The University of Alabama in Huntsville is committed to making employment opportunities available to qualified applicants and employees. It 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”).
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INTRODUCTION

This booklet provides basic instruction-related information. Colleges and departments will have additional requirements for their faculty.

Six key factors to success:

1. Check your email inbox each class day and respond to messages promptly;
2. Maintain close contact with your departmental office. Ask for help from the appropriate person (department chair, department staff assistant, a full-time faculty member, etc.) whenever a question or problem arises that you don’t know how to handle;
3. Coordinate coverage of course material with another faculty teaching the course. Be sure to follow the class syllabus/outline for the course and thoroughly cover all the required material. Instructors in subsequent courses depend on students knowing the material.
4. Utilize Canvas’s classroom management system to provide a syllabus, post grades, and communicate with students. The Enhanced Teaching and Learning Center stands ready to help you improve your course (https://www.uah.edu/etl).
5. Provide early and frequent feedback to students so they know where they stand in the course.
6. Work to ensure students actively participate in your class.

Please obtain other pertinent information and details from your department office. The Faculty Handbook, Staff Handbook, Student Handbook, Schedule of Classes, Semester Calendar, Undergraduate Catalog, Graduate Catalog, University Directory, and many other resources are available on the UAH website.

APPOINTMENT DETAILS

Your appointment letter will outline details of your appointment, reappointment, duration of appointment, and other pertinent information.
CREDIT HOURS

A credit hour is an academic unit of credit awarded for completing educational activities. The amount of credit awarded depends on the expected amount of time required to complete in-class and out-of-class work during a semester for a course that is passed. Please refer to the current Credit Hour Policy for more information.

CLASS PERIODS

A list of approved class periods and codes is available on the UAH website. Nonstandard class periods (for lecture courses carrying other than three credit hours, labs, seminars, etc.) are listed explicitly by day and time in the UAH Schedule of Classes (SOC).

COURSE SYLLABI

During the first week of a class, the instructor must provide each student with a course syllabus that includes the administrative information for the course. The syllabus must be posted on the official classroom management system, Canvas, and may also be provided in hard copy format. The minimal information your syllabus must include can be found in the UAH Syllabus Template. Your department may issue additional guidelines regarding grading (e.g., comprehensive final exam).

The course syllabus may also be a more comprehensive document that provides guidelines for classroom management to ensure that students know the instructor’s standards for acceptable behavior and what to expect from the instructor. The syllabus may include policy statements on topics such as cell phone use and audio/visual equipment in the classroom. Depending on the nature of your course, consider adding these sample provisions from the UAH Office of Counsel Legal Watch, Volume 6-03, and p. 3-4*:

**Use of Chegg and other sites.** Several online “tutoring” and problem-solving sites have become popular with students. These sites allow students to post questions or problems and receive help in solving them. Often students use these sites during assignments or exams, resulting in the submission of work that is not their own.
Most faculty find the use of these sites unacceptable. It may be appropriate to include caution against such behavior in your syllabus.

**Use of Prior Work.** You may not submit in fulfillment of requirements in this course any work submitted, presented, or used by you in any other course.

**Consent to Use of Turnitin.com.** UAH is committed to the fundamental values of preserving academic honesty as defined in the Student Handbook. The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course, all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com’s restricted access database solely to detect plagiarism in such documents. The terms that apply to the University’s use of the Turnitin.com service and additional information about the company are described at [https://uah.instructure.com/courses/24685](https://uah.instructure.com/courses/24685).

*With the Consent to the Use of Turnitin as an exception, the use of the provisions suggested above are at the instructor’s discretion.*

If, during the semester, unusual circumstances warrant the instructor granting a variance for a student from the published grading policy, the instructor should give the student a written statement of what the variance is to be. Examples of such situations are dropping a low exam grade because the student was ill and weighing another exam more heavily or weighing another exam more heavily instead of a make-up exam necessitated by an excused absence.

