University of North Alabama
Graduate and Online Education
Graduate Student Handbook
2023

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University of North Alabama
Office of Graduate and Online Education Graduate Student Handbook

Introduction:

The Office of Graduate and Online Education Student Handbook is published annually by the Office of Graduate and Online Education. The handbook contains information for ALL graduate students, and addresses policies, procedures and resources related to graduate studies in general at UNA. This handbook was developed in order to create university wide transparency regarding expectations, regulations and orientation. Ultimately, the handbook should protect the interests of students and programs alike.

Graduate Student Handbooks

Graduate students at the University of North Alabama are provided with two student handbooks: Office of Graduate and Online Education Student Handbook and a Graduate Program Handbook. The Office of Graduate and Online Education Student Handbook will contain the university's policies for all graduate students. Please note that some graduate programs may have more stringent grading policies due to state and/or national accreditation standards.

The Graduate Program Handbooks are specific to each department and the contents therein will reflect the individual programs' requirements above and beyond the university minimums. All graduate students are responsible for reading *both* the Graduate and Online Education Student Handbook and their individual Graduate Program Handbooks and will be held responsible for abiding by the contents. **We strongly urge you to consult the University of North Alabama Graduate Catalog and meet with your academic advisor to clarify your academic status and discuss your program of study.**
The maintenance of these handbooks (including but not limited to ensuring that content is correct and current) remains the responsibility of each individual Graduate Program. To that end, programs are expected to provide the necessary information regarding the policies, procedures, and/or standards related to the specific graduate program.

Accreditation

The University of North Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, education specialist, and doctorate level degrees. Questions about the accreditation of the University of North Alabama may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

University Mission

The mission of the University of North Alabama is to be:

Innovative. Inclusive. Engaged. Evolving. Global.

University Goals

The University of North Alabama has identified five broad university themes that guide strategic planning and resource allocation throughout the University. These themes represent goals that have aspirations in that they are assumed to inspire, to guide, and to be on-going. The five university themes are:

- Transformational Student Experience
- Academic Excellence and Innovation
- Diversity and Inclusion
- Financial and Sustainability
- Institutional Equity

The Office of Graduate and Online Education
Mission and Goals:

The mission of the Office of Graduate and Online Education is to

- promote graduate education, scholarship, and research;
- to support individuals, departments, and programs in the pursuit of excellence;
- to foster innovative, multidisciplinary, and interdisciplinary activities;
- and to maintain high ethical and academic standards in graduate studies.

The standards of study and conduct in the Office of Graduate and Online Education are high. They are not set and maintained by the Office of Graduate and Online Education, but rather by the faculty who determine the standards for their individual program.

UNA Nondiscrimination Statement

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant foradmission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. UNA policies specifically prohibitthe discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including C.F.R. 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator and Compliance Administrator or the Assistant Secretary of Education in the Office for Civil Rights.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the university community who has reason to believe he/she has been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy, but can be

subject to actions that limit their access and/or involvement with university programs as the result of their misconduct. All vendors serving the university through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator Office, room 202 Guillot University Center, UNA Box 5023 Florence, AL 35632.
256- 765- 4223, titleix@una.edu

Reports of other forms of discrimination may be reported to the following areas:

- Human Resources 256-765-4291 or humanresources@una.edu
- Student Conduct 256-765-5012 or studentconduct@una.edu
- University Ombudsman 256-765-5224 or ombudsman@una.edu
- Reports may also be submitted through the Student Complaint Process

UNA Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. University of North Alabama is committed to offering an environment free of discrimination and harassment in accordance with all laws, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Adjustment Assistance Act, as amended by the Jobs for Veterans Act of 2002 (VEVRAA), the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Age Discrimination Act of 1975,the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008. UNA's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment as well as those prohibited under UNA policy.

