 Balances.....	62

6.2 Billing and Payment Procedures.....	62
6.3 Campus Security Act.....	63
6.4 Catalog Policy	63
6.5 Charger Card.....	63
6.6 Dining Services	65
6.7 Confidentiality of Student Records	67
6.8 Copyright and Patent Policy	69
6.9 Discrimination Complaint/Grievance Procedure	72
6.10 Drug and Alcoholic Beverage Policy	78
6.11 Emergency Notification and Evacuation Procedures.....	79
6.12 Equal Employment, Nondiscrimination, and Affirmative Action Policy	80
6.13 Grievance Procedures.....	83
6.14 Information Concerning Registered Sex Offenders	84
6.15 Injuries and Accidents.....	84
6.16 Involuntary Health-Related Withdrawal Policy	85
6.17 Parking and Traffic Regulations	85
6.18 Posters, Notices, and Materials Distribution Policy.....	86
6.19 Refunds	89
6.20 Residency	90
6.21 Sexual Misconduct Policy	90
6.22 Smoking Policy in University Buildings.....	100
6.23 Solicitation on Campus.....	100
6.24 UAH Official Email Accounts	100
6.25 Dangerous Weapons and Firearms Policy.....	101
6.26 Use of Bicycles, Scooters, Skateboards, and In-Line Skates.....	102
Chapter 7 // Code of Student Conduct	104
7.1 Introduction	104
7.2 Types of Misconduct.....	104
7.2.1 Academic Misconduct	104
7.2.2 Alcohol Abuse/Misuse.....	105
7.2.3 Controlled Substance Abuse/Misuse.....	106
7.2.4 Damage, Theft, or Unauthorized Use of Property.....	106
7.2.5 Dishonesty.....	107
7.2.6 Disorderly or Indecent Conduct	107
7.2.7 Failure to Comply	108
7.2.8 Hazing	108
7.2.9 Injurious Conduct.....	108
7.2.10 Misuse/Abuse of Computing Resources	108
7.2.11 Other Physical or Mental Abuse or Harm.....	109
7.2.12 Sexual Misconduct.....	109
7.2.13 Sexual Violence	109
7.2.14 Unauthorized Disclosure of Sensitive Information	110
7.2.15 Violations of Law, Order, or University Imposed Regulations or Sanctions	110
7.2.16 Weapons, Firearms, Or Explosive Devices.....	110
7.3 Procedures for the Conduct of Disciplinary Proceedings	111

7.4 Structure of the Student Conduct Board.....	113
7.5 Hearing Procedures	114
7.6 Appeals	115
7.7 Victims' Rights	116
7.8 Emergency and Interim Measures	117
7.9 Sanctions	118
7.10 Nondisciplinary Procedures for Academic Misconduct.....	122
7.11 Disciplinary Records.....	124
7.12 Miscellaneous Provisions.....	125
STUDENT CODE OF CONDUCT FLOW CHART //	128

Building Abbreviations //

ACU – Alabama Credit Union
NCH – North Campus Residence Hall
FFH – Frank Franz Hall
MOR – Morton Hall
UGG – Union Grove Gallery
SPR – Spragins Hall
ROB – Roberts Hall
CTC – Conference Training Center (formerly UC)
CCH – Central Campus Residence Hall
BEV – Bevill Center
NUR – Nursing Building
LIB – M. Louis Salmon Library
WIL – Wilson Hall
BAB – Business Administration Building
UFC – University Fitness Center
CGU – Charger Union
CGV – Charger Village
IMF – Intermodal Parking Facility
SSB – Student Services Building (formerly Madison Hall)
CRH – Robert “Bud” Cramer Research Hall
OPB – Optics Building
MSB – Materials Science Building
ENG – Engineering Building
VBH – Wernher von Braun Research Hall
JRC – Johnson Research Center
PPB – Physical Plant Building
REC – Central Receiving Building
LRH – WLRH radio station
BSB – Business Services Building / Copy Center
SKH – Shelbie King Hall
OKT – Olin B. King Technology Hall
JRC – Johnson Research Center
SST – Shelby Center for Science and Technology

SWI – SWIRLL building

SCH – Southeast Campus Housing

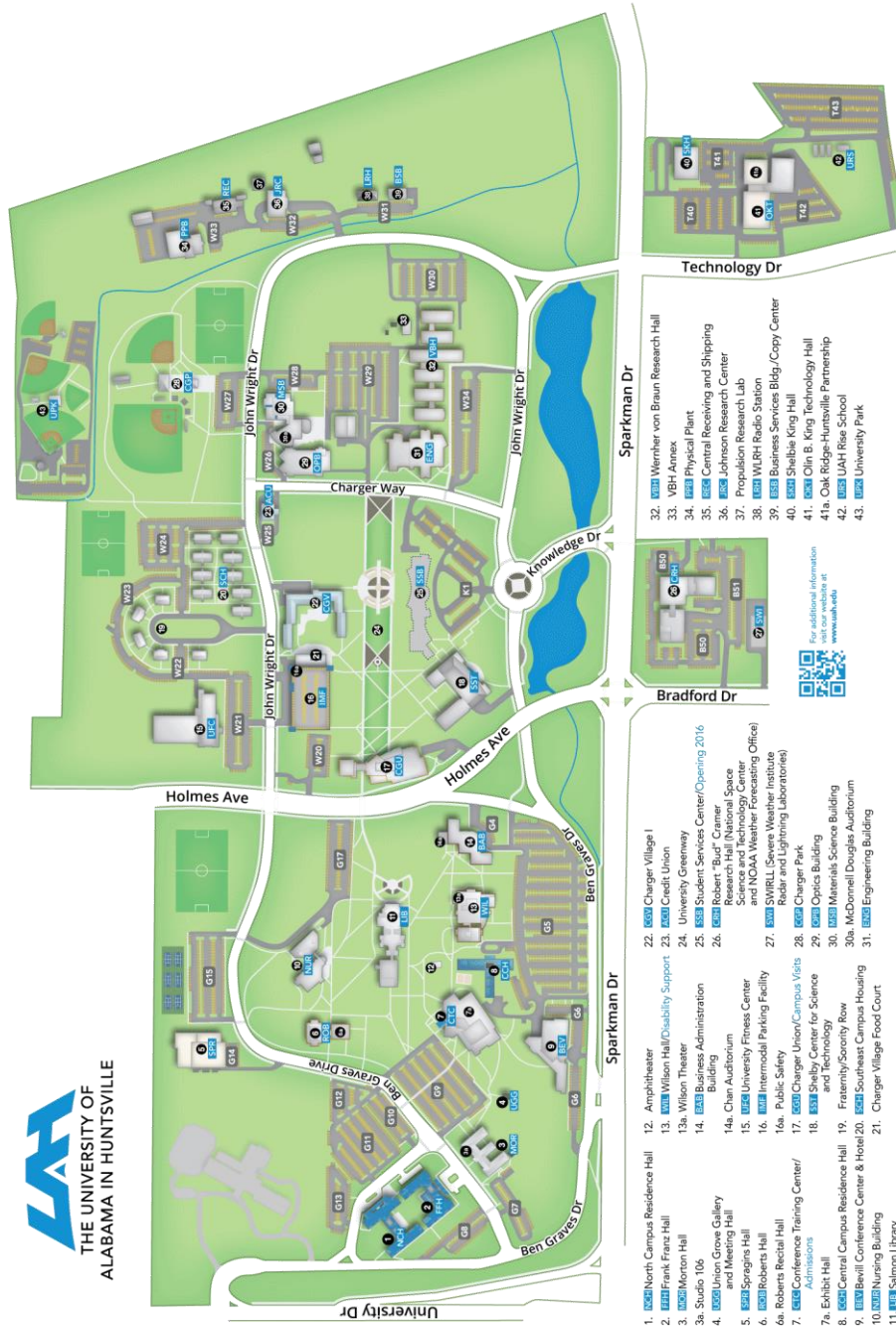
CGP – Charger Park

URS – UAH Rise School

UPK – University Park

Campus Map //

The campus map can also be viewed online at www.uah.edu/map.



Easy Access to Problem Solving //

Category	Location	Phone (256) 824-
Academics Apply to Graduate Change Address Change Name Change Credit to Audit Change Colleges Declare Major Drop a Class Certify Enrollment Pass-Fail Option Transcript Requests Withdrawal	CTC 118	7777
Accounting & Information Systems	BAB 350	6159
Admissions Office	CTC 114	2773
Advising Arts, Humanities, & Social Sciences Business Administration Education Engineering Honors College Nursing Science Pre-law Pre-health Undeclared/Exploratory Personal	MOR 220 BAB 102 ROH 303 ENB 157 FFH NUR 20 MSB 206 MOR 205B SST 302P LIB 149 WIL 329	2867 6787 6220 6877 6450 6742 2505 2314 2394 2478 6203
Alliance for Minority Participation (AMP)	SST 369	6235
Alumni Relations	SKH 312	2586
Appeal Parking Tickets	IMF 123	6596
Art, Art History, and Design	WIL 106	6114
Arts, Humanities, & Social Sciences (Dean)	MOR 256	6200
Athletics Varsity Sports (Men & Women) Baseball Basketball Cross Country Hockey Lacrosse Soccer Softball Tennis	SPR 205	6144

Track Volleyball		
Audit Class	CTC118	7777
Bevill Center	BEV	721-9428
Biological Sciences	SST 369A	6260
Books and Supplies	CGU 122	6600
Bookstore Barnes and Noble	CGU 122	6600
Bursar	CTC 213	2732
Business Administration	BAB 102	6024
Campus Mail	REC	6116
Campus Police	IMF 123	6911
Charger Café	CTC First Floor	6137
Charger Central	CTC 118	7777
Charger Union Administration	CGU 202	3625
Charger Union Information	CGU Lobby	4663
Chemical & Materials Engineering	ENG 130	6810
Chemistry	MSB C203	6153
Civil & Environmental Engineering	OKT S201	6854
Clubs/Student Activities	CGU 223	4739
Communication Arts	MOR 342	6645
Computer Science	OKT N300	6088
Conference Training Center (formerly University Center)	CTC 100	6445
Professional and Continuing Education	WIL 103C	6010
Counseling Center	WIL 329	6203
Daycare (University Preschool)	CTC	7300, 837-9553
Dean of Students	CGU 223	6700
Disability Services	WIL 317	1997
Economics & Information Systems	BAB 333	6590
Education	ROB 322	6180
Education Certification	ROB 303	6220
Email and Internet Accounts	LIB Ref. Desk	3333
Employment		
Staff	SKH 102	6381
Student	LIB 153	6741
Engineering		
Chemical & Materials	ENG 130	6810
Civil & Environmental	OKT S201	6854
Electrical, Computer & Optical	ENG 272	6316
Industrial & Systems and Engineering Management	OKT N143	6256
Mechanical & Aerospace	OKT N274C	6184
English	MOR 222	6320

Finance & Economics	BAB 333	6590
Graduate Studies/Dean	CTC 106	6002
Graduation		
Application for Graduation	CTC118	7777
Greeks	CGU 223	5603
Health Insurance	WIL 325	6071
History	ROB 409	6310
Honors College	FFH	6450
Housing	CGV 118	6108
Humanities Center	ROB 316	6583
I.D. Card	CGU 131	2720
Information		
UAH Website: www.uah.edu		
Information Technology & Systems Center	OKT S339	6868
Instructional and Testing Services	BAB 226	6725
International Student & Scholar Services	CTC 116	6055
Intramural (Recreational) Sports	SPR 205	7529 (PLAY)
Learning Resource Center	WIL 312	6139
Library Services		
Director	LIB	6497
Technical Services		6540
Circulation		6536
Government Documents		6526
Reference		6529
Lost and Found	IMF 123	6596
Mail Facility	CRB	6116
Management & Marketing	BAB 355	6680
Material Development in Space Consortium	VBH M-65	6621
Material Sciences Program	VBH D11	6054
Mathematical Sciences	SST 258	6470
Multicultural Affairs	CTC103	6822
Music	ROB 206	6436
Nursing	NUR 210	6345
Optical Science & Engineering Program	OPB 400	2561
Parking and Traffic	IMF 123	6596
Payment of Bills	CTC 213	6222
Payroll Services	SKH 151	6021
Philosophy	MOR 332	6555
Physics	OPB 201	6276
Police		
Campus (non-emergency)	IMF	6596
Emergency	IMF	6911
Political Science	MOR 250	6192
Pre-Health	WIL 240	2394
Pre-Law	MOR 256	6200

Psychology	MOR 335	6191
Research Institute	VBH E47	6479
Science	MSB C207	6605
Sociology	MOR 344	6190
Space Plasma	SSTS101	6660
Student Life	CGU 223	6700
Student Financial Services	CTC 212	6271
Student Government Association (SGA)	CGU 213	6375
Student Health Center	WIL 327	6775
Student Services (Charger Central)	CTC118	7777
Student Success Center	LIB 1N	2478
The Charger Times (Student Newspaper)	CGU 216	6090
Transcripts	CTC 118	7777
Tutoring & Writing Center	LIB	3472
Vehicle Registration	IMF 123	6596
Veterans Affairs	CGU 223-D	2758
Withdrawal from Classes or University	CTC118	7777
Withdrawal from Housing	CGV 118	6108
World Languages & Cultures	MOR 308	6300

Category	Location	Phone (256) 824-
Facilities Available for Student Use		
Charger Union and Conference Training Center (University Center)	CGU 202	1502
Classrooms	CTC 118	6943
Housing Facilities and Outdoor Events	CGV 118	6108
University Fitness Center	500 John Wright Dr.	5500
Student Recreational Programs and Cultural Activities		
Art Galleries	UGG, LIB & WIL	6114
Association for Campus Entertainment (ACE)	CGU 211	6428
Intramural (Recreational) Sports	SPR 205	7529 (PLAY)
Student Government Association (SGA)	CGU 213	6375
UAH Administration		
President	SKH 370	6340
Provost and Executive Vice President for Academic Affairs	SKH 366	6337
Associate Provost	SKH 365	6767
Vice President for Finance & Administration	SKH 358	6350

Vice President for Research	VBH 130	6100
Vice President for Diversity	SKH 341	4600
Vice President for University Advancement	SKH 300	6127
Vice President for Student Affairs	CTC 147	4158
Dean's Offices		
College of Arts, Humanities, & Social Sciences	MOR 256	6200
College of Business Administration	BAB 202	6735
College of Education	ROB 322	6180
College of Engineering	ENG 102	6474
College of Nursing	NUR 210	6345
College of Science	MSB 207	6605
School of Graduate Studies	UC 106	6002
Honors College	FFH	6450
Dean of Students	CGU 223	6700

CHAPTER 1 // Student Recreational Facilities

1.1 Conference Training Center (formerly University Center)

Location: Conference Training Center, room 100

Phone: (256) 824-6445

www.uah.edu/ctc

General Information

The Conference Training Center (formerly University Center) is a part of the co-curricular educational program of the university and is designed to enhance student socialization, engagement, and entertainment.

The facility offers meeting rooms, a dining room and cafeteria, lounges, TV viewing rooms, the Charger Brew coffee shop, and a preschool learning center.

Additionally, the building houses the Undergraduate Admissions Office, Office of Multicultural Affairs, Graduate Studies, Registrar, Charger Central (Student Service Center), Student Records, Student Financial Services, Office of International Engagement, Bursar, and Vice President for Student Affairs.

Meeting Rooms and Audio Visual Services

The Conference Training Center has 5 meeting rooms designed for a variety of functions. The center also has an Exhibit Hall that can accommodate meetings and events for up to 500 people. The facility has a large number of tables as well as easels, whiteboards, and a moveable stage.

In addition to reserving space, the Conference Training Center staff can assist with designing event space to maximize audience comfort. The Event Services and Productions office is located in the Charger Union Room 202 and can be reached at (256) 824-1502. The Conference Training Center offers professional in-house audiovisual services customized to events. The Audio Visual office is located in Charger Union Room 202 and can be reached at (256) 824-2302.

1.2 Charger Union

Location: 4750 Holmes Ave.

Reservations: (256) 824-1502

Information Desk: (256) 824-4663

www.uah.edu/cu

Opened January 8, 2014, the Charger Union serves as the heart of the UAH community. It provides a comfortable, safe, and welcoming environment for student life and engagement. The Charger Union supports the personal and professional development of students, offering formal and informal spaces to attend programs and access to high-quality services that enhance UAH's educational mission. This 100,000-square-foot building has room for just about everything, with professional and productive work spaces and relaxing and

entertaining hangout spots for students, faculty, and staff to enjoy. The Charger Union offers many accommodations including built-in audiovisual equipment, specialty lighting, and a state-of-the-art movie theater that seats 330. With over 40 LCD screens throughout the building, the CU offers a true multimedia experience.

The CU lobby houses the University Bookstore, Dunkin' Donuts, and World of Wings. There is also an information desk that includes lost and found items and game room supplies. The second floor houses the Dean of Students office, Student Life, the Student Organizations Suite, Event Services (including audiovisual), and other administrative offices.

1.3 University Bookstore

Location: Charger Union Lower Lobby, room 122

Phone: (256) 824-6600

www.uah.edu/bookstore

The University Bookstore is a full-service college bookstore operated for the needs and convenience of the Huntsville community. In addition to providing textbooks and other items required for courses taught on campus, the bookstore sells UAH sportswear, greeting cards, study aids, gifts, and one of the most complete lines of collegiate school supplies in the city. It 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 bookstore can gladly special-order any book in print.

1.4 UAH Galleries of Art

Department of Art, Art History & Design

Location: Wilson Hall, room 160B

Phone: (256) 824-6114

Email: art@uah.edu

www.uah.edu/ahss/departments/art/galleries

The Department of Art and Art History organizes exhibitions and events in three galleries on the UAH campus. The Union Grove Gallery and Meeting Hall is located just west of the Conference Training Center, the Library Gallery is in the Salmon Library, and the newest gallery is in Wilson Hall. The galleries provide opportunities for the university and Huntsville communities to view the work of students as well as local, regional, and nationally recognized artists. The exhibitions change frequently and offer a wide range of artistic perspectives.

1.5 Spragins Hall

Athletic Department

Location: Spragins Hall, room 205

Phone: (256) 824-6144 or 824-6332

www.uahchargers.com

Spragins Hall is a multipurpose 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.

1.6 University Fitness Center

Location: 500 John Wright Drive

Phone: (256) 824-5500

www.universityfitnesscenter.com

University Fitness Center (UFC) opened to the UAH campus in September of 2001. Since that time, it has become a well-utilized resource for the students, faculty/staff, and the community.

The UFC provides the campus and community with multiple health and fitness options. In March of 2014 there was a renovation of the weight room, including the installation of all new state-of-the-art fitness equipment. There are 3 gymnasium courts that can be used for basketball, volleyball, badminton, table tennis, group fitness, and more. An indoor pool provides for lap swimming, aquatic fitness classes, and swimming lessons. The group fitness program is made up of over 60 classes per week to choose from. These classes are taught in one of our two group fitness rooms, and also on the back court of the gymnasium. There is a cardio center upstairs that consists of a large variety of cardiovascular machines including treadmills, elliptical, bikes, rowing machines, and more. In addition, there is an indoor track upstairs that can be used for walking and running. The track is a 1/10-mile loop. A Juice Bar is available to serve the members with snacks and all-natural smoothies.

There is no additional cost for full-time students (graduate and undergraduate); membership is paid through your student fees. Part-time students pay a pro-rated fee based on the number of credit hours they are registered for. All students will need to check at the UFC front desk at the beginning of each semester to verify the status of their membership. Memberships are also available for the immediate family of UAH students, faculty, and staff.

1.7 University Park

UAH acquired University Park from the city of Huntsville in 2013. The 10-acre park is adjacent to the southeast area of campus. Long-term plans include a roadway to connect the park directly with the UAH campus. Amenities include green space that will allow groups to use the park for picnics and other outdoor gatherings, as well as ball fields to be used for intramural sports.

CHAPTER 2 // Student Advising and Career Services

2.1 Career Services

Location: Salmon Library, First Floor

Phone: (256) 824-6741

www.uah.edu/ssc/career-support

Career Services support students and alumni by providing college-specific career coordinators who offer complete career services, including resume review, interview preparation, networking assistance, and experiential learning opportunities through co-ops and internships. Contact your college's career coordinator to make an appointment.

Charger Path is your online career management system. All currently enrolled students are provided with an account during the first week of classes each semester; login instructions are sent to your UAH email address.

All positions that are posted through Career Services can be found on Charger Path, including co-ops, internships, on- and off-campus positions, and degreed opportunities.

2.2 Student Success Center

Location: Salmon Library, First Floor

Phone: (256) 824-2478

www.uah.edu/ssc

The Student Success Center (SSC) provides programs and services to support students as they explore and develop successful strategies to help them reach their academic goals. Focusing on student-centered programming, the SSC offers UAH students the opportunity to develop the skills necessary to be successful in higher education. Support services include individual and small-group tutoring, peer assisted study sessions (PASS), academic coaching, and exploratory advising.

2.3 Academic Coaching

Location: Salmon Library, First Floor

Phone: (256) 824-2478

www.uah.edu/ssc/programs/academic-coaching

Professional and peer academic coaches empower students to take ownership of their academic success and to achieve their personal, academic, and professional goals. Coaches assist students with the development of essential academic skills, including time management, study strategies, and test taking.

2.4 Student Engagement and Transition

Location: Charger Union, room 201

Phone: (256) 824- 5780

Email: orientation@uah.edu

Orientation: www.uah.edu/orientation

First-Year: www.uah.edu/orientation/freshman

Other: www.uah.edu/orientation/transfer

The Office of Student Engagement and Transition provides a coordinated, comprehensive approach to enhance the success of undergraduate students in transition, with a particular focus on first-year, second-year, transfer, and veteran students. The staff works collaboratively with students, faculty, staff, and parents to provide services that will enhance the academic efficiency, effectiveness, and independence of our students.

Orientation

Orientation gives new students an overview of UAH, important information, and resources that will help you be successful. Whether you are a first-time freshman attending Orientation, or a transfer, second-degree seeking, or non-traditional student attending our Transitions Orientation, it's where your UAH experience really begins and helps prepare you for a successful first semester and year at UAH. Program schedules will vary based on when you enter, but all are designed to prepare you for success at UAH.

Getting off to the best start at UAH is important; therefore, all new students to UAH are required to attend/complete an orientation program. Students admitted after the conclusion of all on-campus sessions are required to complete orientation online. New students must complete New Student Orientation to register for classes their first academic year on campus and to avoid a registration hold. Orientation fees are placed on student accounts along with tuition at the start of each term. Please note that Orientation fees are nonrefundable.

First-Year Experience

The First-Year Experience (FYE) is a multifaceted program that has long been recognized by universities across the country as one key factor in student success. It is a means to supply students with essential tools that have been proven through abundant research to contribute significantly to student achievement. The FYE program at UAH consists of classes and activities that serve to provide specific support during the critical stage of transition from high school to college. Simply put, the goal of our FYE program is to do everything possible to assist each new student in maximizing academic, social, and career opportunities while at UAH.

Given the importance of setting the stage for an academic career of excellence leading to timely degree completion at UAH, every student will be supplied with the critical tools to accomplish this through the Charger Success 101 course, which is at the foundation of our FYE program. All freshman students are required to register for this one-credit-hour course, with each college being fully involved in tailoring sections specifically connected to a student's intended major. In the case of those students with undeclared majors, sections that focus on the exploration of

a wide variety of majors will be connected to the General Studies. A sampling of the other events that specifically support the FYE program include Orientation, our event-packed Week of Welcome, and the First Six Weeks, which is a variety of sessions held during the first part of the semester intended to further assist new students in making a successful transition into college life.