**TEXTBOOKS, SOLUTIONS MANUALS, COPYING, AND COPYING OF COPYRIGHTED MATERIALS**

Your department should provide you with information on obtaining a textbook or solutions manual for the course you are teaching. Please consult your department staff about ordering textbooks or solutions manuals, having materials copied for classroom use, accessing a copier after hours, and policies for copying exams and other materials.
The UAH Bookstore will assist instructors in securing copyright clearance for classroom materials included in course packs. For information about the practical application of the “fair use” doctrine under federal copyright law, see the pamphlet, Questions and Answers on Copyright for the Campus Community, available in the UAH Bookstore or your department office.

CANVAS is the official course management system, and all faculty are required to use it.

OFFICE HOURS

All faculty members are expected to be available to students, other faculty members, and administrative officers at regular locations and times. Faculty should consult with department chairs about policies on office hours within the college. University policy for faculty office hours, as published in the Faculty Handbook, is:

At least 2 hours per week for each lecture section taught.

These hours may be face-to-face in a designated location or virtual via Canvas, Zoom, Skype, etc. The key is to be available each week for consultation. Before the first day of class, the faculty member will submit the proposed office hours for the semester to the department chair for review and approval. The approved office hours will be made known to students, advisees, faculty, and administrative officers and posted in the departmental office. The faculty member will report the office hours for student counseling on the course syllabus. Office hours for student counseling may be scheduled between 8:00 am and 10:00 pm. They must be responsive to students attending classes in the daytime, and evening, on a Monday-Wednesday schedule and a Tuesday-Thursday schedule.

Part-time faculty, graduate teaching assistants, and distance learning faculty may avail themselves to students via email or telephone. Consult with your department chair on computer and telephone access and an email address. The course syllabus should contain all office hours information.

Your department may issue supplementary guidelines regarding office hours. If, on occasion, you must be absent during your office hours, please notify your students and the departmental staff.
MEETING OF CLASSES

All classes are to meet as scheduled and to begin and end on time. If you must miss a class, inform your departmental chair as soon as possible, provide the substitute’s name, and how the missed time will be made up. Study days may not be used to make up a missed class.

ACADEMIC MISCONDUCT

Every student and student group at the University shall be required to act lawfully to not adversely affect the University’s educational processes or the rights of members of the University community and others. Violation of this general standard of behavior shall be considered misconduct under the Code of Conduct outlined in the Student Handbook and may be subject to discipline.

The Academic Misconduct Policy states the procedures for filing a faculty complaint charging a student with academic misconduct.

A faculty member possesses a 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 violates the University’s disciplinary rules, as stated in the Student Handbook, it is appropriate to communicate how the disciplinary and non-disciplinary processes interrelate in such a case.

STUDENT ATTendance POLICY

The University does not have a mandatory attendance policy. Students are responsible for all work missed when absent, and make-up work should only be given if the student provides an acceptable excuse to the instructor. Sometimes, an instructor may impose an attendance requirement, especially if a significant portion of the course depends on class participation. Such an attendance policy must be included in the course syllabus if imposed.

Education at UAH depends upon the cooperation of students and faculty.
Students are held responsible for the full work of the course in which they are registered, including participation in the discussion and work of the class at each class meeting.

A student’s final grade in each course is determined based on identified course requirements; therefore, regular class attendance is important.

**MISSED CLASSES FOR OFFICIAL UNIVERSITY ACTIVITIES**

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. Students are responsible for presenting their instructor with notice and verification of authorized participation in such activities and making arrangements, at least 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 official University-sanctioned activities. 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 they be exempted from class. Athletic practice sessions and other practices are sometimes scheduled at the same time as a course a student must take and are not officially sanctioned. Deans, Division Directors, and faculty may check any names against the list by contacting the Office of the Provost.