Organization

The programs of graduate studies are offered by the University through its Colleges of Arts, Sciences, and Engineering (CASE), Sanders College of Business and Technology (SCOBT), Education and Human Sciences (COEHS), and Nursing and Health Professions (ACONHP). Programs are under the direction of

the Deans of the colleges, Dean of Graduate and Online education, and the overall administration, coordination, and supervision of the Provost and Executive Vice President for Academic Affairs, according to policies, procedures, and programs established by the Graduate Council and approved by the President and the Board of Trustees.

Graduate Advisory Council (GAC)

The charge of the GAC is to:

- monitor the graduate education needs of the University and make recommendations to the Graduate Council;
- review policies and procedures to ensure that current graduate education policies and procedures are equitable and fair;
- examine the need for new policies and procedures that will strengthen the quality of graduate education at UNA;
- examine market trends to identify new areas of graduate education growth;
- work with departments to market current programs; and
- provide a report at each Graduate Council meeting.

Graduate Council (GC)

The charge of the Graduate Council is to make recommendations concerning graduate program policies, procedures, curricula, and student matters. The GC functions administratively outside the shared governance structure and reports to the President through the Provost and Executive Vice President for Academic Affairs. Any recommendations by the GC related to substantive changes in graduate curriculum and procedures should be forwarded to the Shared Governance Executive Committee (SGEC) for comment from the appropriate shared governance committee. While GC membership is not governed by directives within the shared governance document, the structure of staggered terms for voting members has worked well in the past and is practical for the future. In continuing with this same approach, the years in which the respective appointments expire are noted with the membership names in the memo sent out to members from the President's office.

General Information

Academic Calendar

Academic Calendar and Class Schedule

Calendar and Course Offerings

The University operates on the semester system, with the academic year divided into two regular semesters (August-December and January-May), and an eight-week summer term (June-August). Some programs offer courses in an eight-week format, in which there are two eight-week terms in fall and spring semester. The summer term also includes one three-week session in May (i.e., May Intersession) and two four-week sessions (Session I, June; Session II, July). The university also offers a three-week session that occurs between the fall and spring terms (i.e., Winter Session). The

University offers on-campus and online courses in all four of its academic colleges throughout all terms. Course offerings can be found here.

Campus Sustainability

The University of North Alabama is a beautiful place for photographing moments of your special occasions; throughout the year, graduates and others are on campus to capture images at some of our most iconic locations, including the Harrison Fountain, the President's Home, and the George H. Carroll Lion Habitat. We ask that you use:

- Flower petals
- Plant or bird seed
- Vanishing confetti
- Ribbon wands
- Bubbles

Avoid paper, plastic, and/or foil confetti as part of your Instagram-worthy shots. This kind of confetti takes a toll on our environmental footprint, clogging our drains and pumps and getting scattered throughout flowerbeds and walkways. It also can be mistaken for food by birds and other wildlife. Quite simply: Throwing confetti and leaving it behind is littering. We take pride in the appearance of our campus, and we ask that you please help us keep the UNA campus beautiful and environmentally sustainable as well as safe for birds and other wildlife.

Communication

Official UNA Correspondence and Response to Administrative Notices

The University of North Alabama's official communication vehicle is UNA Portal accessed through the UNA homepage. This communication includes email, student billing, financial aid notification, viewing grades, campus wide notifications including emergencies, and administrative notices. Notices or requests for students to contact an administrative office must be responded to immediately. Such notices are sent only when matters of urgent business or necessary information are involved. A delay in contacting the office concerned may result in a Code of Student Conduct violation for Failure to Comply.

Email & Email List

When you apply for admission to UNA, you activate your UNA e-mail and Canvas accounts. Your e-mail account provides a means for official delivery of communications from UNA. Each time you wish to log into your UNA e-mail account you will need your username and password. You can access your UNA e-mail account via Portal. Canvas communication is the official, documented communication between a student in a course and his or her instructor.

