

# 2012-2014 STUDENT HANDBOOK



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

STUDENT HANDBOOK 2012-14

## **INTRODUCTION**

The University of Alabama in Huntsville 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 covered 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 UAHuntsville 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.

UAHuntsville 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, a research-intensive university, is committed to rigorous scholarship, innovative education, technological research, cultural growth, and entrepreneurial creativity in order to enrich our global community.

## **BUILDING ABBREVIATIONS**

<b>ACU</b>	Alabama Credit Union
<b>BC</b>	Bevill Center
<b>BAB</b>	Business Administration Building
<b>BSB</b>	Business Services Building
<b>CCRH</b>	Central Campus Residence Hall
<b>CRB</b>	Central Receiving Building
<b>CV</b>	Charger Village
<b>EB</b>	Engineering Building
<b>FFH</b>	Frank Franz Hall
<b>IMF</b>	Intermodal Facility
<b>JRC</b>	Johnson Research Center
<b>LIB</b>	M. Louis Salmon Library
<b>MDH</b>	Madison Hall
<b>MH</b>	Morton Hall
<b>MSB</b>	Material Science Building
<b>NCRH</b>	North Campus Residence Hall
<b>NB</b>	Nursing Building
<b>OB</b>	Optics Building
<b>PPB</b>	Physical Plant Building
<b>RH</b>	Roberts Hall
<b>SC</b>	Shelby Center
<b>SKH</b>	Shelbie King Hall
<b>SECH</b>	Southeast Campus Residence Hall
<b>SH</b>	Spragins Hall
<b>TH</b>	Technology Hall
<b>UAG</b>	Union Grove Art Gallery
<b>UC</b>	University Center
<b>UFC</b>	University Fitness Center
<b>VBRH</b>	Werner von Braun Research Hall
<b>WH</b>	Wilson Hall

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CAMPUS MAP



## EASY ACCESS TO PROBLEM SOLVING

Category	Location	Phone 256-824-
<b>Academics</b> 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	UC 118	7777
Accounting & Information Systems	BAB 350	6159
Admission Office	EB 117	2773
<b>Advising</b> Business Administration Engineering Liberal Arts Nursing Science Pre-law Pre-health Undeclared Personal	BAB 102 EB 157 MH 220 NB 207 MSB 206 MH 250B SC 302P MDH 228 MDH 136	6024 6877 2867 6742 2505 2310 2394 6290 6203
Alliance for Minority Participation (AMP)	SC 369	6235
Alumni Relations	SKH 312	2586
Appeal Parking Tickets	IMF	6596
Art and Art History	WH 106	6114
<b>Athletics</b>	SH 205	6144

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<b>Category</b>	<b>Location</b>	<b>Phone 256-824-</b>
Varsity Sports (Men & Women) Baseball Basketball Cross Country Hockey Soccer Softball Tennis Track Volleyball		
Audit Class	UC 118	7777
Auto Registration	IMF	6596
Biological Sciences	SC 369A	6260
Books and Supplies	UC Lower Level	6600
Bursar	UC 213	2732
Business Administration	BAB 102	6024
Campus Mail	CRB	6116
Campus Police	IMF	6911
Charger Café	UC First Floor	6137
Charger Central	UC 118	7777
Chemical & Materials Engineering	EB 130	6810
Chemistry	MSB C203	6153
Civil & Environmental Engineering	TH S201	6854
Clubs/Student Activities	UC 106	4739
Communication Arts	MH 342	6645
Computer Science	TN N300	6088
Continuing Education	WH 103C	6010
Counseling Center	MDH 136	6203
Day Care (University Preschool)	UC (TEMP)	837-9553
Dean of Students	UC 114	6700
Disability Services	UC 113	6203
Economics & Information Systems	BAB 333	6590
Education	MH 232	6180

<b>Category</b>	<b>Location</b>	<b>Phone 256-824-</b>
Education Certification	MH 241C	6220
Email and Internet Accounts	LIB Reference Desk	3333
<b>Employment</b>		
Staff	SKH 102	6381
Student	MDH 111	6741
<b>Engineering</b>		
Chemical	EB 130	6810
Civil & Environmental	TH S201	6854
Electrical, Computer & Optical	EB 272	6316
Industrial & Systems	TH N143	6256
Mechanical & Aerospace	TH N274C	6184
English	MH 222	6320
Finance & Economics	BAB 333	6590
Foreign Languages & Literatures	MH 308	6300
Graduate Studies/Dean	MDH 134	6002
<b>Graduation</b>	UC 118	7777
Application for Graduation		
Greeks	UC 106	5603
Health Insurance	UC 114	4739
History	RH 409	6310
Honors Program	MH 336	6450
Housing	601 John Wright Dr.	6108
Humanities Center	RH 316	6583
I.D. Card	UC 147	2720
<b>Information</b>		
UAHuntsville Website	<a href="http://www.uah.edu">http://www.uah.edu</a>	
Information Technology & Systems Center	TH S339	6868
Instructional and Testing Services	BAB 226	6725
International Programs & Services	MH 137	6055
International Students	UC 116	2748
Intramural (Recreational)	SH 205	7529

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Category	Location	Phone 256-824-
Sports		(PLAY)
Learning Resource Center	WH 312	6139
Liberal Arts (Dean)	MH 256	6200
<b>Library Services</b>	LIB	
Director		6497
Technical Services		6540
Circulation		6536
Government Documents		6526
Reference		6529
Lost and Found	IMF	6596
Mail Facility	CRB	6116
Management & Marketing	BAB 355	6680
Material Development in Space Consortium	VBRH M-65	6621
Material Sciences Program	VBRH D11	6054
Mathematical Sciences	SC 258	6470
Multicultural Affairs	MD 330	6822
Music	RH 206	6436
Nursing	NB 210	6345
Optical Science & Engineering Program	OB 400	2561
Parking and Traffic	IMF	6596
Payment of Bills	UC 213	6222
Payroll Services	SKH 151	6021
Philosophy	MH 332	6555
Physics	OB 201	6276
Police, Campus	IMF	6911
Political Science	MH 250	6192
Pre-Health	WH 240	2394
Pre-Law	MH 256	6200
Psychology	MH 335	6191
Research Institute	VBRH E47	6479
Science	MSB C207	6605
Sociology	MH 344	6190
Space Plasma	TH S101	6660
Student Affairs (Dean of Students)	UC 114	6700
Student Financial Services	UC 212	6271

<b>Category</b>	<b>Location</b>	<b>Phone 256-824-</b>
Student Government Association	UC 200	6375
Student Health Center	UC 203	6775
Student Services (Charger Central)	UC 118	7777
Student Success Center	MDH 230	2478
The Charger Times (Newspaper)	UC 104	6090
Tom Bevill Center	BC	721-9428
Transcripts	UC 118	7777
Tutoring & Writing Center	MDH 123	3472
University Center	UC 100	6445
Veterans Affairs	UC 212	2758
Withdrawal from Classes or University	UC 118	7777
Withdrawal from Housing	601 John Wright Dr.	6108

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Category	Location	Phone 256-824-
<b>Facilities Available for Student Use</b>		6445
University Center	UC 110	7776
Classrooms	UC 110	7776
Housing Recreation	UC 110	7776
University Fitness Center	500 John Wright Dr.	5500
<b>Student Recreational Programs and Cultural Activities</b>		
Art Gallery	Union Grove Library	6114
Association for Campus Entertainment (ACE)	UC 106	6428
Intramural (Recreational) Sports	SH 205	7529 (PLAY)
Student Government Association (SGA)	UC 200	6375
<b>UAHuntsville Administration</b>		
President	SKH 370	6340
Provost	SKH 366	6337
Associate Provost	SKH 365	6767
Vice President for Finance & Administration	SKH 358	6350
Vice President for Research	VBRH 130	6100
Vice President for Diversity	SKH 341	4600
Vice President for University Advancement	SKH 300	6127
<b>Dean's Offices</b>		
College of Business Administration	BAB 202	6735
College of Engineering	EB 102	6474
College of Liberal Arts	MH 256	6200
College of Nursing	NB 210	6345
College of Science	MSB 207	6605
School of Graduate Studies	MDH 134	6002
Dean of Students	UC 114	6700

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Chapter 1:  
**STUDENT RECREATIONAL  
FACILITIES**

# **CHAPTER 1 – STUDENT RECREATIONAL FACILITIES**

## **1.1 UNIVERSITY CENTER**

University Center Director

Location: University Center 100

Phone: (256) 824-6445

### ***General Information***

The University Center (UC) is a part of the co-curricular educational program of the University and is designed to enhance student socialization, engagement, and entertainment and to provide the space for students to gather, meet and learn outside the classroom. It offers facilities to meet the intellectual, social, recreational, and cultural needs of students, faculty, staff, alumni, and the Huntsville community.

The facility offers meeting rooms, a dining room and cafeteria, lounges, a game room, TV viewing rooms, the Charger Brew coffee shop, a preschool learning center (temporarily), and the University Bookstore which is located on the bottom floor of the University Center.

Additionally, the building houses the offices of the Dean of Students, ROTC, Student Health Center, Student Activities, Student Government Association, Association for Campus Entertainment, The Charger Times (newspaper), Charger Card, Assistant Vice President for Enrollment Services, Registrar, Charger Central (Student Service Center), Student Records, Student Financial Services, International Student and Scholar Office (ISSCO) and Bursar.

### ***Game Room***

Located on the bottom floor of the University Center, the Game Room offers one console gaming-ready room, two TV rooms, two Joola Olympic table tennis tables, one Cyclone Tornado 2 table soccer table, lounge furniture, and a mini theater featuring the Underground Film

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series. The theater consists of ten luxury recliners and a 60" LG plasma TV with 5.1 surround sound.