**ACADEMIC SUPPORT SERVICES**

Disability Support Services (DSS)

The University complies with the standards of the Americans with Disabilities Act of 1990 and the ADA Amendments Act (ADAAA) of 2008. Students desiring accommodations must complete an
application with Disability Support Services and upload documentation of their diagnosis from their medical or mental health provider. An IEP or 504 Plan can be accepted if the diagnosis is listed. Next, they schedule an intake appointment. During the intake, the student meets with the Senior Coordinator, and through an interactive process, they determine reasonable accommodations going forward.

Typical accommodations include extended time for exams, reduced distraction environment for exams, and the ability to audio record lectures for personal use. Students must activate their accommodations each semester that they wish to have them. In response, DSS emails the professor and the student a letter of accommodation for the semester. Students are encouraged to request accommodations before the semester begins but can choose to do so anytime. Accommodations are not retroactive and can only begin after the student has activated their accommodations and received approval from DSS.

Include a disability statement on each of your syllabi. More faculty guidelines are available on the website. Faculty will receive an email for each student and their accommodations but can choose to log in to the faculty portal to see all students with disabilities and accommodations in your classes for the semester.

Library

The M. Louis Salmon Library offers assistance and informal instruction to all users in person and online. Formal instruction is also available for students and faculty in the library, online, and in classes. Faculty, GTAs, and instructors may request a library instruction session in which a librarian will visit your class and describe key information literacy topics - resource gathering, research, citation management, plagiarism, and source evaluation - with each session tailored to an individual class’s needs. Information literacy sessions are offered in both asynchronous and synchronous formats. Alternatively, the library can provide course-specific materials (multimedia, etc.) on library services and research strategies. Also, Canvas Commons hosts a suite of library modules that can be imported directly into your course, introducing students to the library’s basic tools and services. More information and a session request form are available by visiting https://libguides.uah.edu/libraryinstruction/request.
Student Success Center

The Student Success Center provides academic support programs and resources that empower individuals to realize their potential as self-directed learners. The SSC is committed to staying current on best practices in learning theory research to best support students. The SSC programs include PASS (Peer Assisted Study Sessions) and the Tutoring Programs consisting of Academic Coaching, Content Tutoring, and Writing Tutoring. To learn more about the academic support programs for your students, visit our website.

The Student Success Center has helpful videos and asynchronous presentations available for faculty to upload to their course through Canvas Commons. Additional resources and presentation/workshop requests are available through the SSC Faculty Resources page.

**MID-SEMESTER PROGRESS GRADE REPORTS**

Faculty teaching freshman and sophomore level courses (except Co-op) are required to report on student progress at mid-semester. Mid-term grading is accomplished via the Banner system. The Registrar turns on the grading option in Banner about the fifth week of class, and instructors are asked to enter grades by the seventh week. (Instructors should assign and evaluate sufficient class work early enough to provide meaningful reports).

Progress is reported as follows:

- **A=Superior achievement**
- **B=Above average achievement**
- **C=Average achievement**
- **D=Marginally passing work**
- **F=Failing work**
- **S=Satisfactory**
- **U=Unsatisfactory**
Reports are electronically distributed to students and the student’s advising office after the seventh week of class. Faculty should schedule adequate exams and assignments well before the mid-semester reports for maximum student benefit.

STUDENT REVIEW OF GRADED ASSIGNMENTS

Faculty members should provide feedback to students early in the semester and frequently so that students can ascertain how they are doing in the course. A faculty member should provide opportunities for each student to review all graded materials. Continuous feedback from faculty is expected to inform students about their academic progress. Students have the right to appeal a grade for one full semester following the semester in which the course was taken. It is recommended that materials for a course be kept for one year after completion of the course.

GRADING SYSTEM AT UAH

A copy of the UAH Grading System is below and on the UAH website. Your department may issue supplementary guidelines specific to your course.

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 transcripts, but an augmentation of a letter grade does not affect its value for the purposes of the GPA computation.