It is vital that you check your UNA e-mail account. If you choose, you can forward your UNA e-mail to another account or vice versa. However, official University, departmental, and Office of Graduate and Online Education communications are sent only to your e-mail account and the University expects that students are accessing their UNA e-mail. Examples of UNA communications sent only to your UNA e-mail account include:

- Tuition Statements and Payment Deadlines
- Financial Aid Updates
- Registration Notifications

- Faculty-Student Correspondence (also Canvas account communication is allowed)
- Academic Progress Communications
- Course-related Information (also Canvas account communication is allowed)
- Graduate Education Deadlines, Notifications, and Communications
- Tuition Waiver Request Receipts and Approvals
- Campus Wide Emergency Notices
- Campus Wide Administrative Notices

Learning Management System (LMS)

UNA's current LMS is Canvas. Students who have questions, or are having problems with Canvas should visit Canvas Support for Students. If the student cannot find the solution to their question on this site, it is recommended that the student submit a help ticket using the Canvas Help System within the respective course. Instructions for submitting a help ticket are within the site above.

Mane Card

For on campus graduate students, the Mane Card serves as the UNA identification card (mandatory), campus debit card, meal card, library card, and residence hall access card. The Mane Card is valid only for the person to whom it is issued. The Mane Cardmust be carried at all times when the student is on campus; it is strongly recommended that it be carried whenever the student is off campus as well. It must be presented to any university official or duly constituted authority upon request. Refusal to identify oneself to a university authority upon request or any other misuse of the Mane Card (including its use by anyone other than the person to whom it is issued) constitutes grounds for serious disciplinary action against all parties involved.

The Mane Card is the property of the University and must be returned to the Mane Card office if a student withdraws from the university during a semester or summer term. Loss or theft of a Mane Card should be reported immediately to the Mane Card office (located in Gunn Commons) by calling 256-765-4294 or emailing manecard@una.edu. Replacement cost for lost or stolen card is $15.00. At the beginning of each semester, Mane Cards belonging to enrolled students automatically become active. Mane Cards have different authorized activities (door access, meal plans, etc.) dependent upon the registration status.

Funds, also known as "Lion Loot," may be added to the card. A minimum deposit of One Dollar ($1.00) must be applied to activate the debit account, but there is no minimum balance to maintain. This account cannot be overdrawn and there are no fees associated with the use of this account. For more information, please visit the Mane Card office.

Student Account Information

Electronic Billing (e-bill) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to your UNA Portal email account and to the email address ofeach of the authorized users the student has identified. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA PORTAL.

Students are expected to meet all financial obligations when due. It is each student's responsibility to be informed of all payment due dates, deadlines and other requirements by referring to official

sources of University information such as the catalog, official schedule of classes, or that are disseminated by other means from time to time.

Delinquent accounts are subject to a $50.00 late charge. Students with delinquent balances are subject to havingtheir registration schedules canceled for failure to pay their accounts in full. Reinstatement of their schedule will require that the balance be paid in full, and a reinstatement fee will apply.

Students owing charges for prior terms will not be allowed to register for future terms, receive a transcript, or receive any other services until all charges have been paid. Collection costs, including all attorney fees necessaryfor the collection of debt to the University, are paid by the debtor.

Any Federal Title IV financial aid recipient who withdraws on or after the official first day of the term will beliable for any funds the University of North Alabama repays to the applicable federal program as a result of thewithdrawal. These amounts will be charged back to the student's financial account. University collection procedures will apply to recover these funds. For questions about your account, please call 256-765-4442, email studentaccounts@una.edu, or visit Student Accounts.

Student Services

All of the facilities and services of the University support both undergraduate and graduate programs. Facilities include air-conditioned/heated classrooms and laboratories, residence halls and university apartments, dining halls and lounges, libraries, media services, the university center, recreation facilities, and specialized auxiliary units. Among the primary services available to graduate students are those for advisement, counseling, placement, and health. Initial advisement and guidance may be obtained from the offices of the deans of the colleges offering graduate programs and the Office of Graduate Admissions. Upon admission to graduate studies, the student is assigned an advisor for continued guidance.