2.5 Advising

2.5.1 Academic Advising

www.uah.edu/academic-advising

Academic Advising is available to students in each of the colleges:

- Arts, Humanities, and Social Sciences (MOR 220, 256-824-2867)
- Business Administration (BAB 102, 256-824-6787)
- Education (ROB 303, 256-824-6220)
- Engineering (ENG 157, 256-824-6877)
- Nursing (NUR 207, 256-824-6742)
- Science (SST 200, 256-824-2505)
- Honors College (FFH, 256-824-6450)

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

Academic Decision-Making

Advisors may help students understand their purpose and goals 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 may outline what courses and programs students need to fulfill a professional or vocational goal, or suggest possible directions based on completed course work. Advisors and faculty members can also provide information on graduate school requirements.

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.

Pre-Professional Planning

Students interested in law, medical, and other professional schools may receive guidance on course planning and receive help with professional school applications and the interview process.

2.5.2 Specialty Advising

Specialty advising is provided in the areas of pre-law (MOR 250B) and the pre-health areas of dentistry, medicine, pharmacy, and veterinary medicine (SST 302P).

All pre-law students should seek academic counseling from the pre-law advisor, Dr. Andy Cling in the Department of Philosophy (Morton Hall, 205B; clinga@uah.edu; 256.824.2314). Advisors in other departments also maintain printed information students may consult before seeking formal advising. The official Pre-Law Handbook may be consulted in these offices or ordered from the Law School Admissions Services, Box 2000, Newtown, PA 18940.

All pre-health students should seek academic counseling from the pre-health advisor, Dana Warner (Shelby Center 302P; dana.warner@uah.edu). Programs of study could include allopathic and osteopathic medicine, dental, pharmacy, optometry, veterinary medicine, physical therapy, physician's assistant, and many other related disciplines. UAH offers academic preparatory options that are flexible and provide a broad enough background to satisfy a wide variety of career objectives, including diverse fields in the health professions. The pre-health advisor may assist students with detailed aspects needed to understand the admissions process.

2.5.3 Exploratory Advising

Location: Salmon Library

Phone: (256) 824-2478

www.uah.edu/ssc/programs/exploratory-advising

At UAH, students who have declared a college or major, and those who are changing majors within a college, are advised by college-specific advisors within the respective colleges. Students who are undecided about their initial major, non-degree students, and those who are changing majors across colleges will be advised by an Exploratory Advisor in the Student Success Center.

2.6 Honors College

Location: Frank Franz Hall

Phone: (256) 824-6450

Email: honors@uah.edu

www.uah.edu/honors

The Honors College provides campus-wide academic enrichment to especially talented undergraduate students in all majors and disciplines. The Honors College fosters excellence in critical thinking, personal creativity, intellectual development, and independent research. To earn the Honors Diploma, students must complete 24 hours of Honors Credit along with a Capstone Project, typically a research thesis. The Honors Certificate requires 12 hours of Honors Credit and a Capstone Project. These hours replace hours students would already take in General Education and their major, so the Honors Diploma requires no extra coursework.

The Honors College offers courses that are stimulating and challenging. Many Honors course offerings are through Honors sections taught in regular departments, so students should check the catalog course listings for each department. Honors students need to be advised by the Honors advisor. All courses offered for Honors credit each semester are also listed on the Honors website. Other courses include special interdisciplinary seminars, opportunities for internships, independent study and research, including the opportunity to work closely with faculty on the required Honors Thesis.

Admission to the Honors College is via an application found on the Honors website. Students accepted to the program typically have a high school GPA of 3.5 or higher, with a minimum composite score of 28 on the ACT or 1200 on the first two sections of the SAT. The College also makes individual assessments based on other factors, including essays and personal interviews. Currently enrolled UAH and transfer students with a college GPA of 3.25 or higher may apply. Any student interested in determining his or her eligibility should contact the Honors College. Honors students are required to meet with the Honors Office once per year for Honors advisement.

Participating students also benefit from the interaction the Honors College affords with other talented and highly motivated students. Honors housing is available in Frank Franz Hall. The Honors College also offers additional benefits to students, such as enjoyable extracurricular activities, a mentoring program for incoming Honors freshmen, personal advisement, community service projects, and leadership opportunities.

2.7 Peer Assisted Study Session (PASS) Program

Location: Salmon Library, room 111

Phone: (256) 824-6216

www.uah.edu/ssc/programs/pass-program

The Peer Assisted Study Session (PASS) program provides academic support for students enrolled in specifically designated classes that are considered historically difficult. PASS sessions are facilitated by PASS leaders, current students who have previously and successfully completed the course and who have been trained to make sure that students gain the most out of the session. Sessions focus on collaborative learning as well as integrating course content (what to learn) with study skills (how to learn). Students can participate in PASS by registering for classes coded with a P in the schedule of classes.

2.8 Project Success: Early Alert Program

Location: Salmon Library, room 111

Phone: (256) 824-2478

www.uah.edu/ssc/make-a-referral

The Early Alert Program provides intervention and academic coaching to students who have been referred by an instructor as having difficulty in a particular class. Instructors are encouraged to refer students who have excessive absences, incomplete homework, and fail or miss an exam. Referred students are contacted by the Academic Coaching office and are encouraged to make an appointment with an Academic Coach.

2.9 Tutoring and Writing Center

Location: Salmon Library, room 111

Phone: (256) 824-2478

www.uah.edu/ssc/programs/tutoring

The Tutoring and Writing Center offers free tutoring in over 100 subjects to currently enrolled UAH students. Please visit the Tutoring and Writing Center website to make an appointment and to see a current list of subjects offered for tutoring.

Individual or small-group appointments are available Sundays from 5:00 p.m. until 9:00 p.m., Monday through Thursday from 9:00 a.m. until 9:00 p.m. and Fridays from 9:00 a.m. until 3:00 p.m. in Salmon Library.

All tutors are faculty nominated and have earned high grades in relevant coursework. Additionally, all tutors must participate in the College Reading and Learning Association's certification program, a rigorous training program that ensures optimal performance. The goal of the program is to reinforce course content, introduce study skills, and emphasize active learning strategies.

2.10 Charger Central

Location: Conference Training Center, room 203

Phone: (256) 824-7777

Email: chargercentral@uah.edu

www.uah.edu/registrar/charger-central

Charger Central is every student's best friend. A one-stop shop for all student enrollment and registration needs, it is the front office for Records and Registration. Charger Central provides information on academic policies and procedures, billing, registration, and degree audits. Students can also get assistance with transfer credits, Banner account PIN resets, and transcript requests. If students have a question Charger Central can answer it.

Hours: Monday - Thursday, 7:30 a.m. to 6:00 p.m.,
Friday, 7:30 a.m. to 5:00 p.m.

2.11 Dean of Students Office

Location: Charger Union, suite 223

Phone: (256) 824-6700

www.uah.edu/student-affairs/welcome

The Dean of Students Office at UAH creates opportunities for students to engage in a diverse community of learners characterized by a supportive campus environment that encourages individual growth and development. This mission is accomplished through comprehensive programs and services focused on student learning and success. These programs and services include:

Counseling Center and Disability Services

The Counseling Center and Disability Support Services at UAH enhances personal development and academic achievement by providing counseling, guidance, and equal access to educational opportunities and campus life for all students. Additional support and consultation is provided to the campus community when appropriate.

Office of Student Conduct

The Office of Student Conduct at UAH helps ensure the health and safety of all students through the fair and impartial administration of the student code of conduct. Through the judicial process, students will understand their obligation for responsible behavior.

Office of Fraternity and Sorority Life

The Office of Fraternity and Sorority Life at UAH enhances the collegiate experience and personal development for students through community service, philanthropy, scholarship, and social interaction.

Office of Student Life

The Office of Student Life strives to create an inclusive student centered environment that provides intentional programming to promote, as well as create opportunities for civic engagement, involvement, leadership, learning and success, preparing students for a diverse and ever-changing world.

Undergraduate Minority Student Mentoring Program

The Office of Undergraduate Minority Student Mentoring at UAH fosters student success through personal mentoring and leadership development for under-represented students to increase opportunities for student engagement across the campus community.

Student Health Center

The Student Health Center at UAH provides easily accessible, affordable, and high-quality healthcare for students through a variety of educational and medical programs and services. UAH also offers a comprehensive health insurance plan (currently through United Healthcare) for students who are enrolled in at least 6 credit hours. More information is available online at <http://www.uah.edu/health-and-wellness/student-health-center/student-insurance-plan>.

Charger Recreation

Charger Recreation offers the UAH community a chance to build camaraderie and

character through outdoor recreational activities, competitive intramural leagues, and club sports.

2.12 Reserve Officers Training Corps (ROTC)

Location: Charger Union, suite 223

Phone: (256) 824-6561 or contact the Alabama A&M University ROTC Department at (256) 372-4023 or ROTC@aamu.edu

General Information:

www.goarmy.com/rotc/index.jsp

Specific Information:

www.aamu.edu/Academics/alns/militarysciences/Pages/default.aspx

ROTC is a cooperative program contractually agreed to by the U.S. Army and Alabama A&M University as a means of providing the U.S. Army with highly qualified and motivated young men and women with leadership potential. Full-time students enrolled at UAH may participate in ROTC under a cross-enrollment program between UAH and Alabama A&M. The curriculum is established by the Department of the Army to support the pre-commissioning education requirements of Army officers. The program is divided into two parts, a Basic and an Advanced Course.

Basic Course

The Basic Course is normally taken during the freshman and sophomore years of college. Students enrolled in the Basic Course are under no military service obligation for participation. Basic Course students study Army history, organization, and structure; principles of military leadership; time management; stress management; and health and fitness.

Advanced Course

The Advanced Course provides additional military training for students who have successfully completed the Basic Course or equivalent military training. The Advanced Course concentrates on the practical application of Army leadership principles in a military environment in preparation for commissioning after graduation. Students enrolled in the Advanced Course who have signed a contract with the Army incur an obligation for military service after graduation. In addition, contracted students are required to attend additional military training during the summer.

Eligibility Requirements

A. General Enrollment Requirements

To be enrolled in either the Basic or Advance Course, students must meet the following minimum requirements:

1. Be enrolled and attending full time at UAH (graduate students may apply)
2. Be at least 17 years of age and not older than 32 years of age

- at the projected time of commissioning
3. Be a U.S. citizen
 4. Be a good moral character (as evidenced by no record of civil convictions or disciplinary problems)
 5. Have no more than 3 dependents
 6. Meet Army medical and physical standards
 7. Demonstrate proficiency in the English language (as evidenced by completing the English Comprehension Level Test)
- B. Additional Requirements for Advanced Course Enrollment
1. Be enrolled full time at UAH
 2. Have successfully completed the Basic Course or equivalent military training (as determined by the Professor of Military Science)
 3. Have a cumulative GPA of 2.0 (out of 4.0 pts)
 4. Demonstrate potential for leadership and further service in the U.S. Army (as determined by the Professor of Military Science)

2.13 Instructional and Testing Services

Location: Wilson Hall, room 225A

Phone: (256) 824-6725

www.uah.edu/testing

The Office of Instructional and Testing Services administers tests pertaining to admission, credit by examination, deferred final exams, academic placements, and accommodated tests. Tests offered include: American College Test (ACT) and Residual ACT, Miller Analogies Test (MAT), Graduate Record Examination Subject Tests (GRE Subject), College Level Examination Program (CLEP), General Educational Development (GED), Fundamentals of Engineering (FE), internet-based Test of English as a Foreign Language (iBT TOEFL), UAH Chemistry Placement Test, UAH Math Placement Test, UAH Composition Placement Test, UAH English Language Placement Test (ELPT), and proctored examinations for students attending other institutions and for the community. Testing Services also administers accommodated tests for UAH students registered with Disability Support Services (DSS).

UAH Testing Services does NOT administer the following examinations: GMAT, GRE General Test, MCAT, LSAT, APTTP, or PRAXIS. Students needing to take one of these tests should contact the test company directly to determine local testing centers.

Students must register online for the UAH Math and Chemistry placement examinations, Residual ACT, CLEP, and MAT. Students requiring the UAH Composition Placement examination must call to schedule an appointment. International students who need to take ELPT must register directly with the ESL

office at esl@uah.edu. Registration through the test company is required for ACT, GRE Subject, FE, and iBT TOEFL.

2.14 International Student and Scholar Services

International Student and Scholar Office

Location: Conference Training Center, room 116

Phone: (256) 824-2748 or (256) 824-6055

www.uah.edu/iss

Office of International Program and Services

Location: Conference Training Center, room 116

Phone: (256) 824-6055

www.uah.edu/oie/about-oie

The International Student and Scholar Office (ISSO) advisors are committed advocates for the international community on the UAH campus and provide a safe and confidential setting where individuals can receive assistance regarding their needs and concerns. The office's primary responsibility is to assist F Visa students, UAH-sponsored J Visa students and scholars, and individuals sponsored by UAH for employment purposes and their dependents with the myriad of processes required to be enrolled as a student or hired as an employee of UAH. UAH recognizes the importance of balancing responsibility to the institution, to international students, to faculty and scholars, and to the appropriate government agencies. To that end, the office strives to be a buffer between UAH-sponsored employees, researchers, and students, and a highly complex government bureaucracy.

ISSO ensures the university is SEVIS-compliant and that F students and J students and scholars have appropriate information and guidance necessary to maintain their status in the U.S. It also oversees the UAH J Exchange Visitor Program. The office prepares immigration paperwork for foreign national employees who require sponsorship in order to be eligible to work at UAH and ensures that the university is compliant with the Department of Labor and U.S. Citizenship and Immigration Services (USCIS) requirements when sponsoring employees to work for UAH. The office seeks to promote increased understanding of the immigration system and multiple immigration classifications of UAH students, scholars, and faculty by the campus community and provides relevant information, guidance, and resources as needed. ISSO staff are advocates for international students, faculty, and staff, and support other campus offices to ensure that the needs of the international community are considered during the development of university policies and procedures.

The Office of International Programs and Services (OIPS) works with the U.S. Department of State and other agencies to bring international students and groups to the UAH campus for academic studies, professional development, or cultural exchange. In addition, OIPS coordinates community outreach programs, assists international students with airport pick-ups, and provides cultural adjustment to life

at UAH as well as other international student services and programs. OIPS is an issuing office for the International Student Identity Card.

2.15 Office of Multicultural Affairs

“One Vision . . . One Goal”: A World of Many Colors

Location: Conference Training Center, room 103

Email: oma@uah.edu

Phone: (256) 824-6822

www.uah.edu/oma

The Office of Multicultural Affairs (OMA) helps bring together the University's resources—faculty, staff, students, programs, and activities – to facilitate the assimilation of minority students into the UAH community. OMA functions through the Office of the Vice President for Diversity. 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. Activities and programs offered by OMA include real-world seminars, special lectures, forums, motivational seminars, and events; annual Martin Luther King, Jr. Day celebration; Black History Month programming and annual luncheon, Native American Heritage Month programming, and Women's History Month programming; ombudsmanship services/community liaison functions, information clearinghouse functions, and assistance to ethic/intercultural organizations on and off campus; Spring Picnic and Spring BBQ Fest; Diversity Issues Seminar; annual Minority and International Graduation Reception; monthly Student Leadership and Diversity Advocates Roundtable Forums; monthly ribbon awareness; and cultural highlights displays. The 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 that will serve one well throughout his/her life.

CHAPTER 3 // Student Support Services and Policies

3.1 Computer Services

Office of Information Technology

Location: Salmon Library

Phone: (256) 824-3333

Email: helpdesk@uah.edu

www.uah.edu/oit

Student email and other system accounts are automatically generated for all enrolled students at the beginning of each semester. Before using their email account, students must read the policies regarding Computer Use, Email, and ResNet in the Policies section of the OIT website.

3.1.1 UAH Computer Labs

BAB 120, 214, 215 (Available while building is open)

(256) 824-6510

www.uah.edu/cba/network-support/computer-labs

OKT N327, N328, N329

(256) 824-6088

Monday through Friday 8:00 a.m. to 10:00 p.m.

Saturday 10:00 a.m. to 6:00 p.m.

Sunday 12:00 p.m. to 6:00 p.m.

ENG 125A and 228

(256) 824-6474

Monday through Friday 7:00 a.m. to 10:00 p.m.

Saturday 10:00 a.m. to 10:00 p.m.

Sunday 12:00 p.m. to 10:00 p.m.

Library Reference

(256) 824-6530

<http://libguides.uah.edu/hours>

Arcade

(Valid UAH ID required in Library)

SST 006

(256) 824-6470

3.2 Financial Aid Office

Location: Conference Training Center, room 212

Phone: (256) 824-624

Email: finaid@uah.edu

The Financial Aid Office assists students in finding the resources necessary to help fund their education at UAH. Through scholarships, grants, student loans, and work study, the office helps students meet their financial needs while enrolled. 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 UAH.
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 Financial Aid Office.

All students who apply for financial aid at UAH must meet the following eligibility requirements:

1. Be enrolled or accepted for enrollment in a regular degree-seeking or certificate program
2. Have U.S. citizenship or be an eligible non-citizen
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 UAH or other institution
6. Register with the Selective Service, if required

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

1. **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 awarded 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. Contact the Athletic Department for additional information.
5. **Work Study Programs** – Jobs are available to students on a part-time basis. 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 Financial Aid Office (CTC 212) or Charger Central (CTC 118) for more detailed information. Additional information is available in written form for interested students. Appointments can be scheduled with Financial Aid Office personnel for personal financial counseling sessions.

Financial aid is also available to graduate students at UAH. Graduate students may contact the Financial Aid Office 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 Financial Aid Office 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.

3.3 Health Services

3.3.1 Student Health Center

Location: Wilson Hall, room 327

Phone: (256) 824-6775

Email: shc@uah.edu

www.uah.edu/shc

The Student Health Center is a nurse-practitioner-run clinic providing services to all students currently enrolled for at least 3 semester hours. Immunization services are also available to students who have been officially admitted to the university. Services include treatment of minor illnesses and injuries, preventive health services, health counseling, laboratory testing, immunizations, and an annual flu shot clinic. There is a nominal fee for an office visit with additional minimal charges for laboratory testing.

The Student Health Center is open Monday through Friday from 8:15 a.m. to 5:00 p.m. Students are seen by appointment.

3.3.2 On-Campus Accidents And Injuries

In case of an accident or mishap on campus resulting in an injury, the UAH Police Department should be notified immediately. The UAH police officer dispatched to the scene can administer first aid, if necessary, and assist medical first responders if it is necessary to transport an individual to a medical treatment facility.

In general, the university does not assume the responsibility of transporting an injured party to a treatment facility. Injuries and accidents should be documented in the UAH Police Department using the accident report form.

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

- The UAH Student Health 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 Communicable Diseases Policy

The university has established guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community. A communicable disease is one that can be spread or transmitted directly from one person to another and may range in severity from a simple cold to HIV or tuberculosis. This policy concerns only with those communicable diseases that are highly contagious and pose a significant threat to the life or health of others. The full policy outlines how this policy relates to: 1) other university policies; 2) relevant state and federal laws or guidelines; 3) confidentiality; and 4) possible restrictions on contagious individuals.

Any student who has reasonable evidence to believe that he/she or a member of the campus community has a communicable disease that could potentially pose a significant threat to the health of others must promptly report the information to the Dean of Students. Upon receiving such a report, the Dean of Students will transmit the information to the chair of the Communicable Diseases Management Team (CDMT). The CDMT performs several functions and responsibilities including: 1) receiving and gathering information about the disease, the situation, and all individuals involved; 2) determining and recommending specific actions to be taken to respond to the situation and to protect the health of other members of the University community; and 3) providing recommendations about educational programs and prevention measures. The CDMT reports to the President of the

university. Due to the complex nature of and the wide variety of communicable diseases, the full policy is not included in its entirety in this handbook but it can be found online at http://www.uah.edu/images/administrative/legal/pdf_files/Communicable%20Diseases%20Policy%20-%20Rev%2006%2002%2009.pdf or obtained from the Environmental Health and Safety Office (JRC 151), the Dean of Students (CGU 223).

3.3.4 Student Health and Dental Insurance

Location: Student Health Center, Wilson Hall, room 325

Phone: (256) 824-6071

www.uah.edu/shc

UAH is committed to the health and wellness of our student population. To that end there is a commercial insurance plan available for UAH students and their dependents. The purpose of this plan is to relieve students and parents of possible financial strain in the event of major illnesses or injuries.

Students taking six or more credit hours are eligible to enroll in the plan. International students who are actively pursuing a degree and hold J1 and F1 visas, including co-ops, are enrolled in the plan on a mandatory basis. Graduate students awarded full and partial assistantships are also eligible to enroll in the plan.

The university also makes available options for dental and vision plans for students and their dependents.

3.3.5 Counseling

Location: Wilson Hall, room 329

Phone: (256) 824-6203

www.uah.edu/health-and-wellness/counseling-center/counseling-services

The Counseling Center at UAH provides specialized professional services designed to support the educational process and to assist students in their personal and social development. Although much learning in college occurs in the classroom, there is also a great deal of learning that occurs outside the classroom. 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, anxiety, relationships, self-esteem, substance abuse related issues, family issues, identity concerns, and many other areas of focus.

Counseling services are free of charge to all UAH students currently enrolled in three or more credit hours. The staff has a commitment to meeting the needs of individuals from diverse backgrounds. Services are confidential and provided in

accordance with the ethical guidelines of the counselor's respective license. To schedule an appointment, students may contact the Counseling Center between 8:15 a.m. and 5:00 p.m. Monday through Friday.

3.3.6 Disability Support Services

Location: Wilson Hall, room 317

Phone: (256) 824-6203

www.uah.edu/health-and-wellness/disability-support

UAH is committed to providing equal access to educational opportunities for all qualified students with disabilities. Disability Support Services (DSS) is responsible for coordinating services with students, faculty, and staff to ensure appropriate services are provided to students registered with our office. Covered disabilities include physical/medical, sensory, psychological, learning, and/or attention deficits. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services.

Accommodations and services comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Academic accommodations are adaptations that do not compromise academic standards or the mastery of essential course elements, but do provide students with disabilities an equal opportunity to succeed. Students must identify their disability and provide written documentation from an appropriate practitioner.

All students with disabilities should contact the DSS office to register and discuss which services may be necessary.

3.4 University Housing and Residence Life

Location: 601 John Wright Drive

Phone: (256) 824-6108

www.uah.edu/housing

UAH offers six different resident communities to meet the needs of its diverse student population: Central Campus Residence Hall (CCH), Frank Franz Hall (FFH), North Campus Resident Hall (NCH), Southeast Campus Housing (SCH), the Fraternity/Sorority Houses (FRSO), and Charger Village (CGV). Living on campus is an important part of student development. University Housing strives to encourage and promote individual growth and community awareness in student residents. University Housing is administered by the Associate Vice President of University Housing and Campus Business Operations.

Professional staff members include Assistant Directors and Resident Directors (RDs). The RDs reside in their respective residence halls, along with their individual staffs of Resident Assistants (RAs). RAs develop activities and programs for student residents and are thoroughly trained to provide assistance to their

residents in all aspects of their college experience. RAs help create a residential community that contributes to effective academic and social education. Anyone who has been admitted to UAH as a student is eligible for on-campus housing. Assignment priority is based upon the date of receipt of housing application and receipt of the commitment and application fee.

Housing charges are due when tuition is due each academic term. Current rates are available online. Housing tours may be arranged by appointment through the Admissions Office. All first-and second-year full-time undergraduate students with a permanent legal residence beyond a 30-mile radius from campus are required to live in the campus residence halls. (For more information please refer to the following document: <http://www.uah.edu/housing/prospective-residents/requirement/first-and-second-year-housing-requirement-2> or call the Housing Office.)