A  Superior achievement. Four quality points given per semester hour.

AU  Audit. Course attendance as a listener. No credit given, no quality points assigned, no attendance required.

B  Above average achievement. Three quality points given per semester hour.

C  Average achievement. Two quality points given per semester hour.
D  Passing Work. One quality point given per semester hour.

F  Failing Work. No credit given; no quality points assigned.

I  Incomplete. Incomplete. Assigned by the instructor when a student, due to circumstances beyond their control, has not satisfied some course requirement. The deadline for a student to remedy a grade of I is the last day of class of the next semester enrolled or one calendar year from the date of the grade, whichever occurs first. If the grade of I is on a student’s record at graduation, it is treated as an F.

X  Excused absence from examination. Excused absence from examination. Assigned by the instructor when a student completes all course requirements except the final examination. The final grade becomes an F unless the examination is completed by the time of the deferred examination. Deferred examinations are held on the first Friday of each academic semester.

W  Withdrawal. Recorded by the Office of the Registrar when a student withdraws from a course. (See Withdrawal policy).

S  Satisfactory Work. Applicable to noncredit courses and to some specified credit courses, and will not be counted in the grade point average (GPA).

U  Unsatisfactory Work. Applicable to noncredit courses and some specified credit courses.

P  Passing Work. Assigned in some courses. See Pass-Fail Option.

N  No Grade. Assigned by the Office of the Registrar when a grade is not reported by the instructor.

A word of caution concerning the grades of I and X: Be sure that you make and carry out arrangements to have these grades remedied before the indicated deadline. Grade changes from I or X to a letter grade must be recorded on an official Change of Grade Form that may be obtained from the departmental staff assistant.
PROCTORING EXAMS

UAH is not on an Honor System; therefore, all class exams should be proctored. Do not leave a class unattended during an exam, and stay alert during the exam. If you suspect one or more students of cheating, gather sufficient evidence to convince yourself of their guilt and then discuss the situation with your department chair as soon as possible. Also, as a precaution, if you have to send a substitute proctor for an exam, do not let the class know that beforehand. Substitutes on regular exam days must receive prior approval from the department chair.

RESOLUTION OF STUDENT GRIEVANCES

Occasionally, students may believe they have cause for complaint about some aspect of the course. Complaints such as harsh grading, tardiness by the instructor in returning graded work, exams too long or difficult, and poor organization of lectures are among the most common. When such a situation arises, the instructor should privately discuss the situation with the student and make a serious effort to resolve the problem to their mutual satisfaction. If the attempt fails, the instructor should inform the student of their right to pursue the matter with the department chair. The grievance procedures are detailed in the Student Handbook and can be found in the Academic Appeals policy on the UAH Policies page at www.uah.edu/policies.

SCHEDULING OF EXAMS FOR STUDENTS WITH DISABILITIES

Students are responsible for scheduling their exams with Instructional Testing Services if they wish to utilize their testing accommodations. Tests are scheduled on weekdays at 9 am and 1 pm. Students are instructed to schedule their exams a week in advance of the date and time requested, then notify their professor to email or drop off the test and instructions 24 hours in advance of the exam date and time. Testing staff scans and emails the completed test to the professor or can hold it for pick-up upon request. Students who need more advanced accommodations beyond extended time and a reduced distraction environment may schedule with Disability Support Services for their testing needs. If a student comes to class on exam day without following the procedures to schedule
their exam, they have effectively waived their accommodations, and they will be afforded the same time and testing environment as their classmates.

SCHEDULE ADJUSTMENTS AND GRADE CHANGES

The UAH policy on Registration and Schedule Adjustments can be found on the policies page at www.uah.edu/policies. Highlights from that policy are as follows:

Change from Credit to Audit. A student is permitted to change from credit to audit only during the first four weeks of classes. Such a change must be made by the student on a Schedule Adjustment Form in the Office of the Registrar and that change recorded there.