### ***Meeting Rooms and Audio Visual Services***

The University Center has 10 meeting rooms designed for a variety of functions. The rooms can accommodate meetings and events for up to 500 people. The facility has a large number of tables as well as easels, whiteboards and moveable stage.

In addition to reserving space, the University Center staff can assist with designing event space to maximize audience comfort. The Conferences and Events office is located in University Center room 100 or at (256) 824-7776. The University Center offers professional in-house audio visual services customized to events. The Audio Visual is located in University Center room 111 or at (256) 824-2302.

## **1.2 UNIVERSITY BOOKSTORE**

Location: University Center Lower Level

Phone: (256) 824-6600

The University Bookstore is a full-service college bookstore operated for the needs and convenience of the UAHuntsville community. In addition to providing textbooks and other items required for courses taught on campus, the bookstore sells UAHuntsville sportswear, greeting cards, study aids, gifts, and one of the most complete line of collegiate school supplies in the city.

The University Bookstore is perhaps best known for featuring the largest selection of technical reference books and academically priced software in North Alabama. In addition to the wide variety of titles in stock, the bookstore will gladly special order any book in print. You may visit their web site at <http://www.uah.bncollege.com>.

## **1.3 UAHUNTSMVILLE GALLERIES OF ART**

Department of Art and Art History

Location: Wilson Hall Room 160B

Phone: (256) 824-6114

The Art Department organizes exhibitions and events in three galleries on the UAHuntsville campus. The Union Grove Gallery and Meeting Hall is located just west of the University Center. The Art Gallery, located in the library, and the Art Department Gallery in Wilson Hall provide opportunities for the University and Huntsville communities to view the work of local, regional, and nationally recognized artists. The exhibitions change monthly and offer a wide range of artistic perspectives.

## **1.4 SPRAGINS HALL**

Athletic Department

Location: Spragins Hall Room 205

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

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

The primary use is for varsity athletics.

## **1.5 UNIVERSITY FITNESS CENTER**

500 John Wright Dr.

Phone: (256) 824-5500

Since opening its doors in September 2001, the University Fitness Center has been well utilized by students.

This complex provides students, faculty/staff, and community members the opportunity to use three full size gymnasiums, a 70+ piece weight room, two aerobic rooms with classes offered at regular intervals, cardio fitness area with cardio theater containing over 40 pieces of equipment from which to choose, a 1/10th mile track, and an indoor pool with lap swimming and aquatic classes.

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

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



Chapter 2:

**STUDENT ADVISING  
AND CAREER SERVICES**

## **CHAPTER 2 – STUDENT ADVISING AND CAREER SERVICES**

### **2.1 STUDENT SUCCESS CENTER**

Location: Madison Hall 230

Phone: (256) 824-2478

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 and career goals. Focusing on student-centered programming, the SSC offers UAHuntsville 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, academic coaching, general college advising and career development, which includes cooperative education and career counseling. In addition, the SSC houses the First Year Experience and Honors programs, both of which encourage students to gain the confidence and develop the commitment necessary to reach their potential.

### **2.2 ACADEMIC COACHING**

Location: Madison Hall 118

Phone: (256) 824-4581

The general purpose of coaching is to assist students in becoming personally responsible and independent so they can make better choices while pursuing their academic goals. Coaches empower students to take ownership of their academic success by working with students on skills, such as managing time, developing effective study habits, and creating academic goals. For more information or to make an appointment please visit the Student Success Center website or call the Academic Coaching office.

## **2.3 OFFICE OF CAREER DEVELOPMENT**

### **(AND COOPERATIVE EDUCATION)**

Location: Madison Hall 111

Phone: (256) 824-6741

The Office of Career Development is a comprehensive career center providing services to all UAHuntville students and alumni. Through assessments, individual counseling, workshops, and classroom presentations, the staff helps students choose or solidify career goals, prepare for the job search, and transition to the workplace. Using ChargerPath, UAHuntville's career management system, along with other social and networking sites, the staff introduces students to job opportunities both on and off campus. Experiential learning opportunities, including cooperative education and degree related internships, are recognized as outstanding ways to gain practical work experience while in college and remain a focus of the Office of Career Development staff.

The Cooperative Education (Co-op) and Internship programs offer qualified students the opportunity to gain practical work experience while earning a degree. Students work in commercial or government jobs directly related to their fields of study. The many benefits to this multi-term, professional experience include clarity of career choice, increased understanding of classroom theory, enhancement of marketability to employers following graduation, and networking with professionals.

Please visit the Student Success Center website for more information about any of our programs, links related to co-op jobs, internships, career exploration, employment (on and off campus), and upcoming events.

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## 2.4 FIRST YEAR EXPERIENCE PROGRAM

Location: Madison Hall 223

Phone: (256) 824-6392

The First Year Experience (FYE) has long been recognized as one important foundation for student success. Focusing on the first year is a key means to help new students build a solid academic and personal foundation that will allow them to have a positive experience throughout their academic career at UAHuntsville.

The FYE Program at UAHuntsville is a series of classes, activities, and events that fulfill three general goals:

- To provide a smooth transition from high school to college.
- To provide students new to the university environment with important academic and social tools that serve in contributing significantly to student success.
- To gain skills that can be used throughout students' lives beyond graduation.

Charger Success 101 is the course at the core of the FYE Program. These are important details about the course:

- It is a course required of all first year students and must be taken in the first semester at UAHuntsville.
- Sections are small, limited to 25 students.
- Sections meet once a week and receive one-hour graded credit with a minimal amount of out-of-class assignments.
- Course content focuses on topics such as college-level study skills, time management, goal setting, and career exploration.
- Building relationships with other first year students in your section is an important outcome. Class structure will focus on learning through participation and partnering with classmates in a variety of learning-oriented activities and assignments.

Other components of the FYE program include supporting students in Compass Orientation; being involved in Fall Convocation, the formal ceremony welcoming freshmen to UAHuntsville; participating in the Week of Welcome at the beginning of the fall semester; collaborating with University Housing in supporting the freshman residence halls; and sponsoring events that provide a variety of social opportunities for new students.

## **2.5 ADVISING**

### **2.5.1 ACADEMIC ADVISING**

Academic Advising is available to students in each of the colleges of Business Administration (BAB 102, 256-824-6787), Education (MH 232A, 256-824-6220), Engineering (EB 157, 256-824-6877), Liberal Arts (MH 220, 256-824-2867), Nursing (NB 207, 256-824-6742), and Science (MSB C206, 256-824-2505).

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 UAHuntsville, 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.

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### ***Pre-professional Planning***

Students interested in law 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 (MH 250B) and the Pre-health areas of dentistry, medicine, pharmacy, and veterinary medicine (SC 302P).

All pre-law students should seek academic counseling from the pre-law advisor, currently Dr. Jeff Summerlin-Long in the Department of Political Science (Office: Morton Hall 250B; Contact: [jeffrey.summerlin-long@uah.edu](mailto:jeffrey.summerlin-long@uah.edu)). 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.

Pre-Health advisement is offered through the UAHuntsville to assist students in a variety of health profession careers. All pre-health students should seek academic counseling from the pre-health advisor, Dana Parcher (Office: Shelby Center 302P; Contact: [dana.parcher@uah.edu](mailto:dana.parcher@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. UAHuntsville offers academic preparatory options which 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 GENERAL COLLEGE ADVISING**

Location: Madison Hall 229

Phone: (256) 824-6290

The General College Advising office advises students with undeclared majors, students who are non-degree and transient, as well as all students admitted conditionally regardless of major. Undeclared students are those who have not decided on a major or who are

exploring different majors. All undeclared students are required to meet with the General College Advisor each semester to review their academic progress and plan their courses for the next semester.

Undergraduate students admitted on a conditional basis, regardless of major, must meet with the General College Advisor each semester as long as the students remain in the conditional status. Conditional students who do not meet the requirements for regular admission either as first-time freshmen or as transfers have reduced academic course loads until they complete the required number of semester hours with acceptable grade point averages.

Undergraduate non-degree and transient students are not required to meet with an advisor, but they may seek advising through the General College Advising office. However, non-degree and transient students may be precluded from web registration if the courses they wish to take at UAHuntsville have prerequisites. Non-degree and transient students should submit a copy of their college transcripts to the General College Advising office so that an advisor can determine if all course prerequisites, as listed in the current UAHuntsville catalog, have been met.

## **2.6 UNIVERSITY HONORS PROGRAM**

Location: Morton Hall 336

Phone: (256) 824-6450

The University Honors Program is a campus-wide academic enrichment program for especially talented undergraduate students in all majors and disciplines. The program fosters excellence in critical thinking, personal creativity, intellectual development, and independent research. The University Honors Program 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. All courses offered for Honors credit each semester are also listed on the Honors website (<http://www.uah.edu/honors>). Other courses include special interdisciplinary seminars, opportunities for internships, independent

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study and research, including the opportunity to work closely with faculty on the required Honors Thesis.

Admission to the program 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 program also makes individual assessments based on other factors, including essays and personal interviews. Currently enrolled UAH and transfer students with a college GPA of 3.3 or higher may apply. Any student interested in determining his or her eligibility should contact the Honors Office. 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 Program affords with other talented and highly motivated students. Honors housing is available in Frank Franz Hall and Charger Village. The Honors Program also offers enjoyable extracurricular activities, including social events, a mentoring program for incoming Honors freshmen, community service projects, and leadership opportunities.