Descriptions of UAH residence halls are as follows (note: all areas offer wired and wireless Internet access):

Central Campus Residence Hall (CCH)

- All freshmen building.
- Opened in 1991.
- Seven-story, 388-bed residence hall.
- Located directly adjacent to the Conference Training Center.
- Four private bedrooms and two bathrooms in an air-conditioned, carpeted, four-person suite. Two suitemates share one bathroom.
- Suites are furnished with a mini-kitchen (small refrigerator, microwave and sink), dining/study table and chairs, sofa, lounge chairs, and accent tables.
- Each bedroom is furnished with an extra-long twin loftable bed, wardrobe, pedestal desk, bookshelf, chest of drawers, and study chair.
- Building contains laundry facilities, a recreation room with kitchenette equipped with stove/oven, and seven study/recreation lounges.
- Building provides mail services.
- Building connected by an enclosed walkway to the Conference Training Center facilities, which include the Cafeteria, Charger Central, Financial Aid, Cashiers Office, and Admissions.
- A sandpit volleyball court and picnic area are located adjacent to the building.

Frank Franz Hall (FFH)

- Theme Community and Honors residence hall building.
- Opened in 2003.
- Four-story, 229-bed residence hall.
- Located across the street from the Conference Training Center.
- Four private bedrooms and two bathrooms in an air-conditioned, carpeted,

four-person suite. Two suitemates share one bathroom.

- Suites are furnished with a mini-kitchen (apartment sized refrigerator, microwave, and sink), dining/study table and chairs, sofa, lounge chairs, end table, and coffee table.
- Each bedroom has a loftable, extra-long twin bed, wardrobe, pedestal desk, chest of drawers, nightstand, and study chair.
- Building contains laundry facilities, lounge, study rooms, and a kitchen equipped with stove/oven.
- Building provides mail service.
- A courtyard and picnic area are located between NCH and FFH.
- Building hosts a 2,000-square-foot multipurpose room that has an adjoining kitchen.
- Office of the Dean of the Honors College located on first floor.

North Campus Residence Hall (NCH)

- Available to undergraduate and graduate students.
- Requires a nine-month contract.
- Opened in 2005.
- Four-story, 299-bed residence hall.
- Located adjacent to FFH and across the street from the Conference Training Center.
- Suites are furnished with a mini-kitchen (apartment-sized refrigerator, microwave and sink), dining/study table and chairs, overstuffed sofa, lounge chair, end table, and coffee table.
- Four private bedrooms and two bathrooms in air-conditioned, carpeted, four-person suite.
- Each bedroom has a loftable, extra-long twin bed, wardrobe, pedestal desk, chest of drawers, and study chair.
- A limited number of one-bedroom studio suites are available to juniors, seniors and graduate students.
- Building contains laundry facilities, lounge, study rooms, and a kitchen equipped with stove/oven.
- Building provides mail service.
- A courtyard and picnic area are located between NCH and FFH.

Southeast Campus Housing (SCH)

- Available only to juniors, seniors, graduate students, students with families, and students at least 21 years old.
- Nine three-story residential apartment buildings located on John Wright Drive next to the University Fitness Center (UFC) and Fraternity and Sorority Row (FRSO). SCH is in close proximity to engineering and science classrooms.

- Suites are furnished with a sofa, loveseat, lounge chair, end tables, and a dining table and chairs. Each three-bedroom suite has a living room, full kitchen with refrigerator, stove/oven, sink, and a dining area.
- Three private, carpeted bedrooms and two bathrooms in air-conditioned suites. All residents share two bathrooms.
- Bedrooms have loftable, extra-long twin beds, pedestal desks and chairs, chests of drawers, and a built-in closet.
- Complex provides laundry facilities, a mailroom, and a study lounge.
- There is a sandpit volleyball court in the center of the complex.

Fraternity and Sorority Row (FRSO)

- Five houses are centrally located on campus between the University Fitness Center (UFC) and Southeast Campus Housing (SCH).
- Each house has a living room, lounge, full kitchen, utility room with washers and dryers, a chapter room, ten bedrooms, and five bathrooms. Two residents share one bathroom.
- Bedrooms have loftable, extra-long twin beds, pedestal desks and chairs, chests of drawers, and a wardrobe.

Charger Village Residence Hall (CGV)

- Assignment priority given to sophomores.
- Opened Fall 2010.
- Five-story, 400-bed residence hall.
- Located south of the Intermodal Parking Facility (IMF) and across the street from SCH.
- Four private bedrooms and two bathrooms in an air-conditioned, carpeted, four-person suite. Two suitemates share one bathroom. There are a limited number of two-bedroom, one-bathroom suites.
- Suites are furnished with a mini-kitchen (apartment sized refrigerator, microwave, and sink), overstuffed sofa, lounge chair, end table, and coffee table.
- Each bedroom has a loftable, extra-long twin bed, built-in closet, chest of drawers, pedestal desk, and desk chair.
- Building has an adjoining dining facility that includes two restaurants and a convenience store/sandwich shop with ample seating areas.
- Natural amphitheater and courtyard allow for programming and campus activities.
- Each floor has laundry facilities and a kitchen.
- Building is first University building to be LEED Certified with Silver rating.

SINGLE Student Room Contract terms are as follows:

- Academic Year (AY) Contracts: Fall and Spring Semester. Students with AY contracts must vacate their residence halls during the break between Fall and Spring semesters and during Spring Break. AY contracts are available in CCH and FFH.
- Nine-Month Contracts: Fall and Spring Semester. Students with 9-month contracts may stay in their residence halls during the break between Fall and Spring semesters and during Spring Break. Nine-month contracts are available in FFH, NCH, CRV, FRSO, and SCH.
- Student Family Apartments Contracts are available in the one-bedroom apartments in SCH. These apartments are available only to graduate students, students with families, or students at least 25 years of age. These residents may stay in their apartments year-round, including breaks.
- Six Week Trial Period Contract: Available for first-year students who would like to experience residing on campus during the first six weeks of the fall semester. First-year students who are not required to reside on campus under the University On-campus Requirement are eligible for this contract.

CCH, FFH, CGV, and NCH are accessible from the ground-floor building entrances, either by elevator or by stairs. Housing for students with disabilities is available in each of the residence hall areas. 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. Residents must obtain written permission to host guests overnight, and guests may not stay overnight more than a total of three nights in any one academic semester. All residents are accountable for their guests and will be held responsible for any misconduct and/or loss/damage/destruction of property caused by their guests. Please review the Guide to Residence Living online at [http://www.uah.edu/images/housing/Guide to Residence Living final.pdf](http://www.uah.edu/images/housing/Guide%20to%20Residence%20Living%20final.pdf).

3.5 Library

Location: M. Louis Salmon Library
Phone: User Services Desk (256) 824-6530
Reference Desk (256) 824-6529
Interlibrary Loan (256) 824-6124
Email: library@uah.edu
www.uah.edu/library

The M. Louis Salmon Library supports the information, instructional, and research needs of faculty, staff, students, and the surrounding community. It is housed in a 105,000-square-foot facility that includes an InfoArcade and five computer labs including the Math Learning Center, a liberal arts lab, a nursing lab, and two general-purpose labs. It also houses the Faculty Resource Center (FRC) for the University. Over 250 workstations are supported in the library with a variety of programs to fulfill many computer needs for the student body. There is also a

coffee shop on the ground floor with a large area for collaborative study, complete with comfortable seating, study rooms, white boards, and media:scape terminals. Printing, scanning, and photocopying are available. In-house laptop checkouts are available, and iPads may be checked out for up to five days.

UAH subscribes to numerous full-text databases across a range of topics in liberal arts, nursing, business administration, engineering, and science. The Library is privileged to provide access to many major online resources, including the Science Direct, Scopus, Springer, CINAHL, the IEEE collection through IEEEExplore, ABI/Inform, Lexis-Nexis, Academic Search Complete, and JSTOR. Many of these are available through a simple OneSearch interface. The Library also offers access to a Bloomberg Terminal. The Library is a member of several consortia that provide access to research materials not owned by libraries in North Alabama. Its membership in the OCLC and the Network of Alabama Academic Libraries (NAAL) facilitates rapid document delivery/interlibrary loan service to faculty, staff, and students without charge.

Reference services are provided by reference librarians who are able to assist students in finding information in-person, by email, phone, text message, chat, or Twitter. Library instruction sessions are provided to teach students how to locate, manage, and evaluate the information they need for class projects and papers. Lessons on avoiding plagiarism and help with citations can be provided as needed.

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

3.6 University Preschool

Location: Conference Training Center (formerly University Center)

Phone: (256) 837-9553

www.uah.edu/ctc/child-care

University 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 Preschool focuses attention on the social, physical, and emotional development of the children enrolled. It has several attendance plans to accommodate the various schedules of students' parents.

On-campus daycare is provided to for eighteen month olds, three year olds, four year olds, 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.

3.7 Police Department

Location: Intermodal Parking Facility (*Parking Garage*)

Non-emergency (256) 824-6596

Emergency (256) 824-6911

www.uah.edu/police

The UAH Police Department is staffed by professional law enforcement personnel 24 hours a day, seven days a week to help protect and assist the UAH campus community, especially the student body. UAH police officers are state law enforcement officers enforcing federal, state, and local statutes as well as UAH regulations. The Police Department also provides a number of student services, including assisting motorists, maintaining a lost & found, and conducting crime prevention programs. It is the goal of the UAH Police Department to support the community by maintaining a reasonably safe and secure environment.

3.8 Vending

Location: Charger Union, room 131

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 Charger Union, room 131.

3.9 Veterans Services

Location: Charger Union, room 223

Phone: (256) 824-6241

www.uah.edu/financial-aid/aid/veterans

The Veterans Services Office, located within the Dean of Students Suite at UAH, is the certifying authority for veterans, service members, and their dependents. The office assists these students in pursuing educational, professional, and vocational objectives by certifying enrollment for the Veterans Administration (VA), answering general questions about veterans' benefits, and monitoring student degree plans and academic progress.

Students who receive veterans' educational benefits (except Chapter 31 - Vocational Rehabilitation and Alabama State Dependents) are required to pay all tuition and billing charges by the payment deadlines applicable to all students. Once certification of enrollment and all subsequent processing has occurred, the U.S. Department of Veterans Affairs determines the eligibility of individuals for veterans' educational benefits and approves or denies payment of benefits. It is the student's responsibility to remain in good standing with the University to respond to notification of changes in regulations, and to make satisfactory progress toward the completion of a degree.

Instructions to establish veterans' benefits at UAH are listed on the website. For information regarding benefit eligibility, please consult the U.S. Department of Veterans Affairs - GI Bill website <http://www.gibill.va.gov>, or call the VA Regional Office at 1-888-442-4551 to speak to a counselor. The State of Alabama Department of Veterans Affairs also provides educational assistance to qualifying dependents of disabled or deceased veterans. Information regarding this program may be obtained online at http://www.va.state.al.us/gi_dep_scholarship.aspx.

3.9.1 Veterans Network

Location: Charger Union, room 209

Phone: (256) 824-6203

Email: uahveterannetwork@uah.edu

www.uah.edu/student-affairs/resources-for-veterans

UAH has established the Veterans Network to provide veterans an opportunity to share their experiences, support, and assistance to each other as they pursue their academic goals. It also provides an avenue to disperse information to its members and serve as an advocate for veterans on campus. Throughout the academic year, special seminars of topical interest are conducted which are designed to meet the needs of our veterans.

On campus, UAH has a group of "Veteran Champions." These are veteran-friendly staff representing the various student service entities that are attuned to the needs of veterans and are "go to" people. Working closely with the Financial Aid Office and Academic Affairs, their goal is to honor veterans and provide the adequate resources so that they can and will be successful graduates.

CHAPTER 4 // Student Advising and Programs

4.1 Athletics

Location: Spragins Hall 205

Phone: (256) 824-6144

www.uah.edu/Athletics

UAH is an NCAA Division II institution and sponsors one NCAA Division I sport, men's ice hockey. The Charger ice hockey program has two national championships in DII. The Chargers are members of the Gulf South Conference in all sports except men's ice hockey, track and field, and lacrosse. The DI men's ice hockey program is a member of the Western Collegiate Hockey Association, men's and women's outdoor track and field programs are members of the Peach Belt Conference, and men's and women's lacrosse plays as an independent.

The Athletic Department sponsors intercollegiate sports with the goal of providing the student-athlete with the opportunity to compete at the intercollegiate level 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 Athletic Department offers competitive athletics on the intercollegiate level in eighteen different areas:

Men

Basketball
Cross Country
Tennis
Soccer
Baseball
Ice Hockey
Indoor Track and Field
Outdoor Track and Field
Lacrosse

Women

Basketball
Cross Country
Tennis
Soccer
Softball
Volleyball
Indoor Track and Field
Outdoor Track and Field
Lacrosse

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-Americans.

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.

4.2 Recreational Sports

Location: Spragins Hall, room 101

Phone: (256) UAH-PLAY (824-7529)

Email: recreation@uah.edu

General: www.uah.edu/student-life/charger-recreation

Registration: www.imleagues.com/UAH/registration

Facebook: www.facebook.com/Charger.Recreation

Charger Recreation offers the UAH community a chance to build camaraderie and character through club sports, competitive intramural leagues, and outdoor recreation.

Club sports currently offered include badminton, crew, cycling, and table tennis. New sports clubs can be formed by any highly motivated student who wants to be a team captain.

Intramural leagues are hosted on weekends during both the fall and spring semesters and include basketball, dodge ball, softball, volleyball, flag football, tennis, soccer, and ultimate Frisbee. Players can create their own teams online or join any league as free agents. Outdoor recreation trips are planned on weekends throughout the year.

The Recreation Department also hires student referees, scorekeepers, and administrators late in the spring semester to work during the following academic year.

To stay informed of Recreation Office activities, create and confirm an account online. Then send a request to join the UAH network on IM Leagues. You will receive messages straight from the Recreation Office about upcoming events, and when registration periods open, you will have a head start to sign up before the leagues fill to capacity.

4.3 Student Activities and Organizations

4.3.1 Association for Campus Entertainment

Location: Charger Union, room 211

Phone: (256) 824-4720

Email: ACE@uah.edu

www.uah.edu/student-life/activities/association-for-campus-entertainment

As the student programming board, the Association for Campus Entertainment (ACE) hosts variety of events for UAH students to participate in and enjoy. From bands to comedians, hypnotists to magicians, movies to inflatables, amusement parks to musicals, ACE provides UAH students with hours of entertainment each week!

4.3.2 Registered Student Organizations

Location: Charger Union, room 218

Phone: (256) 824-6375

Email: studentlife@uah.edu

www.uah.edu/student-life/activities/student-organizations/registered-listing

Student organizations at UAH provide students with opportunities to get involved in a wide variety of interest areas. UAH recognizes the contributions student organizations make towards an effective learning environment and provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. An up-to-date list of all registered UAH student organizations can be found online.

4.3.2.1 Funding of Student Organizations

The Student Government Association (SGA) allocates a portion of its annual budget to help fund Registered Student Organizations (RSO). Registered Student Organizations are eligible to apply for a combination of funding in the following categories: Equipment, Event, Operational, and Travel. The criteria for funding in each category is available by visiting <http://www.uah.edu/student-life/sga/funding>.

4.3.2.2 Procedure for the Registering of Student Organizations

Student organizations are required to register annually through the Office of Student Life. Registrations are available online for new organizations at <http://www.tinyurl.com/uahrso> and for existing organizations at <http://www.tinyurl.com/rsorereg>, and must be completed no later than Sept. 30 each year. Any existing student organization not completing a registration form will lose its registered status, budget, and all rights granted by the registration process for one semester and will have to resubmit paperwork as a new student organization to reinstate recognition. New student organizations are eligible for recognition on a rolling basis.

In order to be officially registered, an organization must have completed the following actions:

1. Identified at least 5 current UAH students who are interested in participating in the organization.
2. Selected a faculty or staff member who is willing to serve as an advisor to the organization.
3. Written a constitution and by-laws for the organization.
4. Selected officers for the organization. Each organization must have at least 3 student officers who are in good standing with the University and enrolled as full-time students.
5. Completed the registration form at <http://www.tinyurl.com/uahrso>.
6. Within 30 days from the submission of the application, the organization must

- turn in a complete member roster to The Office of Student Activities.
7. Organizations must understand the rules and policies relating to student organizations by reading the Registered Student Organization Handbook or visiting with the Director of Student Life.

4.3.3 Student Government Association

Location: Charger Union, room 213

Phone: (256) 824-2730

Email: sga@uah.edu

www.uah.edu/student-life/sga/welcome

The Student Government Association (SGA) is the governing organization for the UAH student body. SGA serves as the voice of the students in advocating student concerns and desires to the University administration as well as being the governing body of student organizations on campus to create a united and cohesive campus community. As an advocate for positive changes in the University system, the SGA seeks 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. An additional focus of the SGA is to enhance leadership opportunities for the student body.

4.3.3.1 Constitution of the Student Government Association

Current copies of the SGA Constitution and Student Election Board Policies and procedures are available in the SGA Office and online.

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 (CGU 213, (256) 824-2730).

Bookstore Advisory Council

The Bookstore Advisory Council serves as an official committee to review and recommend bookstore operating policies and procedures and to provide guidance and recommendations to both the bookstore and the institution on bookstore matters affecting faculty, staff, and students.

Charger Green Recycling Committee

The Charger Green Recycling Committee serves to help expedite and facilitate the UAH recycling programs, to encourage and monitor participation in building and university events, to function as a means of communication regarding recycling to

their various areas of the university, to generate ideas by brainstorming, and to help to procure funding.

Financial Aid Committee

The Financial Aid Committee serves to recommend institutional financial aid policy as it relates to federal, state, and institutional student financial aid programs and to participate in selection of institutional scholarship recipients.

Honorary Degrees and Naming Committee

The Honorary Degrees and Naming Committee serves to seek nominations from faculty, alumni, students and the general community for the award of honorary degrees by UAH. It is responsible for screening such nominations and recommending names to the President for possible forwarding to the Chancellor and Trustees for consideration. Recipients of honorary degrees should be restricted to those persons outstanding in their contributions or service 1) to The University of Alabama System or to one of the System institutions; 2) to their state, nation, or the international community; or 3) in their professional or field endeavor. Contributions may include cultural, scientific, economic, or humanitarian activity. The number of honorary degrees awarded shall be limited in number and restricted to persons of genuine distinction, as stated by the policy of the Board of Trustees of The University of Alabama.

Honors Council

The Honors Council seeks to advise the director of the Honors College on matters pertinent to the program and to recommend general policy and direction for the program.

Information Technology Associates Committee

The Information Technology Associates Committee (ITAC) consists of a group of information technology affiliates who represent each college and division of UAH. ITAC provides advice regarding the utilization of technology and services to support UAH stakeholders, specifically in systems and networking, software, services, multimedia, special operations, storage and archival capabilities, and disaster recovery. The ITAC mission is to support, encourage, and facilitate a collaborative environment to ensure that the quality of information technology services for all of the university community is met through cyber resources and infrastructure.

Intercollegiate Athletic Committee

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

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 Affairs Advisory Board

The purpose of the Student Affairs Advisory Board is to advise and make recommendations to the Dean of Students on all relevant aspects of student life.

University Commencement Committee

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

Student Conduct Board

The Student Conduct 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).

4.4.1 Filling Vacancies In Student Positions on University Committees

Location: Charger Union, room 223

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. With positions that are elected at-large, that represent individual schools, or that are regularly filled by student elections, vacancies will be advertised and appointments will be made by the SGA in conjunction with the Dean of Students. A copy of the complete policies and procedures for filling vacancies in student positions is available in the Office of the Dean of Students.

4.5 The Charger Times

Location: Charger Union, room 216

Phone: (256) 824-6090

Email: chargertimes@uah.edu

www.chargertimes.com

The Charger Times is the student newspaper of UAH. The paper is published online weekly during the Fall and Spring semesters except during exams and UAH holidays.

CHAPTER 5 // Academic Policies

5.1 Registration

Location: Conference Training Center, room 118 (*Charger Central*)

Phone: (256) 824-7777

www.uah.edu/registrar/registration

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. Required approvals and locations to process registration requests can be found online.

Students in Arts, Humanities, & Social Sciences; Business Administration; Engineering; Science; Nursing; Education; and Honors may register online or in the advisors' offices in their respective colleges. Students who are undecided about their major, those changing majors between colleges, and non-degree students will be advised through Exploratory Advising located in the Student Success Center (LIB 149).

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 proper enrollment. If courses are dropped or changed, these changes must be submitted in writing to the Office of Student Records (CTC 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 be submitted to the Office of the Associate Provost (SKH 364) 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 affects adversely 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. Regular class attendance is important in

any course.

Students who participate in official university-sanctioned student activities (such as Higher Education Day, music tours, student design competitions, intercollegiate athletic competitions, and other similar extracurricular activities) must be allowed to make up, without penalty, any work missed as the result of participating in these activities.

It is the responsibility of the student to present to his or her instructors notice and verification of authorized participation in such activities and to make arrangements, no later than one week in advance, to complete any work that will be missed. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.

Only activities approved by the Office of the Provost will be considered to be official university sanctioned activities. Any activity that is not expressly approved by the Office of the Provost will not be considered a university-sanctioned activity. Faculty or university employees in charge of such activities shall file with the Office of the Provost a list of students and the dates they request the students be exempted from class.

Athletic practice sessions and other practices sessions, which are sometimes scheduled at the same time as a course that a student must take, are not officially sanctioned unless specifically and expressly approved by the Office of the Provost, Deans, Division Directors, and faculty may check any names against the list by contacting the Office of the Provost.

5.3 Declaring a Major

Location: Charger Central, Conference Training Center, room 118

Phone: (256) 824-7777

Students wishing to declare a major may do so by completing a Program of Study (POS) form in the appropriate advising office:

Exploratory	LIB 149
Arts, Humanities, and Social Sciences	MOR 220
Business Administration	BAB 102
Education	ROB 303
Engineering	ENG 157
Honors	FFH 104
Nursing	NUR 207
Science	SST 200

Once a major is declared and the Program of Study is completed, education, engineering, honors, liberal arts, and science students will be assigned an advisor

in the major department; business administration 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 Student Success Center. A student may elect to complete requirements for more than one major within the same degree program. Other variations are possible after consultation with and approval from an advisor.

5.4 Change of College

Location: Conference Training Center, room 118 (Charger Central)

Phone: (256) 824-7777

Students who are pursuing a program of study in one college at UAH and who 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-CTC 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 finally 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), the 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 of current enrollment, or (4) to satisfy the residence requirements for graduation.

5.5.1 Advanced Placement Program

Several UAH departments will award credit to students who have earned 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: Wilson Hall, room 225A

Office of Instructional and Testing Services

Phone: (256) 824-6725

The College Level Examination Program (CLEP) is a national program under which a student 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 for a complete listing of tests offered and registration specifics.

The examinations that measure basic disciplines such as 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 receive credit for any of the general tests, the student must meet the minimum score established by the subject area department. In some cases, students must write an essay in addition to achieving the minimum score established by the department on the standardized examination. Credit is recorded without grades or quality points and is counted as elective credit.

5.5.3 International Baccalaureate (IB)

Location: Wilson Hall, room 225

Phone: (256) 824-6725

UAH 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 prior 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 student whose final examination schedule is such that he/she is 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 arranged by mutual agreement between the student and the affected faculty member and must be agreed upon prior to the final week of classes 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. This right must be exercised within one calendar year from the end of the semester during which the examination was scheduled.

Matters of academic dishonesty during examinations are addressed in the Student Code of Conduct (see Chapter 7).