Late Add/Registration. A student requesting to add a class after the “Last Day to Add a Class” MUST submit a Registration/Schedule Adjustment Form signed by the instructor and department chair.

Withdrawal from Class. The UAH Withdrawal Policy and related administrative procedures are found in the Registration and Schedule Adjustment Policy. Students who withdraw from the course are automatically removed from the course in Canvas without notification to the instructor.

Grade Changes. The UAH policy on course grade changes is given below.

A student is permitted a maximum of one semester from the date a grade is assigned to request a change of grade. Grades submitted to the Office of the Registrar can be changed only by submission by the instructor of a Change of Grade Form containing a written explanation of the error. The Change of Grade Form must be received in the Office of the Registrar no later than two semesters from the date the original grade was assigned.

Official Change of Grade Forms can be obtained on the UAH website.
SEMESTER CALENDAR

The official Semester Calendar and Academic Calendars may be obtained on the UAH website. Please note the all-important dates and the Final Examination Schedule carefully.

EXAM PREPARATION TIME

Tests or examinations should not be administered during the last week of the semester before final examinations unless such tests or examinations were announced at least three weeks in advance. Projects, presentations, or research papers should not be due during the last week of the semester before final examinations except in cases where the entire class is centered on this activity or where the activity is announced at least three weeks in advance.

FINAL EXAMINATION POLICIES

Scheduling: Each final exam is to be given at the time listed on the official Semester Calendar referred to in the immediately preceding section. It is UAH Policy that no changes may be made without the chair’s recommendation and the dean’s written approval. Should you have a class that falls outside the prescribed exam schedule, you may consult with your department chair to make arrangements for the exam.

Rescheduling: The UAH Policy regarding students rescheduling a final exam is given below.

Absences from a scheduled final examination without previous arrangement with the course instructor (except in extenuating circumstances) will be classified unexcused and a failing grade in the course will be assigned. Students having an excused absence from the final exam may be assigned a grade of X and the exam rescheduled. (See Grading System).

Any student whose final examination schedule is such that he or 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 by mutual agreement between the student and the affected faculty member and must be agreed upon by the end of the final week of the semester. It is the student’s responsibility to notify the 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, the same procedure shall apply except that the student shall now have the right to have both the second and third examinations rescheduled.

**Student Review of Final Exams:** Students have the right to review their final exams with faculty members. For this reason, final exam papers must be kept on file for one calendar year.

**Retention of Final Exams:** Continuing full-time faculty and graduate teaching assistants may keep final exam papers in their offices. Part-time faculty should turn in final exam papers to the department office.

Check with your department chair to determine any other final exam policies established by the department.

**SUBMISSION OF FINAL GRADES**

Final grades are submitted via Banner at the end of the semester. Near the end of the semester, you will receive a memorandum from the Office of the Registrar regarding the submission of final grades. Please pay close attention to all instructions on the memo and adhere to the required deadlines. Instructions on [how to push grades from Canvas to Banner](#) may be found on the UAH website.

**POSTING OF GRADES**

The UAH Policy concerning the posting of grades is below:

Instructors are neither required nor encouraged to post grades. They may incur liability and violate the Family Educational Rights and Privacy Act (FERPA) if they do
post grades. If the grades are posted, in order to comply with federal law, the
instructor must use a code designation for each student, ensuring that the code, or
the display of the code, does not permit anyone other than the instructor and the
student to determine the student’s identity. The student’s name and social security
number cannot be used. The instructor must also comply with the following
requirements prior to posting grades: An announcement must be made to the class
that grades will be posted and the procedure to be used described. Students must
be informed that they may choose not to participate in the procedure by simply
notifying the instructor of their objection within 72 hours after the announcement.
No grades can be posted until after the lapse of the 72-hour period to allow for any
objections. Thereafter, only the grades of those students who have not objected can
be posted.