Campus Recreation

Campus Recreation operates out of two facilities. The Student Recreation Center (SRC) provides opportunities for students, faculty, and staff to engage in competitive and non-competitive recreational activities such as intramural sports, fitness, drop-in recreation, and club sports. The Outdoor Adventure Center (OAC) offers equipment check-outs such as hammocks, kayaks, tents, sleeping bags and bikes. Additionally, the OAC conducts trips like hiking, canoeing, and camping. Exciting and beneficial employment and leadership opportunities are also available for students. 256-765-6019 or visit Student Recreation Center.

Career Center

Services and resources of Career Center are extended to graduate students. Career counseling is available to assist students in making educational and career decisions. Services are also offered to aid students in job search efforts through a variety of programs and services including on-campus interview opportunities, résumé reviews, mock interviews, online career registration (full- and part-time job listings), and career events. Students may contact the Career Center at 256-765-4276, email careercenter@una.edu, or visit the Career Center.

Center for Women's Studies

The Center for Women's Studies (CWS), known to many people as the "Women's Center," was established in 2004to educate the campus and Shoals community about women's and gender issues. Unlike other campus Women's Resource Centers, the CWS is a "hybrid" center that coordinates the interdisciplinary Women's Studies minor and sponsors programs, presentations, and exhibits that focus on the topics of women and gender—providing informational programs concerning gender-based violence is of special importance. Additionally, the CWS sponsorstwo RSOs (UNA Student Chapter of AAUW and the Women's and Gender Studies Association) and is an inclusive social center that welcomes all students, faculty, staff and community members. Students may contact the Center for Women's Studies at 256-765-5158 or visit the Center for Women's Studies.

Collier Library and Information Services

Collier Library provides several resources and services for graduate students. Access to almost 200 subscription databases that index peer-reviewed journals in all disciplines is provided both on and off-campus. Off-campus users should use their UNA Portal username and password to access the databases, journals, and eBooks from the library's website. Graduate students may wish to schedule a research consultation to meet with a librarian to assist them in navigating the library's resources. Research consultations are offered face-to-face, online, and by telephone. To see the library liaison for your academic area, see the list here: https://libguides.una.edu/staff/liaisons. Students may contact the library at 256-765-4469 or visit Collier Library.

Counseling Services

Offices for Student Counseling Services are located on the first floor of Rice Hall and provide both face-to-face and online services to graduate students. Students who are actively enrolled may seek help with issues and problems that impact personal well-being, growth, or academic performance. Students may contact Counseling Services at 256-765-5215 or visit Counseling Services.

Dining

Dining services are provided by Chartwells Dining Services whose offices are located in the Guillot University Center. For a list of dining locations, please visit https://new.dineoncampus.com/una).

Disability Support Services

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Complete guidelines and requirements for documentation can be

found here. For more information and to request accommodations, the student should contact the DSS office at 256-765-4214, email at dss@una.edu, or visit Disability Support Services.

Division of Diversity, Equity, and Inclusion

The Division of Diversity, Equity, and Inclusion leads the development and implementation of proactive diversity, equity, and inclusion initiatives. The initiatives support the University's mission and strategic plan,and the newly developed strategic diversity and inclusion plan. The Division champions the importance of adiverse and inclusive scholarly university campus community by engaging faculty, staff, and students to build a welcoming and inclusive culture at UNA. Please call 256-765-4900, email at ddei@una.edu or visit Division of Diversity, Equity and Inclusion.

Feeding the Pride Food Pantry

The mission of Feeding the Pride is to alleviate hunger within the UNA community and raise awareness about the growing issue of food insecurity across campus. Established in 2012 as part of a student-led initiative, the Food Pantry is supported by faculty, staff, administrators, students, and alumni, with participation by campus dining services. Current operations and further information may be found here. Feeding the Pride at UNA is a member of the Alabama Campus Coalition for Basic Needs and the College and University Food Bank Alliance: www.cufba.org

Financial Aid Services

Student Financial Aid is committed to providing student financial assistance to eligible students to help pay the costs associated with attending graduate school. There are various types of student financial assistance that are available through our department. The Office of Student Financial Aid assists students with Federal aid/scholarship application procedures and eligibility requirements. Please visit Student Financial Aid, call 256-765-4278 or email sfins@una.edu.