5.7 Student Classification

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

Semester	Hours Earned
Freshman	0-31
Sophomore	32-63
Junior	64-95
Senior	96 up

5.8 Student Course Loads

The typical full-time undergraduate course load is 15-18 credit hours each semester. Students should take between 30 and 33 hours annually to graduate in four years. The minimum full-time load for an undergraduate student is 12 semester hours a semester. A part-time undergraduate student is one who is enrolled in less than 12 semester hours. Permission of the student's dean is necessary to enroll in 21 hours or more, including concurrent enrollment at other

institutions and simultaneous correspondence courses. A student enrolling for a minimum load each semester should not expect to graduate in four years unless he or she enrolls in summer terms in addition to the regular academic year.

Students bear the responsibility of studying for their courses. 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 (CTC 118).

Credit to Audit

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

Course Changes

1. A Schedule Adjustment Form must be submitted to the Office of Records (CTC 124) for any course change.
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 the UAH calendar at <http://www.uah.edu/registrar/calendars>).

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, the chair, and the instructor that offers the course for the section to which transfer is sought.
2. Change from one course to another or addition of a course to current schedule requires the approval of a written petition submitted to the Office of the Associate Provost. The petition must provide an explanation of extenuating circumstances that justify adding or changing a class after the deadline and must include appropriate approval signatures, including those of the instructors, the chair of the department offering the courses, and the 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 that 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 good 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 also 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. 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 must 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. 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 ensure 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 Ws 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

UAH's grading system includes grades of A, B, C, D, F, I, X, W, S, U, P, AU, and N.

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 Section 5.12). A grade of AU (audit) or N (not reported) is also assigned in some courses.

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 by an instructor.

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 Banner system.

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 student or agency provides the student's written and dated 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

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

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 is distinguished by being identified as a Scholar.

5.11 Course Repeat Policy

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

Students should, therefore, avoid the need for repeats.

Undergraduate Students

Undergraduate students may repeat a course to achieve a passing grade or an improved understanding. Students may not repeat a course for which they have higher-level credit. For example, a student cannot repeat MA 119 after he/she has credit for Calculus. For other courses, the course repeat policy is as follows. For the first five courses repeated, the original grade will not be calculated into the student's grade point average. Only courses for which the student has received a grade of C, D, or F may be repeated for this purpose. Each course repeat counts against the maximum of five that can replace the previous grade. For instance, a student may use all five repeats in a single course or in five separate courses or any combination of separate courses and multiple repeats of single courses. 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 count toward graduation and are averaged into the student's GPA. After five course repeats, all other courses repeated at UAH will result in both the original grade and the course repeat grade being calculated into the student's GPA. This course repeat policy will automatically be applied unless the student files for an exemption in Charger Central (CTC 118) upon registration.

Graduate Students

Students should be aware that course repeats, for any reason, may not be looked upon favorably by some employers and by professional schools; hence, they should avoid the need for repeats.

Students may repeat any course an unlimited number of times in order to achieve a passing grade or an improved understanding of the course material.

One course may be repeated with the previous grade excluded from the calculation of the student's grade-point average. The student must declare such a course repeat before the end of the regular registration period for the semester in which the course will be repeated. Only a course 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 one repeat. 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 course 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 course repeat grade will show on the transcript and will be calculated in the student's GPA.

A student wishing to exercise the option of repeating a course with grade replacement must file the intent to do so in the Office of the Registrar (Charger Central) before the end of regular registration using a Graduate Course Repeat

form.

5.12 Pass-Fail System Option

Location: Conference Training Center, room 118 (*Charger Central*)

Phone: (256) 824-7777

A student wishing to exercise a P-F option must apply to Charger Central (CTC 118) or the Office of Registrar (CTC 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, Banner grade entries 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: Conference Training Center, room 118 (*Records Office*)

Phone: (256) 824-7777

An undergraduate student who has experienced extreme hardship and/or extenuating circumstances that lead to poor academic performance may petition the Admissions and Scholastic Affairs Committee to declare academic bankruptcy. The Admissions and 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: Charger Union, room 223

Phone: (256) 824-6700

www.uah.edu/student-affairs/forms

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 Dean of Students 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 must 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 Ws. The retroactive withdrawal form is available online.

5.15 Academic Warning, Probation, and Dismissal

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 0-31 credit hours, the AAT is 1.6; for students with 32-63 credit hours, the AAT is 1.8; for students with 64 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 being placed on academic warning if 1) they are in good standing and earn less than the applicable AAT for the semester, or 2) 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 being placed on academic probation if they are on academic warning and 1) the current semester GPA is less than the applicable AAT, and 2) the UAH cumulative GPA is less than the applicable AAT.

Dismissal

Students are subject to being academically dismissed if they are on academic probation and 1) the current semester GPA is less than the applicable AAT, and 2) the UAH cumulative GPA is less than the applicable AAT.

A regularly admitted student who is academically dismissed for the first time is automatically eligible to re-enter after being out of school one Fall or Spring term. A student admitted in any special category and dismissed for the first time must petition the Admissions and Scholastic Affairs Committee for permission to re-enter after an absence of at least one Fall or Spring term.

A student dismissed for the second time is disqualified for readmission. After a period of one year, however, such 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 at <http://www.catalog.uah.edu> or see an academic advisor.

5.17 Application for Graduation

Location: Conference Training Center, room 118 (*Charger Central*)

Phone: (256) 824-7777

www.uah.edu/registrar/commencement/apply-to-graduate

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

OCTOBER 1: DEADLINE FOR MAY GRADUATION

JUNE 1: DEADLINE FOR DECEMBER GRADUATION

Early application allows for assessment and confirmation of requirements that may be lacking.

Commencement exercises are held at the end of the Fall and Spring semesters. Diplomas are awarded at the end of each academic semester/term. All students who complete degree requirements for Summer or Fall semesters will participate in the Fall Commencement ceremonies. All students who complete degree requirements for Spring will participate in the Spring Commencement ceremonies. Only students who have completed all degree requirements and notified the Registrar's Office by the posted deadline may participate in Commencement ceremonies.

5.18 Transcripts

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

Official transcripts are not issued directly to the individual student. The student may, however, request an unofficial transcript (faxed or printed copy) that 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 (CTC 118) or from the Office of Student Records (CTC 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 in that catalog. 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 in that catalog.

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 that 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

Academic appeal 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 chair of the student's major department, the dean of the college, and the Office of the Provost, in that order. If the appeal involves a course that is beyond the student's own major, the relevant department chair, and relevant dean (if the course is another college) should be notified. The Associate Provost for Undergraduate Studies reviews and considers undergraduate academic appeals for the Office of the Provost. The Office of the Provost will confer with the Dean of the School of Graduate Studies in consideration of academic appeals from graduate students.

Procedures

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:

1. A decision in favor of the student;
2. A decision supporting the previous action;
3. A statement of compromise agreed to in a discussion with the parties involved and signed by them;

4. A recommendation to the challenged official's immediate supervisor, with a copy to the student; or
5. An explanation for delaying the decision for an additional two weeks, followed by a response as in (1)-(4) 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 at the next level will be the same as described above. Failure by an official to respond will, therefore, not preclude a student from carrying the grievance to the next level. If, for any reason, a student decides that he or she does not wish a written response, the student shall so indicate in the statement of grievance submitted to the official at that level.

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

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: Conference Training Center, room 213

Phone: (256) 824-2732

<http://catalog.uah.edu/grad/financial-information/billing-payment-procedures/>

Tuition and fees must be paid by the first official day of the semester. Payments may be charged to VISA, MasterCard, American Express, or Discover by calling or by going online. Students who do not pay bills in full by the first official 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 their enrollment will be canceled. For summer sessions, the UAH website should be checked for dates.

Payments should be sent to:

The University of Alabama in Huntsville

Cashier's Office, Conference Training 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.

Installment Payment Plan

Students enrolling for at least three semester hours of credit are eligible to sign up for one of the installment payment plans. These plans enable total tuition, housing, and other current charges (international student fees and international student insurance are excluded) to be divided into either two or four payments each semester. The two payment plan requires that at least half of the total amount of current applicable charges, after financial aid is taken into account, be paid by the first day of the term and the remaining balance no later than the sixth week of the term. The four payment plan requires that at least 25% of the total applicable

charges, after the deduction of Financial Aid, be paid by the first day of the term with equal payments for the three months following. There is a non-refundable fee of \$20.00 for the two-payment plan and a non-refundable fee of \$50.00 for the four-payment plan. The installment plans are ONLY offered for the Fall and Spring semesters, and an installment agreement form must be completed by the student and turned into the Cashier's Office each term. The installment agreement forms are available at the Cashier's Office (CTC 213), Charger Central (CTC 118), or on the Bursar's Office website (<http://www.uah.edu/bursar>).

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 in a timely manner 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 enrollment.

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 UAH website.

6.3 Campus Security Act

UAH is subject to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") passed by Congress in 1990. In compliance with the Clery Act, UAH prepares and disseminates an Annual Campus Security Report and an Annual Fire Safety Report. A copy of these reports is available online at <http://www.uah.edu/police>, at the UAH Police Department headquarters, the Housing Office, and the Office of the Dean of Students. From that site, students may download these reports, or request a copy of the reports by contacting the Police Department at (256) 824-6596 or UAH Police Department, Intermodal Facility, Huntsville, AL 35899.

6.4 Catalog Policy

The current UAH undergraduate or graduate catalog is only available online at <http://www.catalog.uah.edu>.

6.5 Charger Card

Location: Charger Union, room 131

Phone: (256) 824-2720

Email: chargercard@uah.edu

www.uah.edu/chargercard

Every newly admitted student will be charged a one-time fee of \$10.00 for a photo identification card (Charger Card). If a card is lost, stolen, or damaged a replacement card will cost \$25.00. Both fees will be charged to the student's account. Students may obtain a Charger Card from 8:30 a.m. until 5:00 p.m., Monday through Friday, excluding holidays. A student must be registered for classes, and provide a government-issued picture ID (driver's license or passport, preferably) prior to the university's issuance of a Charger Card.

As the official student identification, the Charger Card gives students access to campus facilities and services and allows them to make purchases at participating locations.

The Charger Card may be used for access to or purchases in:

On-Campus Dining Venues (listed in 6.6 Dining Services)

- Barnes & Noble On-Campus Bookstore
- University Fitness Center
- Residence Halls and Classrooms
- Salmon Library
- Student Health Services
- Campus Entertainment and Athletic Events
- Computer Labs and Printers
- Copy, Vending and Laundry Machines

Off-Campus Merchants

- Quizno's Sub Shop
- Stanlieo's Sub Villa
- The Off-Campus Bookstore
- Infinity Bookstore

Charger Card Accounts

The Charger Card offers four (4) types of declining balance accounts and no service fees: Meal plans, Charger Bucks, Dining Dollars and Flex. Deposits by cash, check or credit card are accepted in UAH's Cashier's Office (CTC 213) between the hours of 8:30 a.m. and 5:00 p.m. Credit card payments are accepted by telephone at (256) 824-6226. Checks may be mailed, but information concerning your student ID number and type of card account for deposit should be included. Allow 24 hours for deposits to be processed.

Meal Plans, Dining Dollars, and Charger Bucks

Meal plan accounts provide credits for pre-paid meals in the CTC's all-you-can-eat Charger Café. Dining Dollars and Charger Bucks accounts are declining balance

accounts that supplement the Meal Plan's pre-paid meal allotment. They can be used for food purchases in all of the university's on-campus dining venues and earn a discount for meals purchased in Charger Café or the Bevill Center's Gardenview Café.

Students can purchase Dining Dollars in payments of \$50.00 each. Unused Dining Dollars carry over from the fall semester to the spring semester but expire at the end of spring semester. Unused Charger Bucks do not roll over from the fall to the spring semester.

Flex Account

Students are automatically assigned a Flex account when they are issued their Charger Card. The Flex plan is a declining balance account that is accepted by all participating vendors of the Charger Card. The Cashier's office accepts a minimum deposit of \$10.00 for Flex. However, the student may choose to utilize the Value Transfer Stations (VTS) that accept cash in increments of \$1, \$5, \$10 or \$20, for direct deposit to his/her card. This will facilitate use of on-campus equipment like printers, copiers, vending and laundry machines after office hours. VTS are located in the CTC lobby, the first floor of the Salmon Library, and the first floor of Charger Union at the vending machines area.

Any money remaining on the flex account will roll over to the next semester as long as a student is actively enrolled. A student may request a refund within one year following withdrawal or graduation from the university.

6.6 Dining Services

Location: Charger Union, room 131

Phone: (256) 824-2720

www.uah.edu/dining

On-Campus Dining Venues

- Charger Café in CTC
- Sandella's in CTC
- Bevill Center's Gardenview Café
- Charger Brew in Salmon Library
- Charger Brew in CTC
- Papa John's Pizza in Charger Village
- Chik-Fil-A in Charger Village
- Blue's "C" Store in Charger Village
- Dunkin' Donuts at Charger Union
- World of Wings at Charger Union
- Blue's at Tech Hall

Meal Plan Requirements

First-year freshmen living in University Housing must purchase a full-scale Meal Plan each semester. Upperclassmen living in University Housing, including residents of Southeast Campus Housing and Fraternity and Sorority Row, have a less robust Meal Plan requirement. Meal charges will be assessed with rent charges following Housing's room assignments. Full-time undergraduates who live off campus are also required to purchase a Meal Plan for the academic year.

Three price levels exist among our Meal Plan requirements for undergraduate students. First-year freshmen living in University Housing must purchase the maximum level (Plans 1-4). Upperclassmen living in Central Campus Residence Hall (CCH), Frank Franz Hall (FFH), North Campus Residence Hall (NCH), or Charger Village (CRV) must purchase the intermediate level (Plan 5 with option of 7 or 8). Residents living in Southeast Campus Housing (SCH) or Greek Housing (FRSO) houses are required to purchase the minimum level (Plan 6, with an option of 7 or 8). All off-campus, full-time undergraduate students are required to purchase the minimum level Meal Plan each semester. An exception to these Meal Plan requirements exists for residents living in Housing's one-bedroom apartments in the Southeast Campus Housing Complex (SCH) and graduate students. Married students and students who are the head of a household will be exempt from the off-campus student meal requirement, if they provide proper documentation and complete the applicable form available in the Charger Card Office or online at <http://www.uah.edu/chargercard>. Other requests for exemption may be submitted with the proper form and supporting documentation. Whether their purchase of a Meal Plan is required or voluntary, students have the first two weeks of classes to submit any changes or requests for exemption/cancellation to the Charger Card Office in CRU131. Written requests may be sent to chargercard@uah.edu.

Meal Plans/Charger Bucks (Plans 1-4, 6, and 8)

The number of meals per plan are determined by the "counts" available in each plan – each meal is one count. Meal Plan counts provide credits for pre-paid meals in the CTC's Sandella's or the all-you-can-eat Charger Café. Depending on the plan, meal counts are reset weekly or at the beginning of the semester. Meal Plans are non-transferable. Weekly Meal Plans have a usage limit of one meal per dining period (breakfast or brunch, lunch, and dinner), and any unused meals expire at the end of each week. Semester allotments expire at the end of each semester.

The Charger Bucks account is a companion to a Meal Plan account. Charger Bucks can be used at all on-campus dining venues. Charger Bucks earn a discount for meals purchased in the Charger Café or Tom Bevill Center's Gardenview Café. Along with the Meal Plan with which they are associated, Charger Bucks expire at the end of each semester.

Dining Dollars (Plans 5 and 7)

The Dining Dollar account is a declining balance account that can be used for food purchases at all on-campus dining venues. Dining Dollars earn a discount for meals purchased in Charger Café or the Bevill Center's Gardenview Café. A student can purchase additional dining dollars in \$50.00 increments. Unused Dining Dollars carry over from Fall to Spring but expire at the end of Spring.

semester. Charger Bucks/Dining Dollars cannot be used at all on-campus dining locations. They cannot be used at the BAB coffee shop or the UFC smoothie bar.

6.7 Confidentiality of Student Records

Location: Conference Training Center, room 118

Phone: (256) 824-7777

www.uah.edu/registrar/ferpa

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 (CTC118), 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 the UAH Police Department, 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 the education record or any personally identifiable

information in it to other individuals or entities.

Disclosure in certain circumstances above, however, is specifically excepted by FERPA from the foregoing rule. These circumstances include disclosure to certain parties, such as university officials 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; disclosure in connection with a health or safety emergency involving the student or other individuals; or disclosure, with limitations as to the information and the recipients thereof, of the results of certain disciplinary proceedings, under the university's Code of Student Conduct. Under the first exception, "university official" includes any UAH employee; any employee of other institutions in the University of Alabama System, any member of The Board of Trustees of The University of Alabama; any student carrying out an official institutional function, such as service on a University committee, board, etc.; or any person or entity that is, by contract, performing an institutional service or function for which an employee would otherwise be used. A "legitimate educational interest" means that the official has a reasonable need for access to the record to perform appropriate tasks clearly within the area of responsibility of the official, 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 non-University 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 (local and permanent), e-mail address, date and place of birth, enrollment status (full-time or part-time), class standing (freshman, sophomore, junior, senior, or graduate student), 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 Executive Vice President for Academic Affairs. The student may also file a complaint with the Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920.

6.8 Copyright and Patent Policy

I. Purpose

In view of the far-reaching research on the various campuses of The Board of Trustees of The University of Alabama (hereinafter referred to as University), it is inevitable that new discoveries and inventions will be made. The members of the Board of Trustees (hereinafter referred to as the Board) recognize the importance of obtaining the greatest public benefit and usefulness from the products of the University's scientific research and inventiveness, and that the protection and control provided under patent laws or other legal means for the protection of property rights may be necessary to obtain this goal. It is further recognized that employees of the University need assistance in determining and evaluating patentability and in prosecuting patent applications for or otherwise protecting inventions made by them. Furthermore, many such inventions involve equities beyond those of the inventor since the use of University facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to questions concerning the rights and equities of all concerned. The purpose of this patent policy is to establish a mechanism to serve the public benefit and interest, to determine and apprise all concerned parties of relative rights and equities, to facilitate patent applications, the licensing of inventions, the equitable distribution of any royalties or other financial returns, to provide necessary uniformity in patent matters, and to provide for adequate reporting of patent activities.

II. Policy and Procedure

- A. It shall be the policy of the Board to encourage the concept that patentable inventions produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the faculty, students and staff for the disclosure, evaluation and dissemination of such inventions. When University support makes the research effort possible or when it provides support for the development of a patentable invention, it is reasonable for the University to participate in the fruits of such development, including reimbursement for its costs. To that end, the University encourages the procurement of patents for such inventions and the licensing or other commercialization thereof in the interest of the public, the inventor, and the University.
- B. The President of each campus shall appoint an officer or Patent Committee or designate a non-profit organization established for the benefit of the campus to administer this policy. Each campus President may promulgate additional regulations and guidelines pursuant to this Policy to administer this policy within his/her respective campus.
- C. This patent policy of the University, as amended from time to time, shall be deemed to be a condition of employment and contractual obligation, both while employed and thereafter, of every employee of each campus,

including student employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.

- D. Any invention or discovery (1) which is the result of research carried on by or under the direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facilities belonging to a campus of the University, shall be the property of the applicable campus of the University. The applicability of the above stated criteria to any invention or discovery will be determined at the sole discretion of the President of the respective campus of the University or his/her designee.
- E. As a condition of their employment or continued employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she is contractually bound by this patent policy as implemented by the respective campuses of the University and shall report to the officer or non-profit organization so designated by the President of the campus of the University to manage and commercialize such inventions and discoveries with respect to that campus, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with that campus of the University. All inventions and discoveries that meet the criteria of II.D. are hereby assigned to the University for the benefit of the appropriate campus of the University. Faculty members, employees and students do not have the authority to assign rights in such inventions and discoveries to third parties. The President of each campus of the University is authorized to further assign any invention or discovery it is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the respective campus of the University, which said assignment shall be conditioned on full compliance with this policy, regulations promulgated hereunder by the Board or by the President of the respective campus of the University, and appropriate state and federal law.
- F. If the invention or discovery is one which is determined to be owned by a campus of the University, the President of the applicable campus or his/her designee shall further evaluate the invention or discovery and determine if and how best to develop, commercialize and protect the invention as he/she deems appropriate, including, but not limited to, applying for patent protection, or requesting further development of the invention or discovery. In making this determination, the benefits that

might accrue to both the campus of the University and the inventor(s) shall be considered. The designee shall act promptly in carrying out these duties so that the rights of the inventor(s) and the campus of the University may be protected.

- G. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which a campus of the University has no interest in retaining ownership, a campus of the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.
- H. In consideration of the automatic assignment of ownership set forth in this policy, the Presidents or their designees are authorized to pay to the inventors, their heirs or assigns, a percentage of the royalties, fees, or other financial returns received by the campus of the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of intellectual property rights and any unusual expenses paid by the campus or its non-profit designee or the inventor (which have been approved by the campus or its non-profit designee). Each campus President shall be responsible for the development of a policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor and governing the internal distribution of the campus of the University's share of such financial returns.
- I. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendations prior to approval.
- J. Annual reports of patent matters will be made to the Chancellor for his/her information and that of the Board within thirty days (30) following the end of each fiscal year, to include as a minimum identification of each patent and patent applied for, the distribution of patent revenue including the share going to the inventor, and the expenses of obtaining and managing patents. The Chancellor may prescribe appropriate formats for such reporting.

6.9 Discrimination Complaint/Grievance Procedure

Introduction

Coverage and Objectives. The procedures set forth below are used with regard to complaints or grievances alleging discrimination in violation of the University's Equal Opportunity and Affirmative Action Policy. The complaint may be made against a University student, faculty member, administrative/staff employee, or third party who is on campus and/or over whom the University has some control. These procedures are intended to provide a consistent, workable, and timely grievance/disciplinary mechanism through which complaints of discrimination, in any of its forms, may be addressed. Such a mechanism allows the University to carry out several important responsibilities. These responsibilities include protecting the campus environment against such unlawful discrimination, providing redress to individuals who have been or are victims of unlawful discriminatory conduct, and protecting those accused of such unlawful conduct against injury resulting from untrue charges.

General Responsibility. All members of the University community have a general responsibility to contribute in a positive way to a University environment that is free of unlawful discrimination. Beyond this, managers or administrators who have overall responsibility for the daily operations of an academic, support, or operational unit, designated in this policy as "responsible employees," have a special measure of responsibility. If they become aware of conduct involving possible unlawful discrimination in their respective units or elsewhere, whether from the complaining party or some other source and whether or not a complaint or grievance is filed, they must take immediate steps to deal with the matter appropriately. This includes advising the complaining party about the responsible employee's duty to report the conduct to the appropriate receiving official identified below and informing the complaining party about confidentiality issues. The receiving supervisors and administrators at all levels are responsible for educating and sensitizing employees in their units about the University's policies and procedures regarding unlawful discrimination.

Confidentiality. Disclosure of information relating to a discrimination case shall be limited, to the extent reasonably possible, to the parties and to those individuals involved in the institutional proceeding for handling the grievance. This includes information about any accommodations or protective measures provided to the victim. Information in a case in which a student is either the victim or the accused is subject to student privacy rights afforded by the federal Family Educational Rights and Privacy Act (FERPA), and disclosure beyond the foregoing parties and officials shall only be made in compliance with FERPA. Cases involving sexual harassment (including sexual violence) present special confidentiality issues. Resolution of those issues will be made pursuant to the relevant provisions in the University's Sexual Misconduct Policy.

Availability of Assistance. Counseling and personal help are available for individuals with concerns relating to unlawful discrimination. Such individuals can contact a receiving official identified below for referral to counseling personnel, or they may contact such personnel directly. Claims regarding discrimination based

on disability will ordinarily be referred to, and may be brought initially to, the Disability Coordinator in the Counseling Center.