## **2.7 PEER ASSISTED STUDY SESSION PROGRAM**

Location: Madison Hall 123

Phone: (256) 824-6216

The Peer Assisted Study Session (PASS) program provides academic support for students enrolled in specifically designated classes that are considered historically difficult. Working with the faculty who teach those classes, PASS hires undergraduate peer leaders who have been successful in the class to re-attend the class along with currently enrolled students and then facilitate group study sessions three times per week. PASS leaders complete a rigorous training course, and they work toward tutor certification through the College Reading and Learning Association. The goal is to work with students not only on content, but also on study and learning strategies. Students can participate in PASS by registering for classes coded with a P in the schedule of classes. For more information, please visit the Student Success Center website at <http://www.uah.edu/ssc>.

## **2.8 PROJECT SUCCESS: EARLY ALERT PROGRAM**

Location: Madison Hall 118

Phone: (256) 824-4581

This 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: Madison Hall 123

Phone: (256) 824-3472

The Tutoring and Writing Center offers free tutoring in over 100 subjects to currently enrolled UAHuntsville students.

Individual one hour appointments are available Monday through Thursday from 9:00 am until 7:00 pm and Fridays from 9:00 am until 3:00 pm in Madison Hall.

Please visit the Student Success Center website to make an appointment and to see a current list of subjects offered for tutoring.

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.

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## 2.10 CHARGER CENTRAL

Location: University Center 118

Phone: (256) 824-7777

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

Friday, 7:30 a.m. to 5:00 p.m.

Charger Central is every student's best friend. Located in the University Center, Charger Central is a one-stop shop for all student enrollment and registration needs. Charger Central 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. Charger Central is located in the University Center room 118 or visit <http://www.uah.edu/registrar/charger-central/welcome> to learn more.

## 2.11 DEAN OF STUDENTS OFFICE

Location: University Center 114

Phone: (256) 824-6700

URL: <http://www.uah.edu/student-affairs/welcome>

The Division of Student Affairs at UAHuntsville 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 UAHuntsville 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.

### ***Student Conduct***

The Office of Student Conduct at UAHuntsville 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 & Sorority Life***

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

### ***Student Activities***

The Office of Student Activities at UAHuntsville offers comprehensive student life programs that promote a vibrant cultural, social, and educational campus experience. This mission is accomplished through the support of registered student organizations, student governance activities, and the promotion of school spirit.

### ***Undergraduate Minority Student Mentoring Program***

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

### ***Student Life***

The Office of Student Life at UAHuntsville encourages personal and community growth by providing students the opportunity to connect, engage, and develop through participation in university traditions, campus-wide events, and leadership programs.

### ***Student Health Center***

The Student Health Center at UAHuntsville provides easily accessible, affordable, and high quality health care for students. This mission is accomplished through a variety of educational and medical programs and services. UAHuntsville also offers a comprehensive health insurance plan (currently through Unitedhealthcare) for students who are enrolled in at least 6 credit hours. For information on cost,

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coverage, and application materials, visit <http://www.uah.edu/health-and-wellness/student-health-center/student-insurance-plan>.

### ***Charger Recreation***

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

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

Location: University Center 112A

Phone: (256) 824-6561

(or contact the Alabama A&M University ROTC department:

[ROTC@aamu.edu](mailto:ROTC@aamu.edu)

256-372-4023

256-372-8749

1-800-401-1880)

The ROTC Program is a cooperative program contractually agreed to by the United States Army and Alabama A & M University as a means of providing the US Army with highly qualified and motivated young men and women with leadership potential. Full-time students enrolled in the University of Alabama in Huntsville may participate in ROTC under a cross-enrollment program between UAHuntsville 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 the six-week Leadership Development and Assessment Course (LDAC) during the summer, normally between their junior and senior academic years.

### ***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 as full-time students at UAHuntsville (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 US 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 as a full-time student at UAHuntsville;

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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 points);
4. Demonstrate potential for leadership and further service in the US Army (as determined by the Professor of Military Science).

### ***Additional Information Sources***

Additional information about Army ROTC can be found at:

1. General information about the ROTC program:  
<http://www.goarmy.com/rotc/index.jsp>.
2. Specific information about Alabama A&M University's ROTC program including contact information:  
<http://www.aamu.edu/Academics/alns/militarysciences/Pages/default.aspx>

## **2.13 INSTRUCTIONAL AND TESTING SERVICES**

Location: Wilson Hall Room 225A

Phone: (256) 824-6725

The office of Instructional and Testing Services administers tests pertaining to admission, credit by examination, deferred final exams, academic placements, and accommodated tests in Room 225 Wilson Hall.

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), UAHuntsville Chemistry Placement Test, UAHuntsville Math Placement Test, UAHuntsville Composition Placement Test, UAHuntsville English Language Placement Test (ELPT), and proctored examinations for students attending other institutions and for the community. Testing Services also administers

accommodated tests for UAHuntsville students registered with Disability Support Services (DSS).

UAHuntsville 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 for the UAHuntsville Math and Chemistry placement examinations, Residual ACT, CLEP, and MAT online at <http://www.uah.edu/testing>. Students requiring the UAH Composition Placement examination must call to schedule an appointment at 256-824-6725. International students who need to take ELPT must register directly with the ESL office at [esl@uah.edu](mailto:esl@uah.edu). Registration through the test company is required for ACT, GRE Subject, FE and iBT TOEFL.

## **2.14 INTERNATIONAL STUDENT SERVICES**

### **INTERNATIONAL STUDENT AND SCHOLAR OFFICE**

Location: University Center 116

Phone: (256) 824-2748 or (256) 824-6078

### **OFFICE OF INTERNATIONAL PROGRAM AND SERVICES**

Location: Madison Hall 137

Phone: (256) 824-6055

Services for international students at UAHuntsville are provided by both the International Student and Scholar Office (ISSO) and the Office of International Programs and Services (OIPS).

The International Student and Scholar Office 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

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responsibility is to assist F Visa students, UAHuntsville sponsored J Visa students and scholars, individuals sponsored by UAHuntsville for employment purposes and their dependents with the myriad of processes required to be enrolled as a student or hired as an employee of UAHuntsville. 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 UAHuntsville sponsored employees, researchers, and students, and a highly complex government bureaucracy.

The International Student Scholar Office ensures the university is SEVIS compliant, that F students and J students and scholars have appropriate information and guidance necessary to maintain their status in the U.S., as well as oversee the UAHuntsville J Exchange Visitor Program. The office prepares immigration paperwork for foreign national employees who require sponsorship in order to be eligible to work at UAHuntsville and ensures that the university is compliant with the Department of Labor and US Citizenship and Immigration Services (USCIS) requirements when sponsoring employees to work for UAHuntsville. The office seeks to promote increased understanding of the immigration system and multiple immigration classifications of UAHuntsville 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, (MDH 137) works with the U.S. Department of State and other agencies to bring international students and groups to the UAHuntsville 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 UAHuntsville 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: Madison Hall 108

Phone: (256) 824-6822

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 UAHuntsville 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 the following:

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

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- Monthly Ribbon Awareness
- Cultural Highlights Displays

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



Chapter 3:  
**STUDENT SUPPORT SERVICES  
AND POLICIES**

## **CHAPTER 3 – STUDENT SUPPORT SERVICES AND POLICIES**

### **3.1 COMPUTER SERVICES**

i.t.solutions

Location: Salmon Library

Phone: (256) 824-3333

Student e-mail and Internet accounts are automatically generated for all enrolled students at the beginning of each semester. Before using their email account students must read the policies regarding Computer Use, Email, and ResNet on the UAHuntsville web site at <http://www.uah.edu/its> under the Policies link.

#### ***UAHuntsville Computer Labs***

<u>Location</u>	<u>Notes</u>
BAB 214 and 215	BAB Hours: Call (256) 824-6510 Monday thru Thursday 9:00 a.m.- 9:00 p.m. Friday 9:00 a.m.-4:00 p.m.
BAB 120	(Current hours are posted outside lab doors)
TH N327, N328, and N329	TH Hours: Call (256) 824-6088 Monday thru Friday 8:00 a.m.- 10:00 p.m. Saturday 10:00 a.m.-6:00 p.m. Sunday 12:00 p.m.-6:00 p.m.

EB 125A, 215, 228, and 246	EB Hours: Call (256) 824-6706 Monday thru Friday 8:00 a.m.-10:00 p.m. Saturday 10:00 a.m.-10:00 p.m. Sunday 12:00 p.m.-10:00 p.m.
Library Reference	LIB Hours:
Desk Information	Call (256) 824-6529
Arcade	<i>(Valid UAHuntsville I.D. required in Library)</i>
SC 006	SC Hours: Call (256) 824-6470 Contact office for lab hours.

## 3.2 OFFICE OF STUDENT FINANCIAL SERVICES

Location: University Center 212

Phone: (256) 824-6241

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

1. The primary purpose of the Financial Aid Program is to provide financial assistance to students who, without such aid,

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would be unable to attend The University of Alabama in Huntsville.

2. Financial assistance consists of scholarships, grants, loans, and employment, which may be offered to students in various combinations or on a separate basis.
3. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from the University is viewed only as supplementary to the efforts of the student and the family.
4. In selecting students to receive financial assistance, the University shall place primary emphasis upon need, character, future promise, and academic achievement.
5. A student who seeks financial aid shall provide a reasonable part of the total amount required to meet college costs.
6. The total amount of financial assistance offered a student by the University shall not exceed the financial need. All other statements of purpose and policy may be found in the UAHuntsville publication: *Student Financial Aid: Application Basics*, available in the Office of Student Financial Services.

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

1. Be enrolled or accepted for enrollment in a regular degree-seeking or certificate program;
2. Have U.S. citizenship or 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 The University of Alabama in Huntsville or other institution; and,
6. Register with the Selective Service, if required.

UAHuntsville 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 are awarded to students on the basis of academic merit or financial need or both. Students should apply by the published deadlines for the following academic year. Each scholarship will have differing qualifications.
4. *Scholarships* (Athletic) - Institutional scholarships for varying amounts are available for men and women. Interested students should contact the Athletic Department for additional information.
5. *Work Programs* - Jobs are available to students on a part-time basis. As a rule, students work from 10 to 20 hours per week under the Federal College Work-Study Program.