Graduate Assistantships

Graduate assistantships are available. Please contact the UNA Career Center for more information.

Health Services

University Health Services (UHS) is an acute care medical clinic and is designed to meet the basic health care needs of UNA students and employees. Services available include treatment of short-term illnesses and minor injuries; basic physical exams; allergy injections; select immunizations and vaccines; wellness screenings; and health education offerings. The clinic is staffed with full-time administrative staff, board-certified nurse practitioners, registered nurses, and a contract physician who serves as medical director of the clinic. Any UNA student can access services at the clinic and can see a provider at no charge. Students may be offered medications, lab tests, and other medical supplies for an additional cost. UHS uses Med+Proctor© to manage compliance of the UNA immunization requirements for all incoming students. Please visit University Health Services, call 256-765-4328, or email at healthservices@una.edu, to find detailed information about UNA's immunization requirements and online services provided to students. University Health Services does not file insurance. The UNA Mane Card is required for check-in and acceptable forms of payment are credit card, debit card, or check.

Housing and Residence Life

The mission of Housing and Residence Life is to provide inclusive communities that engage students in exceptional living and learning experiences within safe, affordable, and well-maintained environments. This is accomplished through promoting leadership, collaboration, service, engagement, and diversity. HRL provides residential, occupancy, and facility management for all residence halls and University-owned and -managed apartments. For more information, please call 256-765-5558 or visit Housing and Residence Life.

Information Technology Services

Information Technology Services (ITS) provides and supports student access to technologies and services including the internet, UNA portal, Office 365, and Windows and Mac lab computers and their software. Please visit ITS to connect to a variety of UNA services such as email and campus wireless, as well as to maintain and secure the devices students use to access these services. For any issues, questions, or comments please email ITS at helpdesk@una.edu, or stop by the Help Desk located on the first floor of Collier Library.

Military and Veteran Affairs

The purpose of the Military and Veteran Service Center is to assist veterans, active duty military, guardsmen, and reservists and their family members in taking full advantage of the educational benefits available to them through the GI Bill, Federal Tuition Assistance, and other programs. We also strive to help students make the transition from active military duty to UNA, and from UNA to active military duty. Whether you are a new student who has completed your service, a student who has interrupted your education to serve and are now returning, or a student who began your studies elsewhere and is transferring here, we will help guide you to the resources you need to make the most of your experience. For more information, please call (256) 765-4746 or visit Military and Veteran Affairs.

Mitchell -West Center for Social Inclusion

The Mitchell-West Center for Social Inclusion supports education, research, community, and advocacy by working with diverse groups on campus, in the Shoals, and across the state and region. The Center welcomes everyone by providing an accessible and inclusive space for students and faculty to share knowledge, collaborate on interdisciplinary projects, and build sustainable partnerships with organizations that are committed to addressing some of the most pressing social problems that we face today. The Center works in partnership with existing campus offices and programs to create an environment that is committed to social engagement, empowerment, equity, and justice. The Center sponsors events and workshops that highlight social problems, often providing expert resources to the campus community and beyond to engage in change-making conversations. Our students, faculty, and staff are involved in educational and campus initiatives designed to increase engagement and build awareness regarding the challenges faced by our society. Each initiative, each conversation, each workshop and event helpbuild relationships both on and off campus so that, together, we build a bridge toward a more diverse and inclusive community. For more information, please call 256-765-5158 or visit the Mitchell-West Center for Social Inclusion.

University Success Center

The purpose of the University Success Center is to provide academic support services designed to empower students to achieve their highest academic potential, which includes University Advising Services, Tutoring Services, Testing Services, the Mathematics Learning Center, and Center for Writing Excellence. For more information, please call (256) 765-4722 or visit the Success Center.