Faculty members should be careful that FERPA is not violated by well-intentioned efforts to
accommodate students. For example, grades should not be given out to telephone requests since it
is almost impossible to fully establish the caller’s identity.

The use of the course management system, CANVAS, greatly simplifies the sharing of grades with
students because it is a password protected site that avoids many of the negative issues associated
with posting of grades.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the
confidentiality of student education records. By virtue of your employment at The University of
Alabama in Huntsville, you may have access (in the course of your duties) to student educational
records containing individually identifiable information, the disclosure of which is prohibited by
FERPA.

Along with the right to access comes the responsibility to maintain the privacy rights of students.
Student records are available to members of the faculty, staff, and students who have a legitimate
educational need to know in order to perform their duties as employees of UAH. However, you do
have a responsibility to maintain confidentiality. Grades, Social Security Numbers, financial information, and class schedules should never be released to anyone other than the student. Disclosure of such information to any unauthorized person could subject the university to administrative sanctions for violating federal law. Such unauthorized disclosure also violates UAH policy and could constitute just cause for disciplinary action including termination of employment.

You may find more information about FERPA from the UAH Catalog, or the Registrar’s website.

RETURNING UNIVERSITY OR DEPARTMENTAL PROPERTY

At the end of a semester, those part-time instructors or graduate teaching assistants not continuing the next semester are to turn in to the departmental office their grade books, keys, departmental texts, student final exam papers, etc. Check with your department for additional information and rules. There is a state mandate on how long grade books, tests, etc. must be maintained by the department. Full-time faculty leaving the University are to do the same.

STUDENT INSTRUCTOR EVALUATION (SIE)

During the last two weeks of classes your students will have the opportunity to evaluate their course and course instructors. This evaluation is carried out via online means using a standardized survey form that is provided in each lecture section. Your department office has a copy of the form used by your college. Copies of a question-by-question analysis of the response results are provided during the next semester to the instructor, the department chair, and the dean of the college.

The composite score by class for each faculty member is available to students in department and deans’ offices.

More information about SIEs is located on the UAH website.

EMERGENCY AND INCLEMENT WEATHER PROCEDURES

UAH desires to provide a safe campus and to deliver classes with minimum interruption.
The university rarely experiences emergencies. The most common cause for concern is inclement weather. Instructors should be aware of university procedures when emergency or weather situations arise. Procedures are available on the UAH website.

UAH has partnered with Rave Alert to provide critical notification services during emergencies and in routine business operations.

**UAlert** is UAH’s emergency notification system. UAlert is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication methods including:

- Voice messages to cell, home and office phones
- Text messages to cell phones
- Email messages
- [UAH Facebook page](#) and [UAH Police Facebook page](#)
- UAH Twitter Feeds (@UAH_UAlert and @UAHuntsville)
- RSS Feed
- [Rave Guardian App](#) (available for Android and iOS devices)

Emergency messages from UAlert will show 256.824.7100 as the originating phone number for voice messages sent to cellular phones. Text messages will be from 226787, 67283, 78015 or 77295. Please add the phone numbers 256.824.7100, 226787, 67283, 78015, and 77295 to your contacts and title the entry **UAH Emergency**. When UAlert is activated, you will know there is an emergency message.

If students cannot attend a class or make it to campus because of severe weather or road conditions, they should inform their instructor as soon as possible. Faculty are requested to consider extreme weather conditions when considering absences or late assignments. Students should only use the weather as an excuse when there is a clear basis.
EMERGENCY PHONE NUMBERS

The following numbers are for use at UAH. Additional Emergency Numbers are available on the UAH website. The use of these numbers will assist in a prompt response to any emergency at UAH:

- Police + Fire + EMS + Hazardous Materials Incidents: 911 or 256.824.6911
- Campus Police non-emergency: 256-824-6596
- Utility Failures: 256.824.6490 during business hours or 256.824.6596 at all other times, including holidays