Civil or Criminal Proceedings. The fact that civil or criminal proceedings have been instituted against an individual (or the fact that the civil authorities failed to initiate criminal proceedings) shall not prevent a complaint of discrimination or harassment against that individual from being addressed by these procedures. Generally, the pendency of any such proceedings shall not delay the processing of a complaint by the University. The University shall also, in its determination of whether discrimination or harassment occurred, not be bound by the outcome of any civil or criminal proceeding.

Prompt, Fair, and Impartial Process. The intent of this process is to provide a prompt, fair, and impartial investigation and resolution of complaints of discrimination. The process, when used for addressing charges of sexual misconduct, shall be administered by University officials who receive special training, at least annually, in conducting an investigation and a hearing that promotes the safety of victims and accountability for unlawful behavior of all members of the campus community and that is fair to all parties. Also, investigating or adjudicating officials are to be free of conflict of interest or bias for or against the complaining party or the accused.

Initiating and Filing a Complaint. Who May File: Anyone in the University community (the “complainant”) may file a complaint or grievance alleging a violation of the institution’s nondiscrimination policy. This includes but is not limited to the person against whom the alleged discriminatory conduct has been directed.

Receiving Official – Designation. Initially, a complaint may 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 Opportunity (EO) Coordinator (currently, the Dean of Students)
- If the complainant is an administrative or staff employee - the Staff EO Coordinator (currently, the Associate Vice President for Human Resources)
- If the complainant is a faculty member - the Faculty EO Coordinator (currently, the Vice President for Diversity)

Receiving Official - Actions

- The receiving official shall advise a complainant about available options and may provide other assistance. A receiving official may also, in an appropriate case and subject to limitations stated below regarding a charge of sexual violence or assault, attempt to resolve the complaint informally and by voluntary means. In this effort, the receiving official may confer with and seek the assistance of the supervisor of the person alleged to have engaged in the discriminating conduct (the “respondent”). If such a settlement is achieved, the terms of the settlement or actions taken shall be summarized by the receiving official and placed in a file maintained by the official as a record of the complaint and its disposition. Attempts to resolve a complaint of discrimination based on disability shall involve, wherever possible, interaction and

consultation by the receiving official with the Disability Coordinator in the Disability Support Services office. Except during the discussions described above, the identity of the complainant shall not be disclosed at this stage to the respondent or to other University officials.

- If the complaining party and/or the victim is unwilling to cooperate with regard to further actions against the respondent or requests nondisclosure of his/her name or other identifying information, the receiving official shall seek legal guidance from the Office of Counsel regarding the obligation of the University to proceed further and shall confer with the other receiving officials identified above (and, in a case involving a faculty member, the Associate Provost) to develop an appropriate response.

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.

Written Complaint. The complainant shall state the facts and circumstances (what was done, by whom, when, where, who was a witness, etc.) pertinent to the alleged unlawful discriminatory conduct, shall be in writing, and shall be signed and dated. The original complaint shall be given to the receiving official.

Referral.

- **Under Student Code of Conduct.** If the respondent is a student, the case is handled in accordance with the disciplinary procedures set forth in the Student Code of Conduct.
- **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”). In a case involving a respondent who is a third party (neither a student nor an employee), the vice president whose area of responsibility is most closely related to the third party’s activities shall be 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 describing the general manner by which the complaint is to be handled.

Sex Harassment Charges. A notice or complaint of sexual harassment (including sexual violence or assault) shall ordinarily and with the concurrence of the cognizant vice president be investigated by the Coordinator identified above, or the official’s designee. The Coordinator shall utilize, in this investigation, the general procedures set forth below in describing the PAO duties, and the Coordinator’s investigation will take the place of actions by the PAO.

Dismissal. In the event that the complaint is, in the opinion of both the receiving official and the cognizant vice president, clearly frivolous or patently without merit, the complaint may be dismissed upon notice of such action to the complainant. If the respondent has been informed of the charges, notice of dismissal shall also be

provided to him/her.

Protective Measures. If, in the opinion of both the receiving official and the cognizant vice president, interim measures to protect the complainant may be necessary or appropriate, one or more such measures may be imposed pending final outcome of this complaint/grievance process. Such measures may include, by way of example, a direction to the respondent to avoid any contact or interaction with the complainant, a change in work assignments (for employees) or in class scheduling or living arrangements (for students), etc.

PAO Duties: The Preliminary Action Officer shall carry out the following duties:

- **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 be interviewed, including persons identified by either party. The PAO may review documents or other materials, including documents identified and submitted by either party that may be helpful. Notes of interviews shall be made, and copies of these notes and any important documents or materials shall be retained for the file.
- **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. A complainant in a case involving sexual discrimination/harassment shall not, however, be required to deal directly with the respondent nor to continue efforts at voluntary resolution. Mediation or similar voluntary means of resolution will not be used when sexual assault or violence is alleged. 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 then be deemed closed and the file forwarded to the receiving official for retention.
- **Findings and Recommendation.** For any case not settled through mediation or other voluntary means, 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 charge(s) and a recommendation for 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, a reasonable basis does not exist for believing that unlawful discrimination occurred, he/she shall so state and shall recommend that the complaint be dismissed. The PAO shall send a copy of the report to the receiving official.
 - 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 respondent be subjected to discipline either by the cognizant vice

president or as the result of formal proceedings.

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

- **Dismissal.** 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.
- **Referral.** 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 the PAO’s “no reasonable basis” finding and dismissal recommendation.
- **Imposition of sanction.** The vice president may agree with the “reasonable basis” finding and impose upon the respondent employee any disciplinary sanction less severe than termination, suspension without pay for thirty (30) days or more, or reduction in salary (e.g., suspension without pay for less than thirty (30) days, probation, or warning, oral or written). The sanction for a third party will typically involve future exclusion from the campus.
- **Settlement.** Except in the case of a complaint of sexual violence, 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.

Notice to Parties. The complainant and the respondent shall be given, at the same time, written notice of the action taken by the cognizant vice president, along with information about the PAO findings and recommendations.

Appeal of Dismissal/Referral/Sanction to the 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 to the president the vice president’s imposition of sanction, as provided above. The president’s decision on the appeal shall be final, and it shall be communicated at the same time in writing to both the complainant and the respondent, and to the receiving official and the cognizant vice president as well.

Formal Proceedings

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

Adversary Hearing.

- **Faculty respondent.** If the respondent is a faculty member, the complaint shall be submitted to an adversary hearing. The procedures established for the imposition of a major sanction on a faculty member for cause, as stated in the current Faculty Handbook (see 7.14.2), shall be used for this purpose.
- **Administrative/staff member respondent.** 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 procedures already in use by the University in related contexts.

- **Third party respondent.** If the respondent is a third party, the cognizant vice president (or designee) shall conduct a proceeding consistent with due process standards, make a finding regarding the discrimination charge, and select an appropriate remedy if discrimination is found to have occurred.

Standard of Proof. The burden of showing that discrimination occurred in any formal proceeding shall be on the complainant. A preponderance of evidence standard shall apply with regard to this burden. This requires credible information to be presented by or on behalf of the complainant indicating to the fact finder that it is more likely than not that the discrimination occurred.

Advisors. The complainant and the respondent may each select an advisor to assist him/her. An attorney may serve as advisor for either party and may provide advice to the party during a meeting or proceeding but may not otherwise participate directly.

Meetings and Information. Both parties, along with their respective advisors, are entitled to be present at any meeting or proceeding, except during a time when the fact finder is engaged in deliberations regarding the charges or an issue of procedure. Upon request, the University will make arrangements (e.g. closed circuit television) that will avoid requiring the complainant and the respondent to be physically located in the same room at the same time, while preserving the right of each party to be present for each phase of the proceeding. Both parties shall also be entitled to timely access to information that will be used in the proceeding.

Complainant and Respondent as Witnesses. Questioning of the complainant by the respondent, and vice versa, during a hearing shall not be permitted. An alternative means of presenting questions to the parties shall instead be utilized for the hearing. In a case involving charges of sexual violence, questions about the personal sexual history of the complainant with anyone other than the respondent shall not be permitted.

Notice. Both parties are entitled to receive simultaneous, timely written notification of meetings at which either or both may be present, of the outcome of the proceeding, of any appeal rights, of any changes in the outcome of the proceeding during an appeal, and of the time the determination is final.

Case File. Only the complaint shall be forwarded to the hearing panel (or, where the respondent is a third party, the cognizant vice president). 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.

Decision by the President. The report of the hearing panel (or cognizant vice president) containing findings and recommendations with respect to the discrimination charges shall be submitted for action to the president. The president's decision may include a finding that the charges were not established and are to be dismissed; a finding that the charges were established and warrant

imposition on the respondent of a sanction, either that recommended by the hearing panel or a different sanction (greater or lesser) selected by the president; a re-submission of the case to the hearing panel for reconsideration of the matter; or any other action deemed appropriate. The ultimate decision by the president shall be final.

Sanctions. A range of sanctions may be imposed by the president up to and including suspension or termination of employment for an employee. Lesser disciplinary sanctions include probation and warnings (oral or written).

Reporting and Disposition of Cases

Time Concerns.

- ***Timeliness of Filing of a Complaint.*** A complaint of unlawful discrimination should be made as soon as possible after the alleged acts occur. Unusual delay in bringing such allegations under these procedures may cast doubt on the credibility of the complaint and lead to early dismissal of the case.
- ***Promptness of University Action.*** All phases of the handling of a complaint shall be completed as expeditiously as is practical under the circumstances. The University is committed to resolving complaints of discrimination without undue delay. Every effort shall be made to complete the actions described under “Preliminary Action” above, within twenty-one (21) calendar days and to complete the actions set forth under “Formal Proceedings” above within an additional fifty-six (56) calendar days. Delays requested or caused by the complainant, however, or necessitated by good cause may extend these target time periods.

Procedural Departures. The procedures set forth above have been developed to insure an orderly and fair disposition 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.

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

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/grievance procedure or his/her other participation in these proceedings. The latter actions shall not therefore be grounds for discipline or other adverse action. A claim that a complainant or a witness has been subjected to retaliatory action in violation of this policy may be brought as a separate claim of discrimination under this procedure.

6.10 Drug and Alcoholic Beverage Policy

Current University policy prohibits the unlawful possession, use, or sale of alcoholic beverages, controlled drugs not prescribed by a physician, and illegal

drugs/substances anywhere on University property. As a recognized exception to this general policy, alcohol may be consumed under certain circumstances in the Tom Bevell Center, in connection with special events at which the use of alcoholic beverages is approved by the President, and in a student's residence in University Housing as long as the student is 21 years of age and no underage person(s) are present in the room. Any violation of federal, state, or local drug or alcohol laws, including those pertaining to underage drinking, is also contrary to institutional policy and will subject the offender to arrest and prosecution and to disciplinary action consistent with applicable University procedures. For students, such discipline may include probation, suspension, and expulsion. For employees,

A student organization should be aware that it may be held responsible for actions of individuals, including non-members, connected with consumption of alcoholic beverages or non-prescribed drugs 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 77.2.3).

In compliance with the federal Drug Free Schools and Communities Act, all UAH students are provided 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.

6.11 Emergency Notification and Evacuation Procedures

It is the policy of UAH to quickly inform the University community of conditions posing a threat to life, safety, security, and/or property (a "threat"), so appropriate precautionary measures may be taken. To carry out this policy, the University has developed procedures to facilitate notice to and, if appropriate, evacuation of members of the campus community in the event of a confirmed active emergency posing an immediate threat or a potential emergency posing a reasonably likely threat.

The University employs an emergency notification system commonly known as "UAlert" to provide warnings and follow-up information to the campus community. UAlert includes the following modes of notification: text/short message service (SMS) to cellular phones, voice messages to non-University land line phones and cellular phones, voice messages to University telephones, e-mails to official University e-mail addresses, and e-mails to non-University e-mail addresses. Alternate modes of message delivery will be used as deemed appropriate by responsible University officials to a specific situation (such as, for example, the need to disseminate emergency information to the larger Huntsville/North Alabama

community). These alternative modes include the University website, official University social media sites, local media, etc. Members of the University community may update their contact information via the web at <http://www.uah.edu/ualert>.

Certain University officials referred to a “Responsible Authorizers,” have been granted authority by the University President to authorize emergency notifications. They include the following: the UAHPD Chief of Police, Captain, Lieutenant, and Senior Officer on Duty; the Director of Public Affairs/Public Information Officer; and an Incident Commander designated by University President. Other officials may be Responsible Authorizers if they are directly involved with and have situational awareness of the emergency situation, including the Provost and Executive Vice President for Academic Affairs, the Senior Vice President for Finance and Administration, the Associate Vice President, for Facilities and Operations, and the Director of the Office of Environmental Health & Safety. Certain University officials have also been granted authority to activate the UAlert System when directed to do so by a Responsible Authorizer.

The activation process is initiated when a report of an emergency posing an immediate or reasonably likely threat is made to the UAHPD or to another Responsible Authorizer. The Responsible Authorizer is to confirm that such a threat does exist and approve the wording and content of the message, taking into account pre-approved message templates, the nature of the impacted population on campus, and the actions the impacted population should take. Finally, the Responsible Authorizer is to direct that notification be provided through activation of the UAlert system. These actions are to be taken without delay, unless issuing a notification will, in the professional judgment of the Responsible Authorizer, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The UAlert System equipment is tested at least once each academic semester. Also, building fire drill evacuations and other evacuation exercises are held at least annually. Tests and drills may be announced to the campus community beforehand or may be unannounced. After-action reports are prepared to document the nature of the test or drill, its date/time, whether it was announced or unannounced, and evaluative observations regarding system and personnel performance.

The University publishes the Emergency Procedures Handbook online at <http://www.uah.edu/emergency> and places a copy in classrooms, laboratories, and office areas. The Handbook contains recommended procedures and directions for the campus community to evacuate a building or to otherwise respond to an emergency.

6.12 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 and does not

unlawfully discriminate on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship, genetic information, or status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an Armed Forces service medal veteran (all referred to herein as “protected veterans”). All personnel actions and programs shall be administered in accordance with this equal opportunity (EO) policy. These actions and programs include recruitment; selection; assignment; classification; promotion; demotion; transfer; layoff and recall; termination; determination of wages, conditions and benefits of employment; etc. 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 protected veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

The University 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, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship, genetic information, or protected veteran status. Its admissions, financial aid, athletics, student services, and other programs are administered in accordance with this policy.

Discrimination, under this policy, shall be understood to include harassment carried out through unwelcome verbal, written, visual, or physical conduct directed at one or more individuals on the basis of race, color, national origin, religion, sex, pregnancy, sexual orientation, age, disability, citizenship, genetic information or status as a protected veteran. To be unlawful in an employment context, enduring such harassment must become a condition of continued employment or the conduct must be sufficiently severe or pervasive to create a working environment that is intimidating, hostile, or abusive. Offensive jokes, objects, or pictures; slurs and epithets; physical threats and assaults; intimidation; insults; etc. are among the actions that may constitute harassment. Potential violations of this policy will be evaluated from the perspective of a reasonable person in the victim’s situation, taking into account all the circumstances. The University may consider harassment activities occurring off-campus as a violation of this policy, when the effects of such harassment may affect the campus educational or work environment.

With regard to students, such harassment is unlawful when it unreasonably interferes with or limits the student’s ability to participate in or benefit from services, activities, or privileges provided by the educational institution. A violation also occurs when, through such harassment, an educational institution has created or is responsible for a hostile learning environment so severe, pervasive, or persistent that it adversely affects the student’s ability to participate in or benefit from the institution’s educational program.

Sexual harassment, in addition and more specifically, includes sexual advances, requests for sexual favors, and other conduct of a sexual nature that is unwelcome and is directed toward a person on the basis of that person's sex. It may take one of two generally recognized forms. First, the employee's or student's submission to such conduct is made a condition, explicitly or implicitly, of access to an employment or academic opportunity; or the employee's or student's submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual, such as, for example, a salary or grade determination, respectively. This kind of harassment is sometimes referred to as "quid pro quo" ("something for something") or, alternatively, harassment that results in "tangible employment action." Secondly, hostile environment harassment occurs when the conduct is so severe, persistent, 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. Examples of actions that might be deemed to create a hostile environment based on sex could include flirtation, vulgar language, sexually suggestive jokes, touching of a sexual nature, displaying or distributing sexually explicit materials, etc. Sexual violence is also a form of sexual harassment. It refers to physical acts perpetrated against a person's will or carried out where the person is not able to give valid consent due to the use of drugs or alcohol, to physical or mental disability, or to legal incapacity. It includes acts such as rape, sexual assault or battery, etc.

The University also prohibits retaliation against employees or students who engage in protected activities. Protected activities include making, in good faith, a complaint of discrimination or harassment, assisting others in making a complaint, otherwise opposing such acts or practices, or participating in an investigation, proceeding, or lawsuit. Threats intimidation, reprisals, and/or other adverse actions related to one's employment or academic status constitute retaliation if they may dissuade a reasonable employee or student from exercising his/her right to complain about perceived discrimination or harassment.

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 employee or student who is found, under established University procedures, to have been guilty of discriminatory or retaliatory conduct with respect to another member of the campus community in violation of these policies will be subject to discipline, up to and including possible dismissal or expulsion, by the University.

The 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 (E.O. 11246); Title IX, Education Amendments of 1972 (Title IX); the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Vietnam Era Veterans' Readjustment

Assistance Act of 1974 (VEVRAA); the Immigration Reform and Control Act of 1986; the U.S. Constitution; contract and grant agreements with government 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 ensure compliance with the foregoing laws.

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

Vice President for Diversity

Senior Equal Opportunity (EO) Coordinator; EO Coordinator/Faculty
For Title IX, E.O. 11246, Rehabilitation Act/ADA, VEVRA
Shelbie King Hall, room 341
The University of Alabama in Huntsville
(256) 824-4600
smithdh@uah.edu

Assistant Vice President, Human Resources

Deputy EO Coordinator/Staff and Third Parties
For Title IX, E.O. 11246, Rehabilitation Act/ADA, VEVRA
Shelbie King Hall, room 114
The University of Alabama in Huntsville
(256) 824-6545
longl@uah.edu

Dean of Students

Deputy EO Coordinator/Students
For Title IX, Rehabilitation Act/ADA
Charger Union, room 223
The University of Alabama in Huntsville
(256) 824-6700

6.13 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 (see Section 5.20), 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:

1. A decision in favor of the student;
2. A decision supporting the previous action;
3. A statement of compromise agreed to in a discussion with the parties involved and signed by them;
4. A recommendation to the challenged official's immediate supervisor, with a copy to the student; or
5. An explanation for delaying the decision for an additional two weeks, followed by a response as in (1)-(4) 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 at the next level will be the same as described above. Failure by an official to respond will, therefore, not preclude a student from carrying the grievance to the next level. If, for any reason, a student decides that he or she does not wish a written response, the student shall so indicate in the statement of grievance submitted to the official at that level.

If, the student feels that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no party need take any 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. For Academic Appeals, the decision of the Provost is final and cannot be appealed to the President.

6.14 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 Police Department and/or online at <http://www.uah.edu/police>.

6.15 Injuries and Accidents

Location: Intermodal Parking Facility

Phone: (256) 824-6596

www.uah.edu/legal/injuries

When a student sustains a personal injury on UAH property, no matter how minor the injury, the Office of Counsel 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 prepare and file a motor vehicle accident report.

A student who is injured while on campus or while engaged in a University-related activity may file a claim with the Alabama Board of Adjustment for any medical expenses or other damages incurred as a result. The University will be obligated to pay such expenses and damages, however, only if the injury was caused by negligence on the part of the University. Board of Adjustment claim forms may be obtained in the Office of Counsel, 347 Shelbie King Hall.

6.16 Involuntary Health-Related Withdrawal Policy

One of the university's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time University officials become aware of a student who may be seriously interfering with this purpose because of mental, emotional, or psychological health conditions. In these situations, University officials may consider the appropriateness of (1) utilizing the regular student conduct system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law in cooperation with the affected student's family and upon consultation with legal counsel. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described in this policy.

Involuntary medical withdrawal is not a routine substitute for disciplinary action when there is a violation of the Student Code of Conduct. Students should not be diverted from the student judicial process unless it is believed that their behavior is a direct result of a physical or mental disorder and that the student lacks the capacity to adequately respond to the charges or did not know the nature and quality of the act in question. The full text of the policy is available online at <http://uah.edu/student-affairs/student-policies>.

6.17 Parking and Traffic Regulations

Location: Intermodal Parking Facility

Phone: (256) 824-6594

www.uah.edu/police/parking

General

All motor vehicles parked on the UAH campus by students or employees must display a current UAH vehicle permit. The permit must be affixed to the right rear bumper or right rear window, outside bottom right corner (passenger's side).

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 their guests, friends and family members who drive and park on campus with the university parking regulations.

Current 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.

The speed limit on campus is 25 mph, unless otherwise posted, and must be observed at all times.

Parking Fees

Students may purchase parking permits on line at <http://parking.uah.edu> or in person at the Parking Management Office. The parking fee is a one-price fee for the entire academic year (fall and spring semester). The fee is not pro-rated by semester.

Students may elect to have permits mailed to them, or they may come to the Parking Management Office and pick up their parking permit. Office hours are Monday - Friday between 8:30 a.m. and 5:00 p.m.

The parking fee is non-refundable after 30 days have expired.

A complete list and explanation of UAH parking and motor vehicle regulations is available online at <http://www.uah.edu/police>.

6.18 Posters, Notices, and Materials Distribution Policy

Policies and Procedures for Use of Bulletin Boards and for Signs

A. Bulletin Boards. The use of bulletin boards in University facilities is subject to the following conditions:

1. Special bulletin boards. Restricted bulletin boards (those that are locked, those associated with a particular UAH office, etc.) and University Event/Calendar Boards are provided solely for the purpose of providing a means for the University to communicate official information to the campus community. They are available for use only by UAH personnel and offices designated by responsible University officials.
2. General use bulletin boards. General use bulletin boards, so designated, are the primary means of displaying printed material on campus. They are available for use by University and non-University persons and organizations for posting material pertinent to the University community, subject to policies and rules set forth in this section.
 - a. Size, contact person, and removal date. Materials should generally be limited to a maximum size of 11" x 17" (or such smaller sizes as may be prescribed by the building coordinator). The individual or organization posting the materials is encouraged to include the name of a contact person and to indicate an expiration or removal date on the face of the posted material. Posted matter is to be removed within a reasonable

period of time after the purpose thereof has been served.

- b. Obstruction of other materials. A poster or notice must not be placed over other approved displayed printed material.
- c. Topics. Posted printed materials may relate to political, commercial, or other issues and subjects.
- d. Building coordinator monitoring. The building coordinator (the UAH individual who is responsible for access to a particular facility) is responsible for monitoring use of bulletin boards in the building and may take down and discard matter that has not been removed in a timely fashion or that is impermissible under this policy.

B. Signs. The display of signs on University property is restricted to the following places and circumstances.

- 1. Locations – facilities. Signs must not be attached to or posted on any University facility, including interior or exterior walls, doors, window, etc., or any fence, monument, statute, lamp post, or similar campus property, except that the University may, when deemed appropriate, place a sign in such location(s) regarding official UAH matters and programs.
- 2. Locations – grounds. University student organizations may, upon receiving the approval of the Director of the Charger Union, place freestanding signs on UAH property. Candidates for student government positions may solicit support using freestanding signs pursuant to established UAH regulations governing student campaign activities. University organizations may, upon receiving the approval of the Office of University Relations, place signs on University property regarding official UAH matters and programs. Where lawful, the University may place signs on University property in support of referenda or ballot initiatives deemed by the University to promote a public purpose. An approved sign is not to be placed over or attached to another approved sign. The display of signs on UAH property by parties other than those mentioned above is prohibited.
- 3. Removal. An approved sign should be removed by the University person or organization posting it within a reasonable period of time after its purpose has been served. If this is not done, the University reserves the right to remove and discard the sign. The University may also move and/or remove any sign that may impede or create a hazard for pedestrian or vehicular traffic.