Students interested in any of the above programs should contact the Office of Student Financial Services (UC 212) or Charger Central (UC 118) for more detailed information. Additional information is available in written form for interested students.

Appointments can be scheduled with OSFS personnel for personal financial counseling sessions.

Financial aid is also available to graduate students at UAHuntsville. Graduate students may contact the OSFS for information on the Nursing Traineeship Program and the Federal Student Direct Loan Program. Information concerning Graduate Teaching Assistantships and Graduate Research Assistantships is available in the Office of the Dean of the Graduate School.

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Applications for student aid should be filed in the OSFS before the priority deadline for the upcoming school year. No award implies automatic renewal; a new application must be submitted by the deadline each year.

## **3.3 HEALTH SERVICES**

### **3.3.1 STUDENT HEALTH CENTER**

Location: University Center 203

Phone: (256) 824-6775

The Student Health Center is a Nurse Practitioner run clinic providing services to all students currently enrolled for a 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 on days the University is open from 8:15 a.m. to 12:00 p.m., and 1:30 p.m. to 5:00 p.m. Students are seen by appointment, which can be scheduled by calling 256-824-6775.

Learn more about these services by visiting the website at

<http://www.uah.edu/health-and-wellness/student-health-center/about>.

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

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

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

- The UAHuntsville 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 UAHuntsville Police.

### **3.3.3 COMMUNICABLE DISEASES POLICY**

The University has a policy to establish 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 through casual contact and may range in severity from a simple cold to HIV or tuberculosis. This policy concerns only with those communicable diseases that 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 person 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 will report to the President of the University and the Committee will perform several functions and responsibilities including: 1) receiving and gathering information about the disease, the situation, and all individuals involved; 2) determining specific actions that must be taken to respond to the situation and to protect the health of other members of the University community; and

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3) providing recommendations about educational programs and prevention measures.

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. For a full copy of the Communicable Diseases Policy, please contact the Environmental Health and Safety Office (JRC 151), the Dean of Students (UC 114), or the UAHuntsville website at <http://www.uah.edu/health-and-wellness/counseling-center/counseling-services> or <http://www.uah.edu/health-and-wellness/student-health-center/about>.

### **3.3.4 STUDENT HEALTH AND DENTAL INSURANCE**

Location: Student Health Center, University Center 203

Phone: (256) 824-6775

The University of Alabama in Huntsville is pleased to make available to students and their dependents a Student Injury and Sickness Insurance Plan.

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.

If students do not have insurance to cover sickness and injury, information about the plan can be found on the Student Health Center website at <http://www.uah.edu/health-and-wellness/student-health-center/about>.

### **3.3.5 COUNSELING**

Location: Madison Hall 136

Phone: (256) 824-6203

The Counseling Center at UAHuntsville 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, and family concerns.

Counseling services are free of charge to all UAHuntsville 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 at 256-824-6203 between 8:15 a.m. and 5:00 p.m. Monday through Friday or stop by Madison Hall, Room 136. The Counseling Center web page is available at <http://www.uah.edu/health-and-wellness/counseling-center/counseling-services> for more information.

### **3.3.6 DISABILITY SUPPORT SERVICES**

Location: Madison Hall 136

Phone: (256) 824-6203

The University of Alabama in Huntsville is committed to providing equal 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

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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. Appointments may be scheduled by coming to the office in Madison Hall, Room 136 or calling 256-824-6203. Students may also get a copy of the application in the office or on our website at <http://www.uah.edu/health-and-wellness/disability-support/welcome>.

### **3.4 UNIVERSITY HOUSING**

Location: 601 John Wright Dr.

Phone: (256) 824-6108

The University of Alabama in Huntsville offers six different resident communities to meet the needs of its diverse student population: Central Campus Residence Hall (CCRH), Frank Franz Hall (FFH), North Campus Resident Hall (NCRH), Southeast Campus Housing (SECH), the Fraternity/Sorority Houses (FRSO), and Charger Village. 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 which contributes to effective academic and social education. Anyone

who has been admitted to UAHuntsville as a student is eligible for University 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. Information on current rates is available from the Housing Office located at 601 John Wright Drive (256-824-6108) or at Housing's web site (<http://www.uah.edu/housing>). 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/images/housing/1st%20%202nd%20year%20Requirment.pdf> or call the Housing Office at 256-824-6108.)**

Descriptions of UAHuntsville residence halls are as follows:

***Central Campus Residence Hall (CCRH)***

- All freshmen building.
- Opened in 1991.
- Seven Story, 416-bed residence hall.
- Located directly adjacent to the University 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 platform 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 a computer lounge.

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- Building provides mail services.
- Building connected by an enclosed walkway to the University Center facilities, which include the cafeteria, game room, bookstore, and various student activity offices and meeting rooms.
- A sandpit volleyball court and picnic area are located adjacent to the building.

***Frank Franz Hall (FFH)***

- All freshman building.
- Opened in 2002.
- Four Story, 248-bed residence hall.
- Located across the street from the University 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 behind NCRH and FFH.
- Building hosts a 2,000 square foot multipurpose room that has an adjoining kitchen.

***North Campus Residence Hall (NCRH)***

- Available to juniors, seniors, and graduate students, or freshman students requiring a nine-month contract.

- Opened in 2005.
- Four story, 299-bed residence hall.
- Located adjacent to FFH and across the street from the University 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 behind NCRH and FFH.

***Southeast Campus Housing (SECH)***

- 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). SECH 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.

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- 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 (SECH).
- 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***

- Assignment priority given to sophomores.
- Opened Fall 2010.
- Five-story, 400-bed residence hall.
- Located south of the intermodal parking deck and across the street from SECH.
- 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 provides both hard-wired and wireless internet services.

**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 semester and during Spring Break. AY contracts are available in CCRH 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 semester and during Spring Break. Nine-month contracts are available in NCRH, Fraternity and Sorority Housing, Charger Village, and SECH.

**Student Family Apartments Contracts** are available in the one-bedroom apartments in SECH. 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.

CCRH, FFH, Charger Village and NCRH 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.

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## 3.5 LIBRARY

Location: M. Louis Salmon Library

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

### ***General Information***

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 which includes an InfoArcade and five computer labs including a math tutorial lab, 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 facility. There is also a coffee shop on the ground floor with a large area for collaborative study, complete with comfortable seating and white boards.

The Library supports the academic and research programs of the University. It has a collection of over 325,000 print volumes, a selective collection of over 500,000 United States government publications, and over 600,000 materials in microform and manuscript collections. In addition to books and microform materials, the Library offers a broad selection of books, journals, newspapers, and other serials in electronic form. Approximately 67,000 online paid periodical titles, over 65,000 electronic books, and over 350 databases can be accessed both on- and off-campus via the Library website at <http://www.uah.edu/library>. In addition, the University Archives and Special Collections offer a number of unique collections, including the papers of former Congressman Robert Jones, the personal Library of Willy Ley, the architectural research collection of Harvie P. Jones, and several space-related collections involving such projects as the Saturn V rocket, Skylab and Apollo-Soyuz.

UAHuntsville subscribes to numerous full-text databases, each of which supports specific colleges including Liberal Arts, Nursing, Business Administration, Engineering, and Science. The Library is privileged to provide access to many major online resources, including the Elsevier collection through Science Direct and Scopus, Springer, CINAHL, the IEEE collection through IEEEExplore, ABI/Inform, Bloomberg Terminals, Academic Search Complete, and JSTOR

(Journal Storage). The Library is also 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 six reference librarians who are able to assist students in finding information in-person, by email, phone, text message, chat, or Twitter. Group library instruction sessions are provided to teach students how to locate, manage, and evaluate the information they need for class projects and papers. Other Library services include wireless access, federated searching across databases (EBSCO Discovery Service OneSearch), instant linking to the article level in most databases (LinkSource), Turnitin.com training (plagiarism), group study rooms, PC and Mac computers, a scanner workstation, a digital audio/video area, and special computer accommodations for users with disabilities. Printing is available in the InfoArcade and labs.

### ***Loan Periods***

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

### ***Contact Information***

For additional information about the Library, inquire at the User Services Desk, (256) 824-6530, Reference Desk, (256) 824-6529, Interlibrary Loan, (256) 824-6124, Twitter, @uahEref, SMS Text to (256) 286-2368, or Email at [erefq@uah.edu](mailto:erefq@uah.edu). The library home page is <http://www.uah.edu/library>.

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### **3.6 PRESCHOOL LEARNING CENTER**

Location: University Center (Temporary)

Phone: (256) 837-9553

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

The University Preschool Learning Center provides on-campus day care for eighteen months, three 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. For current rate and availability information, contact the University Preschool Learning Center at (256) 837-9553.

### **3.7 POLICE DEPARTMENT**

Location: Intermodal Facility

Phone: (256) 824-6911

The UAHuntsville Police Department is located in the Intermodal Facility. The office is staffed by professional law enforcement personnel 24 hours a day, seven days a week to help protect and assist the UAHuntsville campus community, especially the student body. In the event of an emergency on UAHuntsville property, the Police Department should be notified at (256) 824-6911.

UAHuntsville police officers are state law enforcement officers enforcing federal, state, and local statutes as well as UAHuntsville regulations. Additionally, the Police Department provides a number of student services. These services include assisting motorists, maintaining a lost and found, and conducting crime prevention programs. It is the goal of the UAH Police Department to enhance a student's learning experiences by making the campus as secure and safe from crime as possible.

## **3.8 VENDING**

Location: University Center 100

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 University Center 100.