University Case Manager/CARE Team

Case Management promotes student success and retention, reduces risk, and enhances overall community well-being and safety by identifying needs, removing barriers, leveraging resources, and fostering student self-efficacy. The Case Manager is available to answer questions and/or provide information to students, family members, faculty, and staff. If you know of a student in need of support a referral can be made by completing the Student of Concern referral. The University Case Manager oversees the CARE Team. The CARE Team (Campus Assistance, Referral, and Evaluation Team) is here to support UNA students. We believe all students deserve a happy, healthy college experience. Early response to the needs of distressed students can prevent increased risk and retain the student's success in and out of the classroom. Referrals help us keep students and our campus community safe.

The CARE Team is composed of representatives from Student Conduct, Student Affairs, Housing and Residence Life, University Police Department, Student Counseling Services, Faculty, University Health Services and Disability Support Services. If you are concerned about a student, you can make a referral to the CARE Team by completing a Student of Concern Referral. For further information, please visit the CARE Team.

Admission Policies and Procedures

Admission to Graduate Studies

Students who wish to enroll in graduate studies must be admitted officially to graduate studies on formal application. To allow sufficient time for processing, notice of acceptance, and program approval, completed application forms together with other required materials including official transcripts should be filed with the Office of Graduate Admissions well in advance of the opening date of registration for the term. Registration for a term is based on satisfaction of requirements for admission and enrollment prior to the close of the registration period for that term.

Acceptance for admission is based on the program objective declared in the application. Request for a change of original purpose, either before or after enrollment, is cleared through the dean of the college in which the program is offered. Applicants accepted for admission who do not enroll must contact the Office of Graduate Admissions to update their application.

Requirements for Graduate Admission

Consideration for admission to graduate studies is based on the following:

1. Official application and one-time, non-refundable $50 application fee. (NOTE: The application fee is currently waived).

2. Possession of a bachelor's degree or equivalent in an appropriate field of study from an institution that is accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located. Educator preparation majors should contact the college dean concerning restrictions that may apply. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.
3. Submission of official transcripts of credit—undergraduate or graduate—from degree granting institution that qualifies the student for admission to graduate studies. Additional transcript requirements may vary by college in which the program is offered (see "College of Arts, Sciences, and Engineering", "Sanders College of Business and Technology", "College of Education and Human Sciences", or "Anderson College of Nursing and Health Professions.") Students receiving financial aid may be required to submit official transcripts from each college previously attended, whether or not a degree was granted from that institution. For more information contact Student Financial Services. Students who have earned all credits at The University of North Alabama or students seeking admission as transient students do not need to submit transcripts; however, transient students must submit the required letter of approval from the parent school. The acceptance of official transcripts and other documents submitted for admission to any graduate program may be subject to verification and authentication.
4. Approval from the graduate program department through satisfactory test scores, scholastic achievement, preparatory coursework, or other requirements additionally specified by the particular college or department in which the program is offered.
5. College of Arts, Sciences and Engineering Admission Requirements
6. Sanders College of Business and Technology Admission Requirements
7. College of Education and Human Sciences Admission Requirements
8. Anderson College of Nursing and Health Professions Admission Requirements

Non-Degree Seeking Graduate Unclassified Students

Eligible applicants who wish to enroll for advanced credits only — as distinct from pursuing a degree — may be admitted unconditionally or conditionally as unclassified students for such coursework as prior preparation permits. Admission and enrollment require the approval of the dean of the college in which the course or courses are offered. No assurance is given that credit earned while in unclassified status may subsequently be applied to a degree or certification program or be transferable to another institution. A change from unclassified to regular status or a change in certification objectives requires a new application and is subject to current regulations and standards. Unclassified students are subject to all academic requirements and regulations applicable to degree seeking students and are limited to enrollment in a maximum of 12 semester hours. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.