C. Unauthorized Removal. Printed material posted on a bulletin board and signs placed on University grounds by an organization or person under this policy may not be removed without permission from that organization or person, except by UAH officials acting in accordance with this policy.

D. Particular Building Rules. The Director of the Conference Training Center and the Director of Housing have issued specific rules for the Conference Training Center and campus housing, respectively. The building coordinator for other

UAH buildings may also establish such rules for posting of materials in the building as to which the coordinator has responsibility.

- E. Impermissible Materials. Materials displayed by means of University bulletin boards and signs must not be obscene, must not be libelous, and must not be directed to and likely to have the effect of inciting or producing imminent lawless action.

Policies and Procedures for Distribution on University Property

By University Persons or Organizations

1. Right to distribute. A University person or organizations may publicly distribute outdoors (on University property) and in the building areas identified below petitions, handbills, flyers, or pieces of literature, subject to the limitations set out below. Distribution of written materials in such building areas on a limited basis and to person(s) known to the distributor is not within the stipulations of this policy.
2. Location. Distribution by a University person is generally limited to the entrances to Spragins Hall and the Fitness Center and to the northerly entrance to and main lobby/foyer area of the Conference Training Center. Distribution by a University organization may occur, in addition to the foregoing locations, in the lobby areas of University academic and administrative buildings, residence halls, and the Library.
3. Notice and approval. An application to distribute inside a University building must be submitted to the building coordinator, using a form provided by the coordinator. Such application is to be approved unless one or more pertinent limitations set forth in the following subsection applies.
4. Limitations. Campus distribution of written materials by University persons or organizations is subject to the following conditions:
 - a. Disciplinary restriction. The applicant, if a student or a University student organization, must not be under a disciplinary penalty withdrawing or restricting privileges made available to students or to a student organization, such as use of a facility.
 - b. Site availability. The proposed location must not be unavailable at the time requested because of uses or events previously planned for that location.
 - c. Reasonable time and place. The proposed date, time, and/or place must not be unreasonable given the nature of the proposed distribution activity and the impact it would have on University resources.
 - d. Unlawful communications. The materials must not be obscene, must not be libelous, must not be directed to and likely to have the effective of inciting or producing imminent lawless action and must not contain non-permissible solicitations.
 - e. Interference with regular campus activities. The distribution must be conducted in a way that does not interfere with the free and unimpeded

flow of pedestrian and vehicular traffic or prevent, obstruct, or unreasonably interfere with normal academic, administrative, or student activities of, or other approved activities at, the University.

- f. Harassing conduct. Other individual's right of privacy must be respected and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not to be subjected to personal requests regarding receipt of the material, and similar behavior, must be avoided.
- g. Litter cleanup. Any litter comprised of the material being distributed must be cleaned up before leaving. A distributor of material who fails to clean up will be liable for the reasonable costs of cleanup accomplished by the University.
- h. Placement on vehicles. The distribution of flyers, advertising material, and other written information by placing such material on or in parked vehicles on University property is not permitted.

By Non-University Persons or Organizations

Governmental Entities/Organizations. A local, state, or federal entity or organization shall have the same right to distribute materials as is provided above for a University organization.

Other Non-University Persons or Organizations.

Other non-University persons or organizations may distribute materials on University property only as set out is or consistent with provisions in the Use of University Facilities and Property Policy relating to political support activities, commercial activities, and charitable support activities, except that non-commercial materials may be distributed in the West Lawn area with prior University approval obtained as provided in that Policy.

6.19 Refunds

Location: Conference Training Center, room 118

Phone: (256) 824-7777

www.uah.edu/bursar/refunds

Students may drop courses through the second week of the semester (check the UAH website – <http://www.uah.edu/calendars> - 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 go online and withdraw or complete a withdrawal request form at Charger Central (CTC 118). The date of withdrawal is the date posted online or the date the written request is first received in Charger Central (CTC 118). 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 course.

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 Chapter 5.

6.20 Residency

Location: Conference Training Center, room 118

Phone: (256) 824-6752

A determination of residency status is made at the time a student is admitted to UAH, and the student will be notified of his/her residency status in the letter of admission. A student who has lived in Alabama for less than one year immediately preceding the date of enrollment will automatically be admitted as a non-resident. If the student believes he/she qualifies for in-state status based upon the UAH Resident/Non-Resident Tuition Fee Guidelines, he/she may apply for a change of status by completing the Alabama Residency Claim Form online at <http://www.uah.edu/register/forms/general> and attaching the appropriate documentation. The Resident/Non-Resident Tuition Fee Guidelines are outlined on Page 4 of the form. The application and documentation will be reviewed, and the student will receive written notification of the decision. For further information about the requirements for in-state residency status, please contact the Vice President for Student Affairs.

6.21 Sexual Misconduct Policy

Location: Charger Union, room 223

Phone: (256) 824-6700

www.uah.edu/student-affairs/student-policies

General Policy

University Commitment. The University is committed to fostering a safe and nondiscriminatory campus, one that is free from sexual misconduct. It encourages prompt reporting by victims of this kind of misconduct, and a student or employee charged with committing sexual misconduct will be subject to discipline if those charges are established under the University's disciplinary policies and procedures. The University also provides ongoing prevention and educational efforts to inform the campus community about these issues.

Sexual Misconduct.

Types. This policy deals with a broad range of sexual misconduct behaviors. Where applicable, the full definitions in the Alabama Criminal Code of the offenses described below are attached to this policy.

Sexual harassment is defined in the University's Equal Opportunity/Affirmative Action (EO/AA) policy, as follows:

Sexual harassment . . . includes sexual advances, requests for sexual favors, and other conduct of a sexual nature that is unwelcome and is directed toward

a person on the basis of that person's sex. It may take one of two generally recognized forms. First, the employee's or student's submission to such conduct is made a condition, explicitly or implicitly, of access to an employment or academic opportunity; or the employee's or student's submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual, such as, for example, a salary or grade determination, respectively. Secondly, hostile environment harassment occurs when the conduct is so severe, persistent, 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

Sexual violence is a form of sexual harassment and is also defined in the University's EO/AA policy as referring "to physical sexual acts perpetrated against a person's will or carried out when the person is not able to give valid consent due to the use of drugs or alcohol, to physical or mental disability, or to legal incapacity." Some examples of sexual violence are rape and sexual abuse. It also includes *domestic violence* - assault, menacing, reckless endangerment, criminal coercion, harassment, or certain other criminal offenses committed by a current or former spouse or cohabitant or by one sharing a child with the victim; and *dating violence* - any of the acts described above as constituting domestic violence committed by one in a dating or engagement relationship with the victim.

A term closely related to sexual violence is *sexual assault*, which includes forcible sex offenses (rape, including sodomy and sexual assault with an object/sexual torture; and fondling/sexual abuse) and non-forcible sex offenses (incest and statutory rape).

A final behavior encompassed by the policy is *stalking*, which refers either to (a) intentionally and repeatedly following or harassing another person, coupled with the making of a threat intended to place that person in reasonable fear of death or serious bodily harm; or (b) after being told to stop, intentionally and repeatedly following, harassing, or communicating with another person, or a family member or acquaintance, causing the person mental/emotional harm or reasonable fear of harm to his/her business or employment. Stalking may, depending on the circumstances, amount to the hostile environment form of sexual harassment.

Consent is generally a defense to these offenses. Under Alabama law, "consent" in this context refers to a party's acquiescence to the behavior of another. However, consent is not valid if obtained by forcible compulsion or if the victim is physically helpless at the time, is mentally incapable of consenting, or is not of sufficient age to provide legal consent.

Violation of University Policy and the Law - Sexual Misconduct. All of these types of conduct, referred to generally in this policy as "sexual misconduct," are unacceptable and violate University policy. They may also violate federal and state law and subject the perpetrator to criminal prosecution.

Violation of University Policy and the Law - Retaliation. University policy and

federal law also prohibit retaliation against anyone who reports or brings a complaint of sexual misconduct or otherwise participates in a proceeding to address such a complaint. The University is committed to taking reasonable steps to prevent retaliation and to respond if it does occur.

Reporting of Sexual Misconduct

Initial Reporting - University Authorities.

- The University encourages prompt reporting of all types of sexual misconduct by anyone who has information (whether as a victim or otherwise) indicating that such misconduct may have occurred. A student who has been subjected to such misconduct should report the incident to the Dean of Students (the Deputy Equal Opportunity (EO) Coordinator/Students), and a staff or faculty employee should report it to the Associate Vice President for Human Resources (the Deputy EO Coordinator/Staff and Third Parties) or the Vice President for Diversity (the Senior EO Coordinator/Faculty), respectively. This contact should be made even if the victim does not intend to pursue disciplinary or criminal action against the alleged perpetrator.
- A report may also be made to a “responsible employee,” defined for the purpose of this policy as a manager or administrator who has overall responsibility for the daily operations of an academic, support, or operational unit. When such a report is made, the responsible employee shall make a reasonable effort to advise the victim or other reporting party about 1) the employee’s duty to inform the appropriate EO Coordinator about the incident, e.g. the names of the individuals involved; the time, place, and location; etc., 2) the option of the victim or other reporting party to request confidentiality, and 3) the fact that the victim or other reporting individual may share the information on a confidential basis with professional mental health counselors and health personnel on campus.

Reporting - Police Authorities. A victim of sexual misconduct also has the right to file a police report and a criminal complaint against the alleged perpetrator. Reporting to University police is encouraged. If desired, University officials will assist the victim in notifying local police authorities. The victim, however, has the right to decline to notify police authorities.

Professional and Non-professional University Personnel. A professional counselor who acquires information about an alleged incident of sexual harassment/violence is not required to report any information about the incident to University coordinators or other personnel. A professional counselor is an individual whose official responsibilities include providing mental health counseling services to the University’s students and/or employees and who is acting within the scope of his/her professional license or certification at the time the information is acquired. University personnel who provide health services to students and/or employees under a professional license requiring confidentiality are not required to report, without the consent of the student/employee, information about an alleged incident of sexual misconduct in a way that identifies the victim. These University personnel

should, however, inform students or employees about their right to file a complaint with the appropriate coordinator and with campus or local law enforcement authorities, with assistance if desired, and of the protection afforded by the University's non-retaliation policy.

Preserving Physical Evidence. It is important that any physical evidence of the sexual misconduct be preserved, which will almost always be important in the investigation of the incident and in any criminal prosecution of the alleged perpetrator.

Prompt Reporting. Prompt reporting will facilitate the collection and preservation of physical evidence and make possible the early and timely investigation of the incident by police authorities. It may prevent additional assaults on other individuals. Additionally, more timely medical and psychological attention may be made available to a victim who reports an incident without undue delay.

Notice of Rights. A student or employee who reports that he/she has been the victim of sexual misconduct, whether occurring on or off campus, shall be provided a written statement or summary of rights and options by the appropriate EO Coordinator.

Child Abuse. A University employee who knows or suspects that a child - defined as any individual under age 18 - has been the victim of sexual abuse is required under Alabama law to immediately report the matter. A freshman student, a "dual enrolled" high school student, or a summer camp participant may fall into the category of a "child." The Alabama law imposes the mandatory reporting duty on certain individuals, including nurses and other medical professionals, mental health professionals, and schoolteachers and officials. University policy implementing the law, however, broadens the reporting obligation to all University personnel and, further, directs that the report (orally and then in written form) be made to University police. Sexual abuse, which is one element of the more comprehensive term "abuse" under the Alabama law, includes rape, molestation, sexual exploitation, etc., actual or attempted. A more complete statement of University policy may be found online at http://www.uah.edu/images/administrative/compliance/Child_Protection_Policy.pdf.

Confidentiality

Request for Confidentiality or No Action. A victim or other reporting party may request the nondisclosure of his/her name or other identifying information to the alleged perpetrator. Such a party may also indicate a reluctance for the University to pursue the matter against the accused and/or be hesitant or unwilling to cooperate. In these instances, the University shall inform the victim/reporting party that such limitations may prevent it from responding to the incident and that University policy offers protection against retaliation.

University Response. Confidentiality and related requests will be taken seriously. When the victim/reporting party persists in these requests, the University must determine whether it can honor them consistent with its duty to provide a safe, nondiscriminatory campus for all students and employees, including the

victim/reporting party. The determination shall be made by the EO Coordinator most closely related to the case, upon consultation with other EO Coordinators (and, in the case involving a faculty member, the Provost or designee) and the Chief University Counsel. All relevant factors shall be considered, including credible evidence of the alleged perpetrator's prior sexual misconduct, any risk of additional sexual misconduct by the alleged perpetrator, the use of a weapon in the incident, etc.

- If the University determines that it should proceed and that disclosure of the name of the victim/reporting party will likely occur, it shall so advise such party. It shall also inform the alleged perpetrator about any request from such party to the University not to go forward with the matter.
- If the University decides to honor a confidentiality request, it shall still take steps, to the extent reasonable under the circumstances and consistent with the request, to investigate and address any sexual misconduct.
- Even if a victim/reporting party does not request confidentiality, the University's activities in responding to a complaint shall take place within the constraints of its policy of confidentiality set forth below.

Confidentiality/Limited Disclosure. Disclosure of information about a case involving charges of sexual misconduct is to be limited, to the extent reasonably possible, to the parties and the University officials who have a role in the procedure for addressing such charges. This includes information about any accommodations or protective measures provided to the victim. Information in a case in which a student is either the victim or the accused is subject to student privacy rights afforded by the federal Family Educational Rights and Privacy Act (FERPA), and disclosure beyond the foregoing parties and officials shall only be made in compliance with FERPA. Reporting of sexual offense crime data under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act by the University will not include personally identifying information about the victim or the accused.

Assistance for Victims

Medical and Counseling Resources

- Confidential professional counseling is available to a student who is the victim of sexual misconduct in the University Counseling Center (256-824-6203). Counseling resources for an employee may be obtained through the University's Employee Assistance Program (1 800-925-5327 for referral to a local professional counselor). For those individuals suffering from physical trauma, the on-campus Student Health Center (256-824-6775) is available to provide some ongoing care for students, and the Employee Health Clinic (256-824-2100) is an option for employees. Any of these offices may provide referrals for more extensive or specialized services in the community. Under University policy, the foregoing professional counselors and medical personnel are not obligated, when receiving information about an incident of sexual misconduct, to report it to a responsible employee or an EO

Coordinator in a way that identifies the victim without the party's consent.

- The foregoing personnel are to inform a victim of the right to file a complaint of sexual misconduct with the appropriate EO Coordinator and also to file a criminal complaint with police authorities. They should offer assistance in the filing of these complaints, if desired.
- Crisis Services of North Alabama (256-716-1000) also offers free, confidential assistance to victims of sexual violence, including rape examinations and group counseling.

Protective Accommodations and Orders

- A victim may request from University officials a change in class schedules, campus housing assignments, transportation, and work assignments as an accommodation to minimize contact and interaction with the alleged perpetrator. Such changes will be made, in an appropriate case and where feasible, on an interim basis pending the outcome of the University's resolution of charges of sexual misconduct brought by the victim. These accommodations are not dependent on the victim's filing of charges with police authorities.
- Certain protective measures may be imposed by the University pursuant to its procedures where a student victim is subject to a significant risk of imminent or serious harm from an accused student. These measures include, with respect to the accused, interim suspension, interim suspension from housing, restriction from attending class(es), restriction from access to University facilities and property, a "no-contact" directive, etc., and they shall continue until completion of the disciplinary process. Protective measures, such as a suspension with or without pay, may also be implemented on an interim basis with respect to an accused employee and for the benefit of an employee victim at risk, where appropriate.
- A victim may, if desired, seek judicial remedies, such as protective orders, restraining orders, "no contact" orders, etc. University officials will provide information, if requested, to a victim about obtaining these remedies.

Disciplinary Procedures

Discrimination Complaint/Grievance Procedure. Sexual misconduct, as defined herein, violates University policy, and a charge of any form of sexual misconduct (including stalking of a nature that constitutes the hostile environment form of sexual harassment) will be addressed through the University's Discrimination Complaint/Grievance Procedure.

Sanctions and Remedies. Following a determination, under the Discrimination Complaint/Grievance Procedure, that sexual misconduct occurred, the University may impose one or more disciplinary sanctions. The types of sanctions available are set forth in the University's Discrimination Complaint/Grievance Procedure. Additional, non-disciplinary remedies to benefit the complainant and the broader student and/or employee populations

may also be implemented by the University as part of its response to the misconduct and/or to prevent recurrence of the sexual misconduct.

Awareness and Prevention Programs

Educational Efforts

- New Students and Employees. Incoming students and new employees are provided an educational program designed to increase their awareness of the risk of sexual misconduct incidents and the knowledge of how to prevent them. This program encompasses the following topics: the University's policy prohibiting behavior that constitutes any form of sexual misconduct; the definitions of the forms of sexual misconduct; the definition of consent as it relates to sexual activity; options for bystander intervention; warning signs; and information about reducing the risk of being the victim of sexual misconduct. It also provides information relating to victim reporting, victim's rights, University procedures for addressing charges of sexual misconduct (as set forth more fully in the University's Discrimination Complaint/Grievance Procedure), resources available to victims, confidentiality, and other matters required by law or reflected in University policy. This information is presented to new faculty prior to the beginning of the Fall semester each year and to new employees at various times throughout the year as they are hired.
- Current Students and Employees. The University also conducts ongoing, periodic educational programs for current students and employees covering the topics mentioned immediately above.

Environmental Factors. The University community is encouraged to help detect and report areas of the campus that may be unsafe due to poor lighting, the presence of structural or landscaping features (such as overgrown bushes near a walkway) that may increase the risk of attack, etc. These reports should be made to the University's Office of Facilities and Operations and will be used to identify modifications that may help make the campus safer. Such modifications will be a priority, consistent with considerations of cost, impact upon institutional operations, the extent of the risk, and other relevant factors.

Bystander Intervention Options. The University recognizes that there are preventive actions that can be taken by individuals on campus to reduce the potential for sexual violence generally. In specific situations, there are ways in which an individual who is aware that an incident of sexual violence may be imminent can intervene to stop it from occurring. There are also actions that may be taken to thwart or stop an incident that is taking place. These "bystander" options are described in the educational programs presented to new and current students and employees. More information about this effort is provided below.

- The fundamental principle to be stressed is that prevention of sexual violence is the responsibility of each person on campus. Each person, both male and female, must play a positive role in stopping sexual violence and in changing the culture so that behavior leading to sexual violence is not

acceptable on the campus.

- Potential bystanders will be taught safe and positive ways to act in a situation posing a risk of sexual violence. For undergraduate and graduate students, this is accomplished through an online educational module.
- The outcomes expected as a result of bystander training are to create an expectation for bystander intervention on campus and to facilitate that intervention by equipping students and employees to:

Increase awareness: Develop greater sensitivity to physical and social environments and individual behaviors in the context of the potential for a sexual violence incident.

Identify problems: Have the knowledge to evaluate a situation to determine if there is a risk of the occurrence of sexual violence and if preventive/interventive action is warranted.

Act: Select and implement an appropriate, safe, and effective preventive-interventive response, such as speaking up, attempting to remove the individual at risk from the situation, calling for help, etc.

Risk Reduction. The University is committed to identifying strategies to make less likely the perpetration of sexual violence on campus. The University is also concerned about ways to empower victims and address bystander inaction as a means of making its campus safer. Information about these strategies is provided to new and current students and employees in the educational programs presented to them. These programs emphasize that risk reduction actions are not the sole responsibility of potential victims, and they focus both on strategies for individuals to reduce the likelihood of committing sexual violence and strategies for individuals to reduce the likelihood of being the victim of sexual violence. The following messages are included in the educational programs.

- Reducing the risk of committing sexual violence:

Sexual violence is a crime. It is never acceptable to force or coerce sexual activity.

Alcohol and drugs can alter one's thinking and behavior. However, an individual is always responsible for the consequences of his/her behavior, even while under the influence of alcohol and drugs.

Having sex with someone who is mentally or physically incapable of giving consent - someone who is drugged, intoxicated, unconscious, or otherwise incapable of saying "no" or understanding what is happening - constitutes rape.

It is important to listen carefully and to take time to hear what the other person has to say. If the other person is not being direct or is giving a "mixed message," clarification should be requested, at the least, and it is always the better course to go no further with physical contact or activity.

The cliché that "the other person, even when saying 'no,' really means 'yes,'" is false and will only lead to trouble. If a partner says "no" to sexual contact, the only wise course of action is to accept that statement and stop.

It can be foolish and dangerous to make assumptions about a person's behavior, such as assuming that he/she wants to engage in sexual activity because of any of the following: the way the person is dressed, whether or how much the person is drinking, the person's agreement to go to one's room, the fact that the person has engaged in sexual activity previously, or the fact that the person consents to kissing or other intimate activities.

Be careful in group situations. Pressure from friends to participate in sexual misconduct must be resisted.

Reducing the risk of being the victim of sexual misconduct:

Alcohol, if consumed, should be consumed in moderation. An open beverage should not be left unattended or a drink accepted from an unknown person.

It is important to know and make known one's sexual intentions and limits. A person has the absolute right to say "no" to any unwanted sexual contact and to insist that his/her partner respect that expression of intent and feelings.

Sexual conduct limits should be communicated firmly and directly. Mixed messages are to be avoided. Words should be communicated in a firm voice and tone (saying "no" with "meaning"), accompanied by clear body language. It is a mistake to assume that the other person will automatically know one's feelings or will eventually "get the message" without anything being said.

Initially saying "yes" to sexual activity does not prevent a change of mind to "no," even in a situation where sexual activity has previously occurred with this partner.

Some individuals may conclude that drinking, dressing provocatively, or going to a date's room indicates a willingness to engage in sexual activity. It is prudent to be explicit and clear up front about intentions and limits in such situations.

Feelings of discomfort or concerns about risks should be taken seriously and should prompt appropriate actions, such as leaving or withdrawing from the situation immediately and going to a safe place.

Attending large parties with trusted friends is generally a safe option. Friends can agree to "look out" for one another in the context of known limits and the risks of predatory behavior by others. Leaving with the group, versus leaving alone or with people who are not well known, is recommended.

Attending a workshop or educational program on sexual violence risk reduction or taking a self-defense course can help equip a person to avoid being the victim of sexual violence.

Resource Information

Telephone Numbers. The following is information for offices and organizations that may be able to provide assistance to a student or an employee dealing with a sexual misconduct matter:

EO Coordinators - Offices

Division of Student Affairs
CTC 223
265-824-6700

Office of Diversity
SKH 341
256-824-4600
smithdh@uah.edu

Human Resources
SKH 114
256-824-6545
longl@uah.edu

Community Resources

Huntsville Police
Emergency 911
Non-Emergency 256-772-7100

Crisis Services of North Alabama
256-716-1000

Other Campus Resources

University Police
Office of Public Safety
IMF
256-824-6911

UAH Hotline
866-362-9476

Employee Health Clinic
WIL 327
256-824-2100

Student Health Center
WIL 327
256-824-6775

Counseling Center
WIL 329
256-824-6203

Employee Assistance Program
800-925-327

6.22 Smoking Policy in University Buildings

Smoking and the use of all tobacco products is prohibited in all University owned or leased facilities.