## **3.9 VETERANS AFFAIRS**

Location: University Center 212

Phone: (256) 824-6241

URL: <http://www.uah.edu/financial-aid/aid/veterans>

The Office of Veterans Affairs, located within the Office of Student Financial Services at UAHuntsville, 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 - VA 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 Veterans Administration, 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 UAHuntsville are listed on the website: <http://www.uah.edu/financial-aid/aid/veterans>. For information regarding benefit eligibility, please consult the U.S.

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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 at the website <http://www.va.state.al.us/scholarship.htm>.

### **3.10 VETERAN SERVICES**

Location: Madison Hall 136

Phone: (256) 824-6203

URL: <http://www.uah.edu/student-affairs/resources-for-veterans>

UAHuntsville has established the UAHuntsville Veterans Network. The primary purpose of the Network is to provide veterans an opportunity to share their experiences, support, and assistance to each other as they pursue their academic goals at UAHuntsville. The Network 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 our goal is to honor our veterans and provide the adequate resources so that they can and will be successful graduates. For further information contact the Network at [uahveterannetwork@uah.edu](mailto:uahveterannetwork@uah.edu) or visit the website at <http://www.uah.edu/student-affairs/resources-for-veterans>.



Chapter 4:  
**STUDENT ACTIVITIES  
AND PROGRAMS**

## **CHAPTER 4- STUDENT ACTIVITIES AND PROGRAMS**

### **4.1 ATHLETICS**

Location: Athletic Director (Spragins Hall 205)

Phone: (256) 824-6144

UAHuntsville is a NCAA Division II school with two National Hockey Championships and is a member of the Gulf South conference. In the summer of 1998, the Hockey Team moved to Division I. The athletic department sponsors intercollegiate sports with the goal of providing the student-athlete with the opportunity to compete 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 UAHuntsville Athletic Department is located in Spragins Hall, Room 205. The Athletic Department offers competitive athletics on the intercollegiate level in fourteen different areas:

#### **For men:**

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

#### **For women:**

- Basketball
- Cross Country
- Tennis

- Soccer
- Softball
- Volleyball
- Track

In addition to hosting several national championship events in its history, Charger athletes have gained recognition for UAHuntsville 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 UAHuntsville athletes to All-American teams.

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

## 4.2 RECREATIONAL SPORTS

Web Pages: <http://www.uah.edu/student-life/charger-recreation>  
<http://www.facebook.com/Charger.Recreation>

Registration: <http://www.imleagues.com/UAH/registration>.

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

Email: [recreation@uah.edu](mailto:recreation@uah.edu)

Office: Spragins Hall 101

Charger Recreation offers the UAHuntsville 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. Basketball, dodge ball, softball, volleyball, flag football, tennis, soccer, and ultimate frisbee are all part of the current intramural sports lineup.

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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, visit <http://www.imleagues.com/UAH/registration> and follow the instructions posted there to create and confirm an account. Then send a request to join the UAH network on IM Leagues. As a member of the UAH network, a student will receive messages straight from the Recreation Office about upcoming events - and when registration periods open, members have a head start to sign up before the leagues fill to capacity.

To find out more about all that the University offers and to fill out the paperwork needed to participate, visit us at the Orientation session and at the Recreation table during Charger Express, or contact us by phone or email.

Join the Recreation Nation today!

## **4.3 STUDENT ACTIVITIES AND ORGANIZATIONS**

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

Location: University Center 106-F

Phone: (256) 824-4720

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

### **4.3.2 UAHUNTSMVILLE STUDENT ORGANIZATIONS**

Student organizations at The University of Alabama in Huntsville provide students with opportunities to get involved in a wide variety of interest areas. UAHuntsville 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 UAHuntsville student organizations can be found online at: <http://www.uah.edu/student-life/activities/student-organizations/registered-listing>. For more information, please contact the Director of Student Activities at (256) 824-4720 or visit the Student Life Office in the University Center, Room 106.

### **4.3.3 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 online at: <http://www.uah.edu/student-life/sga/funding>.

### **4.3.4 PROCEDURE FOR THE REGISTERING OF STUDENT ORGANIZATIONS**

Student organizations are required to register annually with The Office of Student Activities. Registrations are available online at <http://www.tinyurl.com/uahrso> (new organizations) and at <http://www.tinyurl.com/rsorereg> (existing organizations) and must be completed no later than September 30th 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.

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

1. Identified at least 5 current UAHuntsville 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 online at <http://www.timyurl.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 Activities.

### **4.3.5 STUDENT GOVERNMENT ASSOCIATION**

Location: University Center 200

Phone: (256) 824-6375

The Student Government Association (SGA) is the governing organization for the UAHuntsville 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 in order 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.

The SGA may be found on the web at <http://www.uah.edu/student-life/sga/welcome>.

#### **4.3.6 CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

Current copies of the Student Government Association Constitution and Student Election Board Policies and procedures are available in the SGA Office (UC 200) and online at <http://www.uah.edu/student-life/sga/welcome>.

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

Serving as a member of a university committee or an advisory board provides the student with a valuable out-of-the-classroom learning experience and also the opportunity to make significant contributions to the university. Students are either elected by the student body or appointed by the SGA to serve on university committees. To obtain additional information about student positions on university committees, contact the SGA, Room 200 in the University Center or call (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 UAHuntsville 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.

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### ***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 select 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 UAHuntsville. 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.

### ***Honors Council***

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

### ***Information Technology Associates Committee (ITAC)***

The Information Technology Associates Committee consists of a group of information technology affiliates who represent each college and division of UAHuntsville. ITAC provides advice regarding the utilization of technology and services to support UAHuntsville stakeholders-- specifically in systems and networking, software, services, multi-media, 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 the 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

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responsibilities and defines the student disciplinary system. (See Chapter 7 of this Handbook.)

#### **4.4.1 FILLING VACANCIES IN STUDENT POSITIONS ON UNIVERSITY COMMITTEES**

Location: University Center 114

Phone: (256) 824-6700

It is the policy of the University to fill vacant student positions on University committees in an appropriate and timely manner. When positions that are elected at-large or represent individual schools and that are regularly filled by student elections are vacant, these vacancies will be advertised and appointments will be made by the Student Government Association 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 STUDENT PUBLICATIONS**

Location: University Center 104

Phone: (256) 824-6090

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



Chapter 5:  
**ACADEMIC POLICIES**

## **CHAPTER 5 – ACADEMIC POLICIES**

### **5.1 REGISTRATION**

Location: University Center 118 (Charger Central)

Phone: (256) 824-7777

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

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

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

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

### **5.2 CLASS ATTENDANCE**

Education at UAHuntsville 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, which are sometimes scheduled at the same time as a course that a student must take, are not officially sanctioned. 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, University Center 118

Phone: (256) 824-7777

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

General College Academic	
Advisement Center	MDH 108
Business Administration	AS 102
Liberal Arts	MH 216
Nursing	NB 207
Science	UC 200

Once a major is declared and the Program of Study is completed, engineering, liberal arts, and science students will be assigned an advisor in the major department; 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: University Center 118 (Charger Central)

Phone: (256) 824-7777

Students who are pursuing a program of study in one college at UAHuntsville 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-UC 118). Students should seek academic advisement prior to requesting a change to avoid the possibility of losing credits. Application of previously earned credits toward the new program will be 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 UAHuntsville: 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 UAHuntsville departments will award credit to students who have earned acceptable scores on Advanced Placement (AP) Program examinations of the College Entrance Examination Board. The areas in which credit is presently awarded are biological sciences, chemistry, history, mathematics, physics, English, French, computer science, psychology and Spanish. Credit, if awarded, will be recorded without grades or quality points and will not, therefore, be included in calculation of the grade-point average.

### **5.5.2 COLLEGE LEVEL EXAMINATION PROGRAM**

Location: Office of Instructional and Testing Services

Wilson Hall 225

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 in Wilson Hall 225 for a complete listing of tests offered and registration specifics.

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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 achieve 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 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 225

Phone: (256) 824-6725

The University of Alabama in Huntsville recognizes International Baccalaureate (IB) credits with a score of 5, 6, or 7 on the higher-level examinations. Reports of IB scores should be sent to the UAHuntsville 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.

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

## **5.7 STUDENT CLASSIFICATION**

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

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<b>Semester</b>	<b>Hours Earned</b>
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 in order 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 (UC 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, UC 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 UAHuntsville calendar).

1. Change from one course to another
2. Change from one section to another section of the same course
3. Addition of a course to current schedule.

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

1. Change from one section to another section of the same course requires the approval of the dean of the college, the chair, and the instructor that offers the course.
2. Change from one course to another or addition of a course to current schedule requires the approval of a written petition 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 which are not truly recovered from the student's tuition. Furthermore, for many courses, the demand exceeds the availability of resources, making it impossible

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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 tend to view an excessive number of withdrawals on a student's transcript with disfavor.

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

### ***General Policy***

Up through the tenth week, a student may withdraw from any course. After the tenth week, a student may withdraw from a course only under extenuating circumstances and with the approval of the dean of the college in which the student is enrolled. In any case, the student 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 W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester.

## **5.10 GRADES**

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

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of class of the next semester the student is enrolled, or one calendar year from the date of the grade, whichever occurs first. If the grade of I is on a student's record at the time of graduation, it is treated as an F.

### ***X-Excused Absence from Examination***

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

### ***W-Withdrawal***

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

### ***Other Grades***

A grade of S (satisfactory) or U (unsatisfactory) is assigned in all noncredit courses. A grade of P (passing) or F (failing) is assigned in some courses. (See Pass-Fail System Option). 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***

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

### **Academic Achievement**

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

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

#### ***Scholar***

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

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## 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 professional schools. Students should, therefore, avoid the need for repeats.