Graduate Transfer Students

Students who are in good standing in graduate programs at other recognized graduate schools, and who satisfy basic admission requirements, may be admitted as transfer students. Requests for transfer credit should be initiated by the student with the designated graduate advisor's approval. Acceptance of graduate credit by transfer is normally limited to six semester hours of B or higher grades in graduate work appropriate to the degree program at UNA. Exceptions must be approved by the appropriate

graduate program coordinator/director, department chair, and college dean. Individual graduate programs may specify predetermined limits in their section of this catalog. Acceptance of credit by transfer does not affect the quality point status required on work attempted at the University of North Alabama. Residence requirements are not applicable to graduate programs. All transfer students are subject to UNA's scholastic standards. If these standards are not met, further academic action will be necessary.

Graduate Transient Students

Graduate students in good standing at other recognized graduate schools may, upon the advance written approval of the graduate dean or other appropriate official at the parent school, enroll as transient students in courses for graduate credit for which approved and for which prerequisites have been satisfied. Students applying for transient admission are not required to submit official transcripts, but the letter of approval from the parent school must be submitted prior to registration for the term.

Accelerated Master's Program (AMP)

The Accelerate Bachelor's/Master's Program (AMP) offers qualified UNA undergraduate students the opportunity to enroll in graduate coursework that can be applied concurrently to an undergraduate and graduate degree. Students may earn up to a maximum of 9 graduate credit hours toward both the undergraduate and graduate degree at undergraduate tuition rate.

Eligible UNA undergraduate students participating in the AMP program must submit a formal application to graduate studies. See the departmental sections of the Graduate Catalog for program specific admission requirements. The graduate application fee is waived for AMP participants. Contact the Office of Graduate Admissions at 256.765.4447 or amp@una.edu for more information.

Colleges/departments that participate in the AMP program:

- Accelerated Master's Program - Applied Manufacturing Engineering
- Accelerated Master's Program - Business
- Accelerated Master's Program - Criminal Justice
- Accelerated Master's Program - English and Writing
- Accelerated Master's Program - Geographic Information Science
- Accelerated Master's Program - Health and Human Performance
- Accelerated Master's Program - Mathematics
- Accelerated Master's Program - Professional Studies
- Accelerated Master's Program in Sport and Recreation Management
- Accelerated Master's Program between Psychology (BA/BS) and Counselor Education (MA/MAED)
- Accelerated Master's Program between Psychology (BA/BS) and Family and Community Services (MS)
- Accelerated Master's Program between Sociology (BA/BS) and Counselor Education (MA/MAED)
- Accelerated Master's Program between Sociology (BA/BS) and Family and Community Services (MS)

Appeal of Admission Denial

Applicants who have been denied admission to a UNA graduate program may appeal this decision by submitting a written letter of appeal to the dean of the college to which they applied. This letter of appeal should state the reasons for reconsideration of the decision. The dean will review the appeal, make a judgment regarding the request, and inform the applicant and the academic department. Should applicants wish to appeal the decision of the dean, they may request a hearing with the Faculty Appeals Committee of the college. Upon hearing the case, the Faculty Appeals Committee will, within 10 calendar days, uphold the decision or refer it back to the college dean for further review. In either case, the college dean is responsible for notifying the student of the final disposition of the case. Appeals must be submitted within 60 calendar days of notification of denial of admission.

International Admissions

UNA welcomes qualified international students to pursue graduate studies offered at the four colleges of UNA: College of Arts, Sciences and Engineering (CASE), Sanders College of Business and Technology (SCOBT), College of Education and Human Sciences (COEHS), and Anderson College of Nursing and Health Professions (ACONHP). **For program specific admission requirements, please see information listed at the following links:**

College of Arts, Sciences and Engineering

Sanders College of Business and Technology

College of Education and Human Sciences

Anderson College of Nursing and Health Professions

International students, defined as individuals who are not U.S. citizens, permanent residents or refugees, may apply for admission under the following categories:

Graduate

International students with a BA or BS degree who have met the English proficiency requirement may apply for regular admission. Application deadline: 30 days prior to the first day of the applicable semester. Graduate students admitted to the Anderson College of Nursing and Health Professions must have a bachelor's degree in nursing from an accredited program in the United States and an unencumbered license to practice professional nursing in the States in addition to all other admissions criteria.