“Smoking” as used in this policy means inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, water pipe, or electronic cigarette.

“Tobacco products” as used in this policy include cigarettes, cigars, pipes, smokeless tobacco (such as chewing tobacco and snuff), and water pipes (hookah).

This policy is based on scientific evidence and concerns regarding the negative effects of the use of tobacco products, both on the user and, where the product is smoked, on others who may be exposed to the exhale.

This ban shall also apply to building entrances and to the area within 25 feet of the entrance, except that building entrances may be designated as smoking entrances provided they are not located near air intakes. Cigarette receptacles will be placed at least 25 feet away from non-smoking entrances. “No smoking/tobacco user” signage will be placed on University buildings and prohibited and permitted smoking building entrances will also bear appropriate signage.

The sale, distribution, and advertisement of tobacco products and electronic cigarettes are prohibited on campus.

6.23 Solicitation on Campus

University policy regulates solicitation on campus based on whether the solicitation is intended to further political, commercial, or charitable objectives and whether it is carried out through the use of bulletin boards and posters/signs, the distribution of written materials, and/or the use of tables or booths. Different rules apply to solicitation by or for University persons and organizations and solicitations by or for non-University persons or organizations. For more information, contact the Office of the Dean of Students.

6.24 UAH Official Email Accounts

All students at UAH are assigned an official email account after acceptance to UAH. When the account has been created the address will be listed in Self-Service Banner (SSB) in the “Personal Information” menu. The “View Email Addresses” link should be used to view it. UAH uses Google Apps as its official email service. The UAH’s Google Apps Start Page can be found online at <http://google.uah.edu>.

All official UAH correspondence will be sent to this email address. It is the responsibility of all students to regularly check this email account for official notices from the University. Additionally, email users should familiarize themselves with UAH's Email Policy, which can be found on the OIT website at <http://www.uah.edu/oit/policies/email>.

6.25 Dangerous Weapons and Firearms Policy

Purpose

The University seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

Definitions

- "Campus" means all property owned, leased or controlled by the University and any affiliated foundation or health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property.
- Dangerous weapon" is defined to include:
 - Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
 - Any explosive device, including fireworks.
 - Any instruments/ devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.
 - A firearm, as defined herein, is not included in this definition of dangerous weapon.
- "Firearm" means a pistol, handgun, rifle, or shotgun and ammunition.

Policy, Statement, Application, and Enforcement

Except as otherwise stated in this policy or as otherwise allowed by law, the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, patients, and visitors. University students may not possess firearms at any time on campus (except as expressly authorized by the University Police Department ("UPD")). UPD provides temporary storage for firearms lawfully possessed by students at its headquarters.

Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated.

Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.

Consistent with Alabama law, all persons (including concealed carry permittees) are strictly prohibited from possessing firearms (1) at facilities that provide inpatient or custodial care of patients with psychiatric, mental or emotional disorders; and (2) at locations where guards and other security features are employed, such as athletic events.

This Policy will be published in staff, faculty, and student handbooks, and supersedes any contrary provisions.

Persons on campus and in violation of University policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct Policy as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

Exceptions

This policy does not prohibit use or possession of dangerous weapons or firearms by (1) certified law enforcement officers acting within the scope of their employment; (2) private security, who with express prior permission of UPD, possess firearms or dangerous weapons while in the employ of the University or for a permitted event; and (3) members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that UPD has pre-approved (e.g. ROTC members). This Policy also does not apply to law enforcement officers who are attending classes as students. If, however, law enforcement officers are not in uniform during class, they must keep their weapons concealed. Any other use of dangerous weapons or firearms on campus must be authorized by UPD.

6.26 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. When riding on the streets, bicyclists must adhere to the rules of the road as detailed in the State of Alabama Motor Vehicle Laws. Right of way must always be given to pedestrians and/or motor vehicles. Under no circumstances shall bicycles, scooters, skateboards, or in-line skates be used inside 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.

Bicycles, scooters, skateboards, or in-line skates used in violation of this policy

may be impounded by UAH 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 from the assessment of the fine or notice that the item is available for pick up from impoundment 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.

Chapter 7 // Code of Student Conduct

Location: Charger Union, room 223

Phone: (256) 824-6701

www.uah.edu/student-support/student-conduct

7.1 Introduction

Students are encouraged to think and act for themselves, as that is the purpose of higher education. However, they must also understand that the University has non-negotiable values in which it believes strongly. These values include integrity, respect, diligence, excellence, inclusiveness and diversity. The purpose of the Code of Student Conduct is to communicate these values to the University community, and promote an environment conducive to student success and engagement.

The Office of Student Conduct administers and helps enforce the policies of the University of Alabama in Huntsville. The primary focus is on helping students learn from the consequences of their actions and become a positive influence within the UAH community and beyond.

Every student and student organization 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. Conduct off-campus as well as that taking place on University property is fully within the scope of this Code. The types of misconduct set forth below specifically prohibited, and individuals or student organizations found responsible for any such misconduct by the procedures set forth in this Code shall be subject to a University sanction.

If a student breaks a law that also violates the University standards of conduct, that student may be held accountable by both civil authorities and the University. The University may, at its sole discretion, elect to pursue disciplinary action against the student prior to, at the same time as, or following criminal proceedings, even if criminal charges involving the same incident are pending, have been dismissed, or were reduced.

The standard of evidence used to determine responsibility is a “preponderance” of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

In certain situations, students may also be referred to the Behavior Evaluation and Threat Assessment team (BETA). Interventions by BETA will not circumvent the Student Code of Conduct process and may occur concurrently.

7.2 Types of Misconduct

7.2.1 Academic Misconduct

All forms of academic dishonesty, including, but not restricted to, the following:

- a. Copying from another student's exam paper.
- b. Using materials during a test not authorized by the person giving the exam.
- c. Collaborating or failing to prevent collaboration during a test with any other person by giving or receiving information without authority.
- d. Stealing, buying, or otherwise obtaining all or part of an exam
- e. Selling or giving away all or part of an exam.
- f. Bribing any other person to obtain an exam or information about an exam.
- g. Substituting for another student, or permitting any other person to substitute for oneself, to take an exam.
- h. 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.
- i. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any work described above.
- j. "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. This includes the use and incorporation, without acknowledgement, of the wording or expressions (even if paraphrased), information, facts, arguments, analysis, or ideas of another.
- k. Submitting in fulfillment of academic requirements, if contrary to course regulations, any work previously presented, submitted, or used in any course.
- l. Falsifying records, laboratory results, or other data used in a course.
- m. Cheating or deceit in any other manner.

7.2.2 Alcohol Abuse/Misuse

- a. Possession or consumption of an alcoholic beverage by any student who has not reached the legal age of 21 or drinking established by state law.
- b. Possession or consumption of an alcoholic beverage anywhere on University property outside of approved locations. Please refer to Housing's Guide to Residence Living that details rules and regulations of possession and consumption in one's residence. The University Alcohol Policy outlines rules and regulations regarding use of alcohol.
- c. Public intoxication and/or drunkenness.
- d. Driving while under the influence of alcohol.
- e. Furnishing false identification or otherwise making false representation about one's age for the purpose of buying, receiving, or otherwise obtaining alcoholic

beverages.

- f. Selling, giving away, or otherwise distributing an alcoholic beverage to any person who has not reached the legal age for drinking established by state law.

7.2.3 Controlled Substance Abuse/Misuse

- a. Illegal possession, use, manufacture, sale, giving away, or other distribution of any controlled substance (such as an opiate, narcotic, hallucinogen, synthetic drug, prescription medication, etc.), except when prescribed in accordance with federal and state law.
- b. Prohibited behavior include, but are not limited to, cultivating, growing, manufacturing, producing, processing, preparing, testing, analyzing, packaging, storing, concealing, injecting, ingesting, or inhaling a controlled substance.

7.2.4 Damage, Theft, or Unauthorized Use of Property

- a. Attempted or actual theft of and/or damage (including vandalism, littering, destruction, defacement, abuse, misuse, or tampering) to property of the University or property of a member of the University community or other personal or public property, on or off campus whether intentionally or by negligence is prohibited.
- b. The unauthorized use of University property for personal gain is also prohibited.
- c. Prohibited behaviors include unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- d. Unauthorized use of or access to information, in whatever form, proprietary to the University is prohibited. .
- e. Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of a safety or security monitoring system or monitored door, including, but not limited to, door alarms, cameras, card readers, street lights, or street signs is prohibited.
- f. 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.
- g. Unauthorized Entry. Unauthorized entry upon any University property or any University building or structure, or any part thereof, access to which has been restricted.
- h. Entry Post 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.

- i. Prohibited behavior include, but are not limited to, gambling on University property, theft, vandalism, possession of property known to be stolen, tampering with, impairing, disabling, or misusing fire protection systems such as fire detectors, sprinklers, alarms, and extinguishers.
- j. Use of a counterfeit or stolen UAH parking permit is prohibited.

7.2.5 Dishonesty

- a. Furnishing false information to any University official, faculty member, authority, or office is prohibited.
- b. Forgery, alteration, falsification, misrepresentation or misuse of any University document, record, or instrument of identification.
- c. Prohibited behavior includes using another person's University identification card for any purpose.
- d. Obtaining any services or thing of value from the University by false pretenses.
- e. 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.
- f. Worthless Check(s). Negotiation or delivery 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, or if the depository refuses payment for lack of funds and the student fails to pay the full amount due thereon, together with a service charge, within 10 days after receiving notice that payment was refused.

7.2.6 Disorderly or Indecent Conduct

- a. Conduct that is disorderly or that breaches the peace on or off campus. The essential element to such conduct shall be an intentional causing of or recklessly creating a risk of inconvenience, annoyance, or alarm without proper authority.
- b. Procuring, inducing, or causing another person to commit an act of misconduct or assisting another person in the commission of such act.
- c. The intentional communication of information about a person, known to be false and damaging to that person's reputation, to one or more members of the community, in the absence of a legally recognized privilege.
- d. Any unauthorized use of electronic or other devices to make an audio or video

record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

7.2.7 Failure to Comply

- a. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. This includes, but is not limited to, failure to evacuate a building, failure to seek shelter, or failure to allow access into a University building or room when directed by a University official.

7.2.8 Hazing

- a. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- b. Prohibited behavior include, but are not limited to, forced drinking of alcohol or water, paddling, creation of fatigue, physical shocks, degrading or humiliating games, acts of servitude, physical harassment, branding, public stunts, and forced tattoos.

7.2.9 Injurious Conduct

- a. Any conduct not specifically stated herein that adversely affects the educational processes of the University or the rights of members of the University community or others.

7.2.10 Misuse/Abuse of Computing Resources

- a. Unauthorized use of, access to, manipulation of, duplication of, or tampering with University software, hardware, or firmware programs, networks, and/or associated documentation.
- b. Unauthorized entry into a file, to use, transfer, read, or change the contents, or for any other purpose.
- c. Use of another individual's identification and/or password without permission.
- d. Use of electronic resources to send obscene, harassing or abusive messages to any person.
- e. Use of University computer programs, computer hardware, and/or its computer networks to download, to copy, to make available for downloading or copying, or to distribute copyrighted materials in violation of federal or state law or University policy.

- f. Use of a University computer or networks during the commission of an unlawful act.

7.2.11 Other Physical or Mental Abuse or Harm

- a. Harassment. Subjecting a person to physical contact or directing language or a gesture that is abusive or obscene toward a person, with the intent to harass. Harassment may be committed against a University person anywhere or against a non-University person on University property or at an activity that is sponsored by the University or by a University recognized/related group.
- b. 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 that is sponsored by the University or by a University recognized/related group. Physical abuse or violence includes a striking, forcible restraining, manhandling, or assault, or any similar act that 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.
- c. Some examples of prohibited behavior include, but are not limited to, physical abuse or assault, verbal abuse, harassment, coercion, murder, battery, stalking, telephone harassment, computer related harassment via social networks, email, or text messages, threats, intimidation, and any other conduct that threatens the health or safety of any person.

7.2.12 Sexual Misconduct

- a. Intentional or reckless acts that cause or reasonably could cause physical or mental harm to any person are prohibited including non-consensual sexual conduct or contact.
- b. Some examples of prohibited behavior include sexual harassment, voyeurism (including the surreptitious use of video recording devices), stalking and indecent exposure.

7.2.13 Sexual Violence

- a. Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's impairment by drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability or legal incapacity.
- b. Some examples of prohibited behavior include, but are not limited to, rape, sexual battery, sexual abuse, domestic violence, dating violence and sexual

coercion.

7.2.14 Unauthorized Disclosure of Sensitive Information

- a. The disclosure to any unauthorized recipient of information that is sensitive to U.S. National Security interests and that has been marked as Classified.
- b. ¹The unauthorized disclosure or export to foreign nationals², or their representatives, of information deemed to be sensitive to U.S. National Security or economic interests by the U.S. Departments of State or Commerce.
- c. Proprietary: The unauthorized disclosure of any information that has been marked as “Proprietary” or “Confidential”, or similarly labeled.

¹ Exports can be disclosed via the following actions: fax; telephone discussions; email communications; computer data; face-to-face discussions; training sessions; and/or tours which involve visual inspection

² A foreign national is any person who is NOT a: U.S. Citizen or National; U.S. Lawful Permanent Resident; Person Granted Asylum; Person Granted Refugee Status; or Temporary Resident.

7.2.15 Violations of Law, Order, or University Imposed Regulations or Sanctions

- a. Violation of any federal, state or local law is prohibited.
- b. Smoking in any University building or within 25 feet of a building entrance and any other area on University property in which smoking has been prohibited by the posting of a sign or otherwise.
- c. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website is prohibited.
- d. Violation of University Housing’s Guide to Residence Hall Living, the Housing contract, or any other University policy is prohibited.
- e. Violation of any terms of disciplinary restrictions, probation, or suspension is prohibited. Failure to satisfactorily complete sanctions is a violation of University policy.
- f. Prohibited behaviors include failure to follow the instructions of a law enforcement officer or interfering with any police investigation.

7.2.16 Weapons, Firearms, Or Explosive Devices

- a. Possession, transportation, and use of a firearm or other dangerous weapon on campus.
A dangerous weapon is defined as any object, instrument, device or

substance designed, adapted, intended, or capable of inflicting physical harm, injury or death on University property or at any activity sponsored by the University or by a University recognized/related group, except as expressly authorized by the University's Dangerous Weapons and Firearms Policy.

- b. Some examples of prohibited possession, use, or distribution of a weapon or reasonable facsimile of a weapon, include but are not limited to: firearms, swords, spears, combat style knives (a knife having a blade over 6 inches), switchblades or stilettos, blowguns, slingshots, air rifles (BB guns, pellet guns, Air Soft guns, paint ball guns), Tasers, brass knuckles, clubs, blackjacks, or other similarly styled impact weapons, weapons associated with the Martial Arts (except where approved for training or demonstrations), ammunition, explosive devices, fireworks, incendiary devices, or any other device considered a dangerous weapon.

7.3 Procedures for the Conduct of Disciplinary Proceedings

(a) Complaints. Any person or entity may request charges be filed against a student for alleged violation of law, the Student Code of Conduct or University regulations or policies. An investigation may take place of the circumstances of the complaint. The complaint regarding a student's conduct must be submitted as follows:

1. Filing a police report with the University Police Department or requesting that a report from another law enforcement agency be sent to the University Police Department and referral to the Dean of Students office; or providing a written and signed statement to the Dean of Students office. Written statements should include all information and evidence the person making the complaint can produce.
2. Reports must be made to either law enforcement or the Dean of Students office within 6 months of the incident, or knowledge about the incident. No student may be charged with a violation to the Student Code of Conduct if the report is made past the 6-month period. This provision shall apply except in incidents involving patterns of behavior (i.e., stalking, sexual misconduct, domestic violence, etc.). These incidents must be reported within one (1) calendar year from the date of the incident or knowledge about the incident. Exceptions to this reporting timeline will be made in cases where the legal statute of limitations for the alleged violation has not passed.

(b) The Student Conduct Director in the Dean of Students office will determine if there are reasonable grounds to believe that the allegations of the complaint are true, and if true, would constitute a violation of the University's Code of Conduct. If it is determined by the Student Conduct Director that there are reasonable grounds a violation did occur, the student will be notified of charges.

(c) Notice of Charges. The notification of charges shall be in writing and include: the specific conduct code violations, a brief description of alleged offenses, the student's rights, and an invitation to attend an Initial Review with a Preliminary

Action Officer.

The Initial Review shall take place no sooner than three academic days, excluding holidays and weekends, from the date of Notice of Charges. In cases involving Sexual Misconduct or Sexual Violence, the Initial Review will be replaced by a Title IX investigation conducted by the Dean of Students.

If a hold on registration is not already in effect, as an Emergency Measure, upon issuing the Notice of Charges the Student Conduct Director may place a Student Affairs hold on registration until final disposition of the complaint.

(d) Initial Review. After the Notice of Charges has been issued, an Initial Review may be scheduled.

1. There are no witnesses called and it consists primarily of a discussion between the charged student and the Preliminary Action Officer in an effort to resolve the matter. The Preliminary Action Officer will have spoken to the Complainant prior to the Initial Review meeting.
2. The Initial Review is not audio taped or recorded.
3. At the conclusion of the Initial Review, the charged student may accept or deny responsibility for the student code of conduct violations on the Notice of Charges.
4. If the charged student chooses to accept responsibility, or fails to attend the disciplinary conference, the Preliminary Action Officer will make recommendations to the Student Conduct Director regarding sanctions as are deemed appropriate or recommend dismissal of the case. This acceptance of responsibility or failure to appear shall constitute as the charged student's waiver of a formal hearing and right of appeal. The student retains the right only to appeal the severity of the sanction.
5. The Student Conduct Director will review recommended sanctions or dismissal. The Student Conduct Director will communicate the final decision to the student.
6. Brief written decisions (including findings of fact) will serve as records of Initial Review and will be communicated in writing within seven academic days of the Initial review.
7. In cases involving Sexual Misconduct or Sexual Violence, a Title IX investigation will be conducted by the Dean of Students in lieu of the Initial Review process described above. This investigation will include meeting with the alleged victim, the accused student, and any witness. Upon the conclusion of this investigation, the Dean of Students will meet with the accused student to determine responsibility, forward to a formal hearing or dismiss the case. If the student accepts responsibility, the Dean of Students will assign sanctions deemed appropriate. The acceptance of responsibility shall constitute the charged student's waiver of a formal hearing and right of appeal. The student retains the right only to appeal the severity of the sanction. An advisor (including an attorney) may accompany the alleged victim and the accused student during the Initial Review meeting. However, the advisor may not

participate in the meeting.

(e) Formal Disposition by Hearing: When a charged student denies responsibility and the case has not been previously dismissed, a hearing shall be scheduled no less than three days after the date of the Initial Review.

1. A Formal Hearing is defined as any hearing before the Student Conduct Board or a University Hearing Officer. In cases of sexual violence, the Formal Hearing will be heard by the Student Conduct Board.
2. The student may choose to have his/her hearing before the Student Conduct Board or a University Hearing Officer, except in cases of Sexual Misconduct or Sexual Violence which will proceed to a Student Conduct Board.
3. If the student does not choose an option, the hearing shall be heard by a Hearing Officer.

(f) Notice of Hearing. The notification of hearing shall be in writing and include:

1. The date, time, and location of the Student Conduct Board or Hearing Officer hearing
2. Reference to this regulation, of his/her rights and the hearing procedures
3. A reasonable date, time, and location for a Pre-Hearing Meeting, during which the student may review a potential witness list and all materials to be used by the University in his or her case, which shall be no less than three academic days prior to the hearing. If the student chooses to review the materials provided at the Pre-Hearing Meeting, the charged student shall allow the University to also review all of his or her materials and witnesses to be used in the case. Any materials or witnesses not provided at the Pre-Hearing Meeting by either the University or the student may not be used at any time thereafter during the student disciplinary proceedings.
4. The charged student shall have the opportunity to challenge the impartiality of the Hearing Officer or Student Conduct Board member within three academic days of notification. In the event that a student has opted not to challenge the impartiality of a Hearing Officer or Student Conduct Board member prior to the allotted three academic days, the assigned Hearing Officer or Student Conduct Board member shall remain as scheduled. The student shall state in writing the basis for such challenge. A hearing officer so challenged maybe replaced by the Student Conduct Director for good cause.

7.4 Structure of the Student Conduct Board

The Student Conduct Board shall consist of the following persons: two students, two faculty members/staff members, and one hearing panel chair who shall be a faculty member/staff member. Faculty members/staff members are appointed by the University President for a two-year term. The students shall be appointed by the Student Government Association President. If, however, the Student Government President fails to provide a list of students to serve for disciplinary proceedings, the Dean of Students or designee shall select interested impartial

students to serve on the Student Conduct Board. In cases of sexual violence, the student board members will be graduate students. Student Conduct Board members will be chosen from a pool of trained faculty, staff and students.

7.5 Hearing Procedures

(a) The hearing is not a legal proceeding. Formal rules of process, procedure, and evidence do not apply.

(b) Objectives of the Hearing. Requisite levels of due process and fairness will be provided to all participants during these proceedings. The hearing shall have the following objectives.

1. Inform the student of the charges
2. Give the accused student an opportunity to respond to the charges
3. Review the facts of the case
4. Determine if any violation of the Student Code of Conduct was committed
5. Recommend any Disciplinary Sanction(s) to be imposed based upon the facts, as determined at the hearing.

(c) Witnesses. Witnesses at hearings will not be sworn in. Each witness will be admonished that he or she is required to tell the truth. A student giving untrue testimony at a hearing is subject to disciplinary charges.

(d) Information. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Officer or the Student Conduct Board at the discretion of the Chair.

(e) Burdens of Proof. The Student Conduct Board or Hearing Officer shall determine whether it is more likely than not that the accused student violated the Student Code of Conduct by a preponderance of evidence.

(f) The charged student may choose one advisor to be present at the hearing. The advisor can be chosen from a group of faculty or staff members who have been specifically trained to serve in the advisor role. The student may also choose any university person as his/her own advisor. The student may select, at his or her own expense, an attorney to serve as his/her advisor. The advisor or attorney cannot present statements, arguments, or question witnesses or participate directly in any Student Conduct Board Hearing or the Initial Review.

1. Members of the Student Conduct Board may not serve as a student's advisor at the hearing.
2. The charged student must name his/her advisor during the Pre-Hearing Meeting with the Student Conduct Director.

(g) Hearings.

1. All hearings before the Student Conduct Board will be digitally recorded by the University. That recording will serve as the only official record of these proceedings and shall be the property of the University. No other recordings are permitted. Deliberations shall not be recorded.
2. The following is a guide to the format of events for hearings. The Board or

Hearing Officer may change the order if necessary. The Board or Hearing Officer may question any party or witness directly.

- a. Review of Hearing procedures.
- b. Reading of Charges by the Student Conduct Director.
- c. Opening statement and presentation of evidence by the University by person bringing forward the charges, followed by the opening statement and presentation of evidence by the charged student.
- d. Questioning of University witnesses, followed by the questioning of charged student's witnesses. All questions shall be directed to the Student Conduct Board chairperson or Hearing Officer who will question the witnesses.
- e. Questions directed to the charged student and the University by the Student Conduct Board or Hearing Officer.
- f. Closing statement by the University, followed by the closing statement of the charged student.
- g. Deliberation by the Board or Hearing Officer (not taped).
- h. Decision and recommendation of sanction by the Board or Hearing Officer.