### *Undergraduate Students*

Undergraduate students may repeat a course in order 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 UAHuntsville 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 (UC 118) upon registration.

### *Graduate Students*

Graduate 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. A maximum of 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 course repeats before the end of the regular registration period for the semester in which the course will be repeated. Only courses for which the student has received a grade of C, D, or F may be repeated under this option. When withdrawing from a course that has been declared as a course repeat, the previous grade will still be used in the computation of the GPA, and the course will not count toward the maximum of two repeats. Each

course repeat counts against the maximum of two such repeats under this option. Students may use both repeats in a single course or in two separate courses. Until a grade other than W is reported, the previous grade will be used for the GPA. The transcript will show both the original grades and the course repeat grades, but only the grade points and credit hours earned in the repeated courses will count toward graduation and will be averaged into the student's GPA.

Concurrent registration for multiple sections of a course is not allowed. For all other courses repeated at UAHuntsville, 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 Student Records before the end of regular registration using a Graduate Course Repeat form.

## **5.12 PASS-FAIL SYSTEM OPTION**

Location: University Center 118 (Charger Central)

Phone: (256) 824-7777

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

An undergraduate student not on academic probation may take courses on a P-F basis. A student is limited to 12 semester hours of credit on a P-F basis over the course of the degree. Courses within a student's major and minor may not be taken P-F. Required courses in English composition and mathematics may not be taken P-F. Departments may limit the P-F option to courses outside the department or college.

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

Under the P-F system, a grade of P will not be counted in a student's GPA. A grade of F, however, will be counted in a student's GPA.

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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: University Center 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 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 UAHuntsville prior to a date specified by the student is eliminated from computation of GPAs and will not be applied toward a degree at UAHuntsville. 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 UAHuntsville.

## **5.14 RETROACTIVE WITHDRAWAL**

Location: University Center 114

Phone: (256) 824-6700

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 W's. The retroactive withdrawal form is available online at <http://www.uah.edu/student-affairs/forms>.

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

In order to remain in good academic standing, students must maintain a grade point average above the Academic Action Threshold (AAT) which varies according to classification. For students with 0-31 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.

Student whose semester GPA at UAHuntsville 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 1) if they are in good standing and earn less than the applicable AAT for the semester; or 2) if they earn the applicable AAT or greater for the semester but the UAHuntsville 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 UAHuntsville 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 UAHuntsville 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

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one term. A student admitted in any special category and dismissed for the first time must petition the Admissions Committee for permission to re-enter after an absence of at least one 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 UAHuntsville Catalog or see an academic advisor.

## 5.17 APPLICATION FOR GRADUATION

Location: University Center 118 (Charger Central)

Phone: (256) 824-7777

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

October 1 is the deadline for May graduation

June 1 is the 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 making the request.

Official transcripts are not issued directly to the individual student. The student may, however, request an unofficial transcript (faxed or printed copy) which does not bear the university seal.

No transcript will be issued for a person who has an outstanding unpaid financial obligation to the University.

Request for Transcript Forms are available in Charger Central (UC 118) or from the Office of Student Records (UC 124).

## **5.19 TIME TO COMPLETE DEGREE PROGRAM**

The degree requirements for graduation are normally those specified in the catalog in effect when a student first enters UAHuntsville as a degree-seeking student. At any time during the student's enrollment, if requirements for graduation are changed, a student may elect to graduate under the new requirements.

If the student does not complete requirements for graduation within seven years from the date of entry or seven years from the date of the catalog chosen, the student must then change to the catalog then in effect and meet the requirements as specified. If a student breaks enrollment for a period of at least 24 months, the student must then change to the catalog in effect at the time of re-enrollment and meet the requirements as specified 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 in which a change in catalog becomes necessary, a new program of study must be completed and proper notation filed in the Registrar's Office.

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## **5.20 ACADEMIC APPEALS**

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



Chapter 6:  
**ADMINISTRATIVE POLICIES**

## **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 UAHuntsville. 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: University Center 213

Phone: (256) 824-2732

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 (256) 824-2732 or by going to the UAHuntsville website. 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 UAHuntsville website should be checked for dates.

Payments should be sent to:

The University of Alabama in Huntsville

Cashier's Office, University Center Room 213

Huntsville, AL 35899-5050.

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

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

### ***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 and turned into the Cashier's Office each term. The installment agreement forms are available at the Cashier's Office (UC 213), Charger Central (UC 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 UAHuntsville website.

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## **6.3 CAMPUS SECURITY ACT**

UAHuntsville 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, UAHuntsville prepares and disseminates an Annual Campus Security Report and an Annual Fire Safety Report. A copy of these reports are available at the UAH Police Department headquarters, the Housing Office, and the Office of the Dean of Students. To view these reports online, go to <http://www.uah.edu/police>. From that site, students may download these reports, or request a copy of the reports by contacting the Police Department at: UAH Police Department , Intermodal Facility, Huntsville, AL 35899 or by calling (256) 824-6596.

## **6.4 CATALOG POLICY**

The current UAHuntsville undergraduate or graduate catalog is only available on-line at <http://www.uah.edu>.

## **6.5 CHARGER CARD**

Location: University Center 147

Phone: (256) 824-2720

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 in the University Center (UC), room 147, 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 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 the Dining Services section)
- 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 UAHuntsville's Cashier's Office (UC 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 UC'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 UC lobby and the first floor of the Salmon Library.

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: University Center 147

Phone: (256) 824-2720

### **On-Campus Dining Venues**

- Charger Café in UC
- Sandella's in UC
- Bevill Center's Gardenview Café
- Charger Brew in Salmon Library
- Charger Brew in UC
- Papa John's Pizza in Charger Village

- Chik-Fil-A in Charger Village
- Blue's "C" Store in Charger Village

### ***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 (CCRH), Frank Franz Hall (FFH), North Campus Residence Hall (NCRH), or Charger Village (CV) must purchase the intermediate level (Plan 5 or 6). Residents living in Southeast Campus Housing (SECH) or Greek Housing (FRSO) houses are required to purchase the minimum level (Plan 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 (SECH) 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 UC 147. Written requests may be sent by email to [chargercard@uah.edu](mailto:chargercard@uah.edu).

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### **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 UC’s Sandella’s or the all-you-can-eat Charger Café. Depending on the plan, meal counts are reset weekly or at the end 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 Beville 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 Beville 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.

## **6.7 CONFIDENTIALITY OF STUDENT RECORDS**

Location: University Center 118

Phone: (256) 824-7777

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 (UC 118), 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.

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Disclosure in certain circumstances, however, is specifically accepted 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 UAHuntsville 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 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 ISSUES**

The copyright in creative works, such as papers, computer programs, artistic and musical works, etc., produced by a student will generally be regarded as the property of the student. However, when the work is produced by a student employee acting within the course of his/her regular University employment or pursuant to a pre-existing written direction or commission, the copyright will belong to the University. A work created as a part of efforts supported by a grant or contract may also belong to the University. In the situation where significant use of university resources is involved in the development of the work, a written agreement between the student and the University should be executed at an early stage to determine ownership rights and allocation of any income generated by the work.

With regard to a dissertation, thesis, or similar project approved by a faculty advisor, the advisor or another faculty member may have primary claim to particular data or ideas included in the manuscript. The student's copyright in such an instance extends only to the manuscript itself, not the data or ideas. Any questions about the ownership of data or other elements should be resolved in writing and in advance by the student and the faculty member. In any event, as a condition of enrollment, the University retains a non-exclusive, perpetual, royalty-free, world-wide license to use for educational or research purposes all student works generated in the course of fulfilling academic requirements at the University.

Graduate and undergraduate students are subject to the University's patent policy. This policy requires students conducting research to file a

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disclosure form with the Patent Administrator for any invention or discovery conceived or developed during their employment or enrollment.

The foregoing is merely a summary of University policy. The full policy statement, which may be found at the Office of Counsel website at <http://www.uah.edu/legal/>, should always be consulted.

## **6.9 DISCRIMINATION GRIEVANCE PROCEDURE**

### **Introduction**

Coverage and Objectives. The procedures set forth below are used with regard to complaints of discrimination in violation of the University's Equal Opportunity and Affirmative Action Policy 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 may be addressed. Such a mechanism allows the University to carry out several important responsibilities. These responsibilities include the following: to protect the campus environment against such unlawful discrimination; to provide redress to individuals who have been or are victims of unlawful discriminatory conduct; and to protect those accused of such unlawful conduct against injury resulting from untrue charges.

Confidentiality. Disclosure of information relating to a discrimination case shall be limited to the extent reasonably possible, in all institutional proceedings.

General Responsibility. All members of the University community have a general responsibility to contribute in a positive way to a University environment that is free of unlawful discrimination. Beyond this, supervisors and administrators have a special measure of responsibility. If they become aware of conduct involving possible unlawful discrimination in their respective units, whether or not a complaint or grievance is filed, immediate steps must be taken to deal with the matter appropriately. The officials identified below should be consulted for assistance. Supervisors and administrators are also

responsible for educating and sensitizing employees in their units about this issue.

Availability of Assistance. Counseling and personal help are available for individuals with concerns relating to unlawful discrimination. Such individuals should contact the appropriate receiving official identified below for referral to counseling personnel. 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 under these procedures. 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.

### **Initiating and Filing a Complaint**

Who May File. Anyone in the University community (the “complainant”) may file a complaint alleging a violation of the institution’s nondiscrimination policy. This includes but is not limited to the person against 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 Coordinator (currently, the Dean of the Students)
- If the complainant is an *administrative or staff employee* – the Staff Equal Opportunity Coordinator (currently, the Assistant Vice President for Human Resources)
- If the complainants is a *faculty member* – the Faculty Equal Opportunity Coordinator (currently, the Vice President for Diversity)

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#### 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, attempt to resolve the complaint informally and by voluntary means and, in this effort, may confer with and seek the assistance of the supervisor of the person alleged to have engaged in the discriminating conduct (the “respondent”). If such a settlement is achieved, the terms of the settlement or action 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, whenever possible, interaction and consultation by the receiving official with the Disability Coordinator in the Counseling Center. Except for the discussions described above, the identity of the complainant shall not be disclosed at this stage to the respondent or to other University officials.
- If the complaining party and/or the victim is unwilling to cooperate with regard to further actions against the respondent or requests confidentiality, 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 or 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, in writing, and shall give a signed and dated copy 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 who 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 cognizant vice president. They shall jointly appoint one or more University employee 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 general manner by which the complaint is to be handled.

Sexual Harassment Charges. A notice or complaint of sexual harassment brought to the attention of a University Title IX Coordinator shall ordinarily be investigated by such official, 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 those PAO duties and actions.

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 become aware of the charges, notice of dismissal shall also be provided to him/her.

Interim 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 grievance process. Interim 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 or living arrangements (for students), etc.

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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 that may be helpful. Notes of interviews shall be made, and copies of 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 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 the resolution are not appropriate 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 concerning action to be taken by the University. Depending on the findings, two types of action 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 any disciplinary sanction less severe than, for an employee, termination, suspension without pay for thirty (30) days or more, or reduction in salary; or, for a student, expulsion or suspension. The sanction for a third party will typically involve future exclusion from the campus.
- *Settlement.* Except in the case of a complaint of sexual assault, 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

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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 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 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.

- 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.
- 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.
- If the respondent is a *third party*, the cognizant vice president 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.

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 an appropriate 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.

### **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 forward 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 action described under "Preliminary

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Action” above, within twenty-one (21) calendar days and to complete the action set forth under “Formal Proceedings” above within an additional fifty-six (56) calendar days. Unusual circumstances or delays requested or caused by the complainant, however, may extend these target time periods.

Procedural Departures. The procedures set forth above have been developed to ensure 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 appropriate 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 procedure. The initiation of a complaint of unlawful discrimination in good faith shall not therefore be grounds for discipline or other adverse action. A claim that a complainant has been subjected to retaliatory action in violation of this policy may be brought as a separate claim of discrimination under this grievance procedure.

## **6.10 DRUG AND ALCOHOLIC BEVERAGE POLICY**

UAHuntsville is committed to providing a learning environment free of illegal drug and inappropriate alcohol use. University policy forbids the possession or consumption of alcoholic beverages by a student anywhere on University property, except in the student’s residence in University housing. In addition, any possession or consumption of alcoholic beverages by a student under 21 years of age, the legal age for drinking established by state law, or any other violation of state or local law with respect to alcoholic beverages, is contrary to University policy. Activity of this kind may subject a student to both criminal

prosecution and campus disciplinary action under the Code of Student Conduct (see Chapter 7, Article III).

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 7, Article III).

In compliance with the federal Drug Free Schools and Communities Act, all UAHuntsville students are provided, annually, a written statement by the University setting forth in greater detail the UAHuntsville 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 & EVACUATION PROCEDURES**

It is the policy of UAHuntsville 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 emergency warnings and follow-up information to the campus community. UAlert includes the following primary modes of notification: text/short message service (SMS) to

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cellular phones, voice messages to phones, and e-mail messages to addresses that are provided. 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 have been granted authority by the University President to authorize emergency notifications. These officials, referred to as Responsible Authorizers, 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 Vice President for Finance and Administration, the Associate Vice President, Facilities and Operations, and the Director, 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 must 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 University publishes the Emergency Procedures Handbook and places a copy in classrooms, laboratories, and office areas. It is also available on the University's web site at <http://www.uah.edu/emergency>. The Handbook contains recommended

procedures and directions for the campus community to evacuate a building or to otherwise respond to an 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 pre-pared 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.

## **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, Armed Forces service medal veteran, recently separated veteran, or any other protected veteran (all referred to herein as “covered 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, individuals with a disability, and covered veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

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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 covered 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, 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 covered 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 reasonably 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 incapable of giving consent due to the victim's use of drugs or alcohol or the victim's disability. 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.

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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 (VEVRA); 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 341  
The University of Alabama in Huntsville  
(256) 824-4600*

*Assistant Vice President, Human Relations  
Deputy EO Coordinator/Staff and Third Parties  
For Title IX, E.O. 11246, Rehabilitation Act/ADA, VEVRA  
Shelbie King Hall 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  
University Center 114  
The University of Alabama in Huntsville  
(256) 824-6700  
regina.hyatt@uah.edu*

## **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, 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 (a)-(d) above by the end of that period.

If, at any level, a student does not receive a response in the manner stated above, he or she may immediately submit his or her grievance to the official at the next level. The procedure 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.

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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.

## **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 UAHuntsville may obtain this information from the UAH Police Department and/or the web at <http://www.uah.edu/police>.

## **6.15 INJURIES AND ACCIDENTS**

Location: Intermodal Facility

Phone: (256) 824-6596

When a student sustains a personal injury on UAHuntsville 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 UAHuntsville property, the UAHuntsville 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 Facility

Phone: (256) 824-6594

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### ***General***

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

UAHuntsville 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 UAHuntsville campus.

**The speed limit on campus is 25 m.p.h., 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 come to the Parking Management Office and pick up their parking permit. Office hours are Monday - Friday between 8:30 AM and 5:00 PM.

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

A complete list and explanation of UAHuntsville parking and motor vehicle regulations is included 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 UAHuntsville 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 UAHuntsville 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 UAHuntsville individual who is

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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 UAHuntsville matters and programs.
  2. ***Locations – grounds.*** University student organizations may, upon receiving the approval of the Director of the University Center, place free-standing signs on UAHuntsville property. Candidates for student government positions may solicit support using freestanding signs pursuant to established UAHuntsville 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 UAHuntsville 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 UAHuntsville 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 UAHuntsville officials acting in accordance with this policy.

- D. **Particular Building Rules.** The Director of the University Center and the Director of Housing have issued specific rules for the University Center and campus housing, respectively. The building coordinator for other UAHuntsville 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 lawless action.

#### **Policies and Procedures For Distribution of Materials 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 University 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.

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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 effect 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 clean-up. 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.
- B. By Non-University Persons or Organizations. [See VII.B. Distribution of Materials on University Property, Use of University Facilities and Property policy]

## **6.19 REFUNDS**

Location: University Center 118

Phone: (256) 824-7777

Students may drop courses through the second week of the semester (check the UAHuntsville 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 (UC 118). The date of withdrawal is the date posted online or the date the written request is first received in Charger Central (UC 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 UAHuntsville policy regarding withdrawals, see Student Handbook at 5.9.

## **6.20 RESIDENCY**

Location: University Center 118

Phone: (256) 824-6752

A determination of residency status is made at the time a student is admitted to UAHuntsville, 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

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enrollment will automatically be admitted as a non-resident. If the student believes he/she qualifies for in-state status based upon the UAHuntsville Resident/Non-Resident Tuition Fee Guidelines <http://catalog.uah.edu/>, he/she may complete an Application for Alabama Residency for Tuition-Paying Purposes and attach appropriate documentation. 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 Office of the Assistant Provost for Enrollment Services.

## **6.21 SEXUAL VIOLENCE**

Location: University Center 114

Phone: (256) 824-6700

UAHuntsville is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct or violence and is committed to providing ongoing prevention and educational efforts to inform the campus community about these issues.

### ***Educational Efforts***

The University maintains an ongoing workgroup charged with developing outreach and prevention efforts geared toward students. The workgroup is tasked with developing active and possible campaigns to inform students about sexual violence. Specific emphasis is given to educating students on the dangers associated with alcohol and drug use as it related to sexual violence. Workshops are presented each academic year on topics related to sexual violence. These workshops are made available to the campus at large and targeted student populations including first year students, fraternity and sorority members, and student athletes. Additional awareness activities related to sexual violence are held each semester. Posters and other printed materials are distributed to students and residence halls that detail reporting procedures.

### ***Environmental Hazards***

The University community is encouraged to participate in the detection and reporting of unsafe or potentially unsafe areas of the campus where lighting is decreased or other physical obstacles are in place that may increase the risk of an attack. These reports will be used to suggest

modifications to structures, landscapes, lighting, etc. in order to minimize the risk of surprise or undetected attacks on campus.

### ***Reporting***

A student who is a victim of sexual violence should report the incident immediately to the Office of the Dean of Students and University Police. The UAH Police Department are trained to receive reports and to investigate charges of sexual violence. The student may also contact local police authorities. The Dean of Students and other University authorities who are aware of the incident will provide assistance to the student, if the student desires, in contacting police authorities.

It is important that any physical evidence of an incident of sexual violence be preserved. Prompt reporting will facilitate the collection and preservation of physical evidence, although a student is encouraged to report a case of sexual violence even if there is no such evidence. Prompt reporting will also assist the police agency in its investigation of the incident, make it possible for the student to receive timely medical and psychological attention, and possibly prevent additional assaults on other individuals.

A student who is a victim of sexual violence is not obligated to pursue criminal charges against the offender but is encouraged to do so. The student has the additional option of filing charges of misconduct against the offender under the University's Student Code of Conduct. A report of the incident should be made, however, even if the student is undecided about carrying the charges forward to the criminal process or the campus disciplinary process.

### ***Services for Victims***

Confidential professional counseling is available to students victimized by sexual violence in the UAHuntsville Counseling Center. Additionally, for those students suffering from physical trauma, the on-campus Student Health Center is available to provide ongoing care to students. Both of these offices can provide referrals for students to other local resources as needed. Crisis Services of North Alabama offers free, confidential services to victims of sexual violence including rape exams and personal and group counseling.