(h) The Student Conduct Board or Hearing Officer will find the student "Responsible" or "Not Responsible" for each of the alleged violations listed on the Notice of Charges. If the Board or Hearing Officer cannot reach a finding of "Responsible" or "Not Responsible" to a charge within a reasonable time period based on the complexity of the case, the chairperson shall call the Board as deadlocked and the Dean of Students may call a new hearing date with new board members to hear that charge. No person serving on the first board shall serve on the second board. If the second board also deadlocks, then the charges against the charged student shall be dismissed.

(i) If the charged student fails to appear at the scheduled hearing (after proper notice), the Student Conduct Board or Hearing Officer will review the case and make a decision without the student. Consideration will be given for non-appearance due to extenuating circumstances. The student relinquishes the right to appeal the decision of the Student Conduct Board or Hearing Officer and retains the right only to appeal the severity of the sanction.

(j) The Student Conduct Director shall send a notification in writing (Notice of Decision and Sanction) to the student of the decision of the Student Conduct Board or Hearing Office and the sanction(s) imposed within five academic days of the conclusion of the hearing.

(k) Sanction recommendations will be reviewed by the Provost/Executive Vice President for Academic Affairs prior to the dissemination of the Notice of Decision and Sanction. The Provost/Executive Vice President can return the decision to the Student Conduct Board or Hearing Officer for reconsideration.

7.6 Appeals

The accused student may appeal the finding of the Student Conduct Board or Hearing Officer (Responsible/Not responsible) or the sanctions imposed to the Dean of Students.

(a) Standards for Appeal.

1. Failure to receive the due process required by law.
2. Severity of the sanction.
3. New material or information that could not be discovered at the time of the hearing.

(b) All appeals must be postmarked or received in writing within five academic days of the date of the Notice of Decision/Sanction to the Dean of Students for consideration. All appeals must specify the basis for the appeal.

(c) The burden of proof for the appeal rests with the charged student.

(d) The student's pre-decision status will remain unchanged pending the appeal determination by the Dean of Students, except where the Dean of Students, determines that the safety, health or general welfare of the student or the university community is involved.

(e) After considering the appeal, the Dean of Students may reopen the hearing, order a new hearing with the same or new Conduct Board or Hearing Officer, uphold the prior decision and/or revise the sanction. The Dean of Students shall provide the student written notice of his/her decision within five academic days.

(f) The appeal determination of the Dean of Students is final and binding on all parties. There are no further appeals within the University except in cases where the sanction of suspension or expulsion has been imposed, in which case, a final appeal can be heard by the University President.

(g) In cases of Sexual Misconduct or Sexual Violence, where the Dean of Students has served as the Title IX investigator, appeals will be decided by the Vice President for Student Affairs.

7.7 Victims' Rights

Victims must notify the Student Conduct Director if they wish to exercise any of the rights listed in this section at least three academic days prior to any scheduled hearings.

(a) Victims' rights apply to the following types of cases:

1. Sexual Misconduct or Sexual Violence
2. Hazing
3. Stalking or harassment
4. Other types of physical abuse

(b) Rights

1. To have your complaint heard through a formal process and not be subjected to required mediation or informal resolution of your complaint.

2. To have the opportunity to challenge the impartiality of the Student Conduct Board member within three academic days of notification of the hearing.
3. To be present during the hearing.
4. To have an advisor of the alleged victim's choice accompany her/ him when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. The student may select, at his or her own expense, an attorney to serve as his/her advisor.
5. To submit a victim impact statement. This information would be used only in sanctioning, if the charged student is found responsible for the charge(s).
6. To have unrelated past behavior excluded from the hearing. The chair of the hearing board will decide if such information is unrelated. The past sexual history of the alleged victim is not usually considered relevant.
7. To submit questions to the hearing board. The hearing board will then consider posing those questions to the charged student.
8. At the request of the victims in cases involving sexual misconduct or violence, physical violence or stalking charges, the victim may request to testify in a separate room from the charged student so long as the process does not unduly compromise the charged student.
9. To be notified of the outcome.
10. To appeal the outcome of the case using the same standards of appeal available to the accused students.
11. Additional support services are provided to the victim through Counseling Center upon request of the victim through the Dean of Students office.

7.8 Emergency and Interim Measures

(a) The Dean of Students or designee has the authority to take appropriate immediate action against a student who poses a significant danger of imminent or serious physical harm to himself/herself or others at the University, or where the Dean of Students determines that an emergency exists which affects the health, safety, or welfare of a student or the University community or in compliance with university policies and procedures related to sexual misconduct or sexual violence.

1. Emergency and Interim Measures include but are not limited to, one or more of the following:
 - a. Interim Suspension. A student under interim suspension may not attend classes, may not be on or come onto University property, may not participate in any University activities or organizations, and may not use University facilities, equipment, or resources.
 - b. Interim Suspension from University Housing. A student under interim suspension from University Housing may not reside in University Housing and may not come into University Housing facilities and/or adjacent areas of University Housing.

- c. If the Dean of Students determines that other interim measures are more appropriate to protect the health, safety, or welfare of the student or the University community, the Dean of Students may:
 - 1. restrict or bar attendance of any or all classes
 - 2. restrict or bar access or contact with individuals;
 - 3. restrict or bar access to University property, places, facilities, or equipment;
 - 4. restrict or ban participation in University activities or organizations; or
 - 5. otherwise restrict or ban access to University resources or conduct.
 - d. If the Dean of Students determines that other interim measures are more appropriate to protect the health, safety, or welfare of the student who has been victimized, the Dean of Students may:
 - 1. request changes be made to an academic schedule at the request of the victim, or
 - 2. request changes be made to living arrangements at the request of the victim.
- (b) A student subject to Emergency and Interim Measures shall be furnished:
- 1. Written notice of the Emergency and Interim Measure and the reason(s) for the action.
 - 2. An opportunity to dispute the basis for such measures will be provided within 48 business hours of the action via a meeting with the Dean of Students.
 - 3. The opportunity to participate in disciplinary proceedings or to present relevant information for consideration of his/her case.
- (c) Emergency and Interim Measures may be taken at any time prior to the conclusion of the University Disciplinary process including during the appeal process.
- (d) A Dean of Students hold on registration may immediately be placed on all students who have Emergency and Interim Measures taken against them, which prevents the student from accessing, changing, or altering his/her course registration and/or admission status.

7.9 Sanctions

The following are University sanctions that may be assigned as a result of a student or student organization found responsible for violating the Code of Student Conduct. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, groups of students, and student organizations.

The Preliminary Action Office, Hearing Officer, or Student Conduct Board will consider a student's or student organization's prior conduct in determining appropriate sanctions.

A. Warning: A finding that the behavior violated a community standard and a written or verbal warning was issued to the student or student organization that any repetition of the behavior will result in more severe disciplinary action.

B. Educational Sanction: An order requiring the student or student organization to perform mandated service or to participate in an education program or activity, including, but not limited to, an educational seminar, paper, a treatment program for alcohol or drug abuse, psychological or psychiatric counseling, or other program/task designed to assist the student in learning more about how their behavior impacted themselves and/or the community.

C. Parental Notification: A letter or phone call notifying a parent or guardian of a student who is under 21 years of age (at the time of the misconduct) that he/she has committed a violation of law or university policy pertaining to drugs or alcohol.

D. Alcohol Sanctioning Guidelines

The below sanctions are guidelines. Sanctions may be altered based on the severity of the incident, the impact upon the community, and/or the student's discipline history.

Incident results in the following:

	Harm to Self, Others, or Property and/or Violations of Law	No Harm to Self, Others, or Property and/or Violations of University Policy
First Offense	Written warning, substance abuse assessment, probationary period of no less than one academic semester, \$100 fine and Parental Notification.	Written warning, Alcohol Edu workshop, \$100 fine, and Parental Notification.
Second Offense	Completion of an outpatient substance abuse program, probationary period for no less than one academic year, \$500 fine, possible removal from campus housing and/or suspension from University, and Parental Notification.	Substance abuse assessment, probationary period for no less than one academic semester, \$500 fine and Parental Notification.
Third Offense	Suspension from school for no less than two academic semesters, \$1000 Fine, Parental Notification, and permanent removal from campus housing. Further violations may result in	Completion of outpatient substance abuse program, possible removal from campus housing and/or suspension from University, \$1000 fine, probationary period for at least one academic calendar year

dismissal or expulsion from the University.	upon return to University and Parental Notification.
---	--

E. Drug Violations Sanctioning Guidelines

The below sanctions are guidelines. Sanctions may be altered based on the severity of the incident, the impact upon the community, and/or the student's discipline history.

Incident results in the following:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, Substance abuse assessment, Probationary period for no less than one academic year, \$100 fine, Parental Notification, Possible removal from campus housing and/or suspension from the University.	Written warning, substance abuse assessment, \$100 fine, probationary period for no less than two semesters, possible removal from campus housing, and Parental Notification.
Second Offense	Suspension from the University for no less than one academic semester, Permanent removal from campus housing, Completion of substance abuse treatment program, Probationary period for no less than one academic year, \$500 fine and Parental Notification.	Probationary period for no less than one academic year, Completion of an outpatient substance abuse treatment program, \$500 fine, removal from campus housing and/or possible suspension from the University, and Parental Notification.
Third Offense	Suspension from university for no less than three academic semesters, \$1000 fine and Parental Notification. Further violations may result in dismissal or expulsion from the University.	Suspension from the University for no less than one academic semester, probationary period for no less than one academic year, \$1000 fine, Permanent removal from campus housing and Parental Notification. Further violations may result in dismissal or expulsion from the University.

F. Restitution: Requires a student or student organization to pay for damages to property, or the property of members or of visitors to the University, or for

misappropriation of University funds, or for other expenses incurred as a result of violations of the Code of Student Conduct. Such reimbursement will be charged to any student who alone, or through group activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

G. Fine/Administrative Fee: A fine or fee requires a student or student organization to pay a sum of money. Fines and fees assist with costs associated with educational workshops and programs. The Student Conduct Director shall determine the amount of the fine. Fines may be imposed separately or in addition to any other sanction(s).

The following fines or fees listed may be assessed:

Amount	Reason
Up to \$100	Plagiarism Workshop
Up to \$100	Fine due to 1st alcohol or drug violation.
Up to \$500	Fine due to 2nd alcohol or drug violation.
Up to \$1000	Fine due to 3rd (and each subsequent) alcohol or drug violation.
Up to \$2000	Fine maximum for any type of fine

H. Probation: A trial period during which a student or student organization must behave in a manner acceptable to the University. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate University officials. Conditions of probation may be set forth which restrict the student's participation in co-curricular activities such as holding a student leadership position, competing in a sporting event(s), being employed on campus or other specified activities. Disciplinary probation status may also affect qualifications of some awards, prizes, or financial aid, particularly those stipulating conduct acceptable to the University. Established proof of a violation of the terms of probation, or of a further incident of misconduct while on probation, may result in separation from the University for no less than one academic semester.

I. Loss of Privilege: The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student or student organization from participating in co-curricular or athletic activities, continuing a degree program, and/or prohibit a student from enrolling in a class or classes. This sanction may be imposed separately or in addition to any other sanction(s).

J. Termination of Recognition: An order terminating University recognition of a registered student organization for a specific or indefinite period of time.

K. No Contact Order: No contact orders are designed so that students or student organizations involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no contact orders are not to contact each other using ANY means. This includes, but is not limited to comments, words or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members etc.) act on his/her behalf.

L. Suspension: An action which excludes the student or student organization from registration, class attendance, residence in University-owned or -managed housing, and use of University facilities for a specified period of time normally not to exceed three academic semesters. The privilege of the use of University facilities/property is withdrawn by this action unless specific permission otherwise is obtained from the conduct officer. Suspension for an unlawful act may include the issuance of a criminal trespass warning by the University Police.

When the suspension action is decided upon after the eighth week of the semester and the presence of the student on campus is deemed not to be a threat, the suspension may be deferred until the end of the semester at the discretion of the Student Conduct Board or Student Conduct Director or his/her designee. Should the student be readmitted, established proof of a further incident of misconduct will result in additional suspension periods, dismissal, or expulsion. Additionally, the failure to observe the terms and conditions of a suspension may cause the extension of the suspension period or in further disciplinary action.

Furthermore, a notation will be placed on a student's transcript indicating disciplinary suspension for the entire duration of the student's suspension. Lastly, upon completion of the period of suspension and fulfillment of all conduct sanctions, the student must comply with all academic admission standards then in effect in order to re-register.

M. Deferred Suspension: This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is again found responsible of violating the Code of Student Conduct, the suspension will take place immediately without appeal.

N. Expulsion: The permanent loss of the privilege of registration, class attendance, and residence in University owned or managed housing. The privilege of the use of University facilities or property is also withdrawn by this action. A student who has been expelled is not eligible for readmission. Furthermore, a notation will be placed on a student's transcript indicating disciplinary expulsion. Students expelled for unlawful conduct will also be issued a criminal trespass warning by the University Police.

7.10 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 Section 6.13).
 - c. Notice to Dean of Students. The faculty member shall give written notice of the incident to the Dean of Students. The notice shall state the name of the student, the nature of the academic misconduct that occurred, and the academic sanction imposed.
 - d. Disciplinary Record Entry. The faculty member's notice to the Dean of Students 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 Section 7.3.
2. Other Referral. Upon receiving two or more notices from faculty concerning instances of academic misconduct by the same student, the Dean of Students 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.

7.11 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 and the documentation of the PAO's disposition of the complaint (dismissal, referral to the Student Conduct Director for sanction, or referral to the Student Conduct Board or Hearing Officer)
- 3.All documents filed in connection with an appeal at the Preliminary Action stage
- 4.All pre-hearing documents (or copies thereof) exchanged between Student Conduct personnel and the accused student and complainant.
- 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 Student Conduct Board
- 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 should 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 that 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 Dean of Students shall have control over the student's disciplinary record and shall see that it is kept secure, complete, and confidential, 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 Dean of Students (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 Board, and the disposition of the case on appeal from the Board's determination. A synopsis shall be made of any instances of academic misconduct that have been handled by faculty outside the disciplinary process and reported to the Dean of Students.

E. Disclosure – Disciplinary Authorities. Information about a Respondent's past disciplinary record provided to the Director and the Board prior to selection of a sanction shall be generally in the form of the case synopsis.

F. Disclosure – Third Parties.

1. General. 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 Dean of Students 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 Dean of Students may release such information as is permitted by law pertaining to the confidentiality of an educational record.
2. Minor Student's Alcohol/Drug Violation. If a student under the age of 21 is found, under the procedures set forth in this Code, to be responsible for misconduct by virtue of having violated federal, state, or local law or institutional policy governing the use or possession of alcohol or a controlled substance, the Dean of Students may disclose to the student's parents information from the case synopsis pertaining to such misconduct.
3. Misconduct Involving Violence or Non-forcible Sex Offense.
 - a. To the Public. The Dean of Students may disclose to the public generally the final results of a proceeding involving charges that the accused student engaged in behavior that would constitute a crime of violence or a non-forcible sex offense. This disclosure may only be made, however, if it is determined under the procedures set forth in the Code that the accused student is responsible for misconduct with respect to those charges.
 - b. To the Victim. The Dean of Students may disclose to the victim of misconduct involving violence or a non-forcible sex offense the final results of the disciplinary proceedings conducted under this Code. This disclosure will be made regardless of whether the accused student is found responsible for the misconduct or not.
 - c. Final Results. The final results that may be disclosed under the foregoing provisions include generally the information in the case synopsis, except that the name of the Complainant and any students other than the accused student may not be disclosed without their consent.

7.12 Miscellaneous Provisions

A. Definitions:

1. "Case File:" See Section 7.11, part 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 that 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 registered 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 intangible 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 that is registered 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.

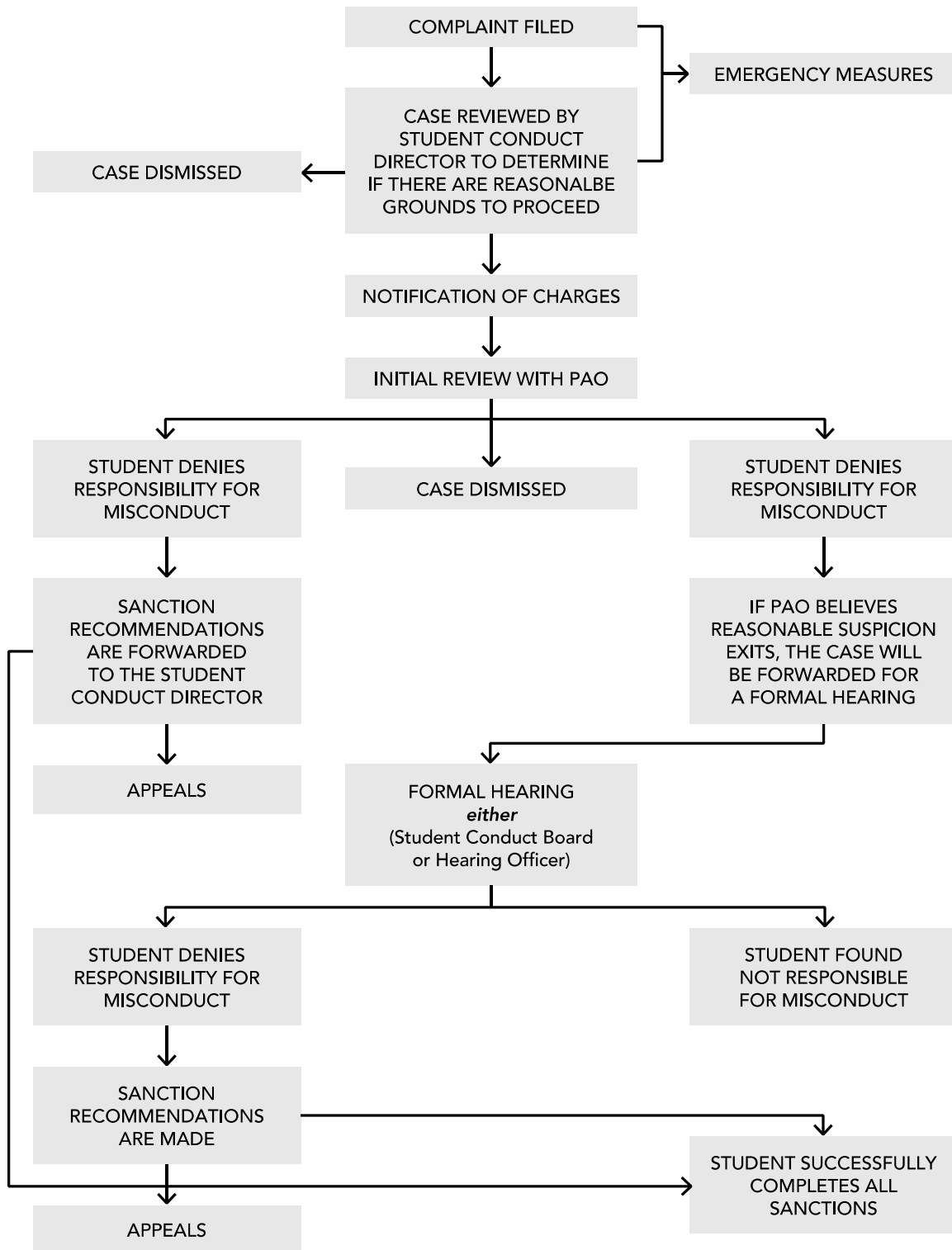
B. Notice. When written notification is required under this Code, it may be accomplished by any means reasonably calculated to bring the matter to the attention of the student, such as personal delivery; certified or regular mail to the student's current residence, as recorded in the University's student information database; posting the writing on the front door of the student's residence; email to the student's official University email address.

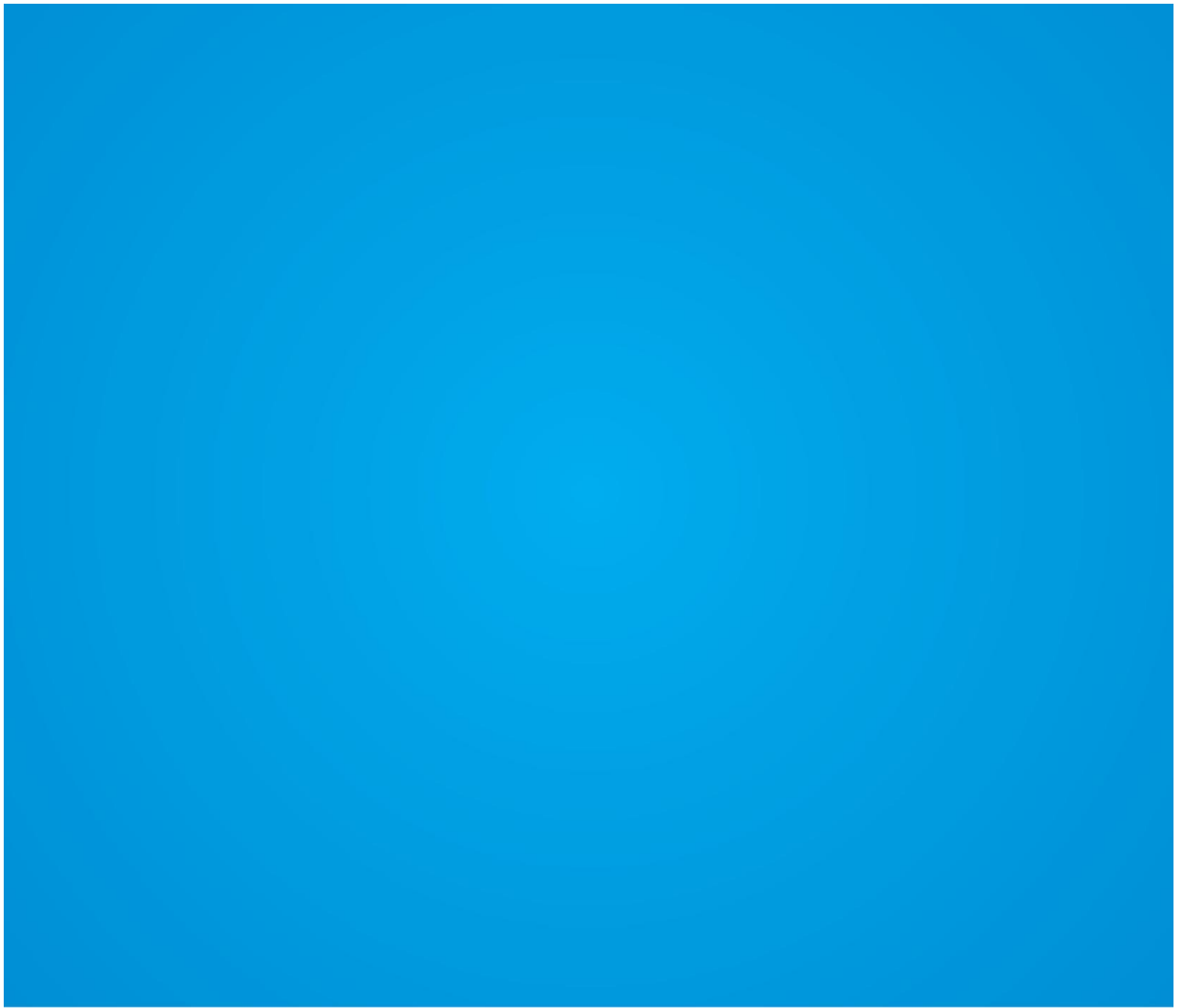
C. Paragraph Titles. Paragraph titles have been included in this Code only for purposes of easy reference. They shall have no substantive effect nor shall they alter or add to the meaning of the paragraphs to which they pertain.

D. Amendments. Any proposed amendment to this Code shall be submitted to the

Dean of Students 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 Dean of Students.

STUDENT CODE OF CONDUCT FLOW CHART //





Dean of Students Office
Charger Union 223
256-824-6700
uah.edu/student-affairs/welcome