After an alleged incident of sexual violence, a student who desires a change in academic scheduling or living arrangements can request an

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accommodation from the Dean of Students office. The Dean will consult with other officials in assessing the extent to which the requested changes are reasonably available.

### ***Disciplinary Procedures***

Sexual violence is a specific type of misconduct prohibited by the University's Student Code of Conduct. Students charged with this type of misconduct will be subject to the provisions for resolution provided in the Student Code of Conduct. These procedures lead to a hearing before a panel of the Student Conduct Board. Both the victim and the accused student have the right to be present at a hearing, to have an advisor present for assistance and to be informed of the outcome of the hearing. Sanctions which can be imposed if a student is found responsible for sexual violence include the full range of sanctions outlined in the Student Code of Conduct including probation, suspension, and expulsion. Additional information about these procedures can be found in the Student Code of Conduct.

### ***Telephone Numbers***

The following are campus telephone numbers of those offices that are responsible for providing assistance to students in cases of sexual violence.

UAH Police Department	256-824-6911
Dean of Students	256-824-6700
Counseling Center	256-824-6203
Student Health Center	256-824-6775
Crisis Services of North Alabama	256-716-1000

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

## **6.22 SMOKING POLICY IN UNIVERSITY BUILDINGS**

Smoking is not permitted in any building on the UAHuntsville campus or outside within 25 feet of a building. Smoking areas outside and

adjacent to some campus buildings are equipped with appropriate receptacles.

## **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 UAHUNTSMVILLE OFFICIAL EMAIL ACCOUNTS**

All students at UAHuntsville are assigned an official email account after acceptance to UAHuntsville. 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. UAHuntsville uses Google Apps as its official email service. UAHuntsville's Google Apps Start Page can be accessed using the URL <http://google.uah.edu>.

All official UAHuntsville 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 UAHuntsville's Email Policy which can be found on the i.t.solutions website.

## **6.25 UNIVERSITY DANGEROUS WEAPONS & 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

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and at events.

### ***Definitions***

“Campus” means all property owned, leased or controlled by the University, 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 CO<sub>2</sub>.
- 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 any 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 at its headquarters for firearms lawfully possessed by students.

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 which 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 possession or use of dangerous weapons or firearms on campus must be authorized by UPD.

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

Bicycles, scooters, skateboards, and in-line skates are permitted on the UAHuntsville 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 UAHuntsville 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 CONDUCT**

# **CHAPTER 7 – CODE OF 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. Our primary focus is on helping students learn from the consequences of their actions and become a positive influence within the UAHuntsville 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 following types of misconduct are 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 test paper.
- b. Using materials during a test not authorized by the person giving the test.
- 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 unadministered test.
- e. Selling or giving away all or part of an unadministered test.
- f. Bribing any other person to obtain an unadministered test or information about an unadministered test.
- g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
- 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.

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- 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 for 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. Some examples of 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. 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.
- 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.

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- 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 After Warning. Entry and/or remaining upon any University property or in any University building or structure, or any part thereof, after receiving an order by an authorized University official not to enter and/or remain.
- i. Misuse of University Keys. Unauthorized use, possession, duplication, and/or distribution of one or more keys to any University building or structure, or any part thereof. This includes any electronic devices used to gain entry to university facilities as well.
- j. Some examples of 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.

## **7.2.5 DISHONESTY**

- a. Furnishing false information to any University official, faculty member, authority, or office.
- b. Forgery, alteration, falsification, misrepresentation or misuse of any University document, record, or instrument of identification.
- c. Students may not use 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.

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## **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. Some examples of 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.

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- 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), 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.
- b. Some examples of prohibited behavior include, but are not limited to, rape, sexual battery and sexual coercion.

## **7.2.14 UNAUTHORIZED DISCLOSURE OF SENSITIVE INFORMATION**

- a. Security: 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. Export<sup>1</sup>: The unauthorized disclosure or export to foreign nationals<sup>2</sup>, or their representatives, of information deemed to

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<sup>1</sup> Exports can be disclosed via the following actions: fax; telephone

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.

### **7.2.15 VIOLATIONS OF LAW, ORDER, OR UNIVERSITY IMPOSED REGULATIONS OR SANCTIONS**

- a. 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.
- b. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website is prohibited.
- c. Violation of University Housing’s Guide to Residence Hall Living, the Housing contract, or any other University policy.
- d. Violation of any federal, state or local law 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.

### **7.2.16 WEAPONS, FIREARMS, OR EXPLOSIVE DEVICES**

- a. A dangerous weapon is defined as any object, instrument, device or substance designed, adapted, intended, or capable of

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<sup>2</sup> 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.

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.

- 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 stiletos, 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 AT THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

(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.

1. 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.

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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.

(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

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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 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.

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.
  - c. Opening statement and presentation of evidence by the University by the Student Conduct Director, followed by the opening statement and presentation of evidence by the charged student.

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- 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 Associate Provost for Undergraduate Studies and Institutional Effectiveness.

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## 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 be present during the hearing.
2. 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.
3. 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).
4. 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.
5. To submit questions to the hearing board. The hearing board will then consider posing those questions to the charged student.
6. 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.
7. To be notified of the outcome.

8. 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 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.

1. Emergency 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

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5. otherwise restrict or ban access to University resources or conduct.
- (b) A student subject to Emergency Measures shall be furnished:
1. Written notice of the Emergency Measure and the reason(s) for the action.
  2. The opportunity to participate in disciplinary proceedings or to present relevant information for consideration of his/her case.
- (c) Emergency 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 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:

	<b>Harm to Self, Others, or Property and/or Violations of Law</b>	<b>No Harm to Self, Others, or Property and/or Violations of University Policy</b>
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 dismissal or expulsion from	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 upon

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the University.

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:

	<b>Harm to Self, Others, or Property</b>	<b>No Harm to Self, Others, or Property</b>
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 fines or fees listed below 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

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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**

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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:
3. *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.
4. *Review – Grievance Process.* The student shall have the right to seek review of this action by utilizing the normal grievance process. (See “Grievance Procedures,” in the Student Handbook.)
5. *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.
6. *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 above.

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 (Section V-C-4) 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) (see Sections V-C-3,7,9,10).
  3. All documents filed in connection with an appeal at the Preliminary Action stage (see Sections V-C-7,9).
  4. All pre-hearing documents (or copies thereof) exchanged between 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

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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.

- A. 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.
- B. 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.
- C. 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.
- D. Disclosure – Disciplinary Authorities.** Information about a Respondent's past disciplinary record provided to the Director (see Section V-C-9c) and the Board (see Section V-E- 14) prior to selection of a sanction shall be generally in the form of the case synopsis.

**E. 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

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any students other than the accused student may not be disclosed without their consent.

## 7.12 MISCELLANEOUS PROVISIONS

### A. Definitions:

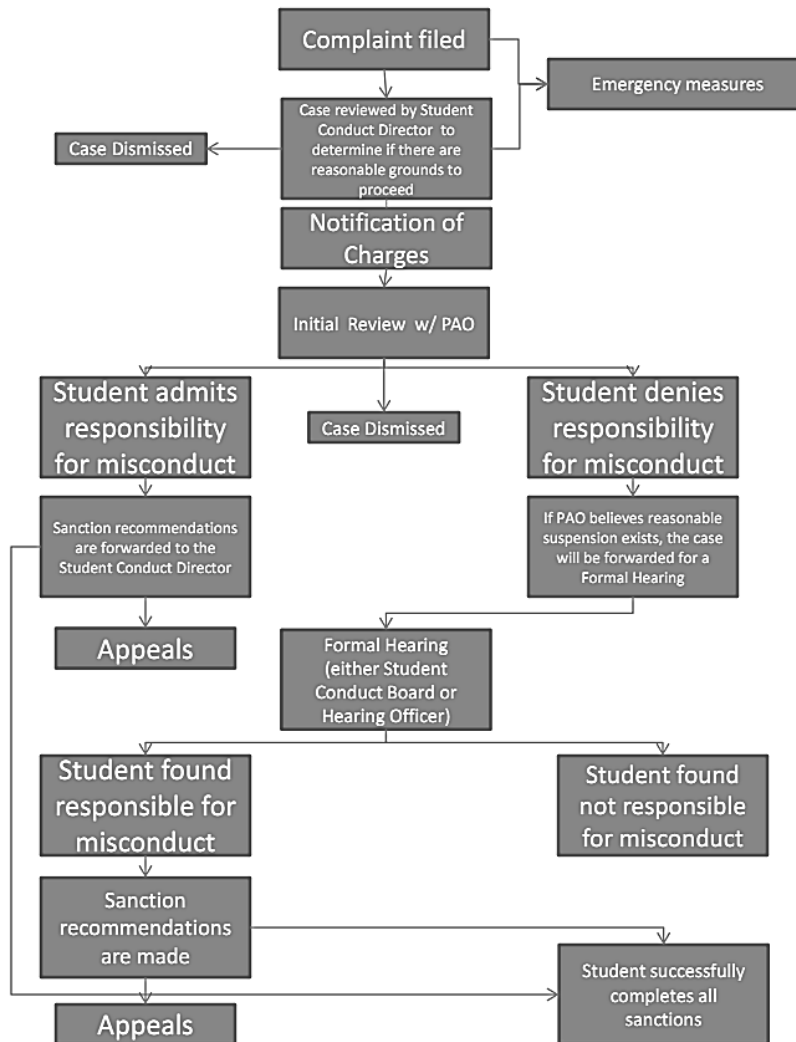
1. *“Case File:”* See chapter 7.11 part A.
2. *“Day:”* When used in computing a prescribed period of time, a calendar day. The day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included, unless it is a Saturday or 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.

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# STUDENT CODE OF CONDUCT FLOW CHART



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