Admission Requirements

- Official Application
- $100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English
- Official TOEFL/IELTS/TOEIC/PTE score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0, Duolingo 100)
- Official GMAT/GRE or Master's Degree from accredited university (GMAT 400-450 or equivalent GRE for MBA; satisfactory GRE or MAT score as defined by program in College of Arts, Sciences and Engineering)

Transfer Graduate

International students with earned graduate course credits from another college or university in the U.S. or abroad may apply to UNA as a transfer graduate student. See Transfer Admission for additional regulations outlining acceptance of transfer credit. Application deadline: 45 days prior to the first day of the applicable semester.

International graduate students with earned graduate course credit from UNA Global Partner Universities may transfer more than six (6) semester hours of B or higher grades to meet the graduate program requirements at UNA. A list of courses from the home institution will be pre-approved by the respective UNA college dean based on the review of course descriptions provided by each UNA Global Partner University.

Admission Requirements

Official Application

- $100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English
  (If a transcript does not list the credit hours and grade for each course taken, a course-by-course evaluation of the transcript is required by an approved international credentials evaluator such as WES, ECE, etc.)
- Official TOEFL/IELTS score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0, TOEIC 670, PTE 54, Duolingo; Spantran)
- Official GMAT/GRE or Master's Degree from accredited university (GMAT 400-450 or equivalent for MBA, MAT 388, or combined Verbal/Quantitative 286, Arts and Sciences)

Conditional Graduate

International students who do not meet the English language proficiency requirement at the time of submitting the application can be admitted as conditional graduate students. They are permitted to apply for graduate status upon successful completion of all Level 5 ESL courses at UNA. Application deadline: 30 days prior to the first day of the applicable semester.

Admission Requirements

- Official Application
- $100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English

Online Graduate

International students who meet all program admission requirements may enroll in online degree or certificate programs offered by UNA. Additional admission criteria are required for the online nursing programs.

Admission Requirements

- Official Application
- $100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English

Application Requirements

In compliance with accreditation standards, all admission documents such as high school, college diploma, and university degree sheet must be official. UNA does not require the original diploma or

degree sheet, but a copy of the original documents must be notarized or attested. The notary or attester must be provided by the school or university attended, by a government official, or by a government-approved notary firm. Copies of non-notarized documents, scanned, or faxed documents will not be accepted.

*In addition to the admission requirements listed above under each category, international students must meet all established University admission requirements and submit the following

- **Proof of Financial Support:** All international students must furnish official evidence (e.g., bank statements) of sufficient funds (US $24,000 or equivalent currency) to cover educational and living expenses. If a student is sponsored by someone other than his/her parents, the following two letters are required: an official bank letter from the sponsor's bank showing sufficient funds that meet the sponsorship requirement and a letter from the student's sponsor stating that s/he is willing to sponsor the student. Private sponsored applicants should have their sponsor(s) (if the sponsor is in the U.S.) execute and send an Affidavit of Support (USCIS Form I-134) which is legally binding. Government sponsored applicants should submit a government scholarship letter.
- **Insurance:** To be compliant with U.S. Federal Regulations regarding international students, all UNA international students must have UNA approved health insurance coverage while enrolled at UNA.
- **Evaluation of International Transcripts:** International students who have attended a college or a university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator such as World Education Services (WES), Educational Credential Evaluators (ECE), etc.
  All Colleges at UNA, except the Sanders College of Business and Technology, require a WES or ECE evaluation of the student's transcript before the student can be admitted to graduate programs. Students applying for the MBA program do not have to provide a WES evaluation if they have a verifiable bachelor's degree from a recognized university.
- **Application Fee:** It is the policy of UNA that a non-refundable $100 international application fee must be paid before an application is processed. Students completing ESL and going into undergraduate or graduate degree programs are not required to pay the $100 application fee again. Students moving from undergraduate to graduate are required to pay the $100 application fee again.
- **Tests: UNA's Education Testing Service Code is 1735**
  For graduate admission, one of the following score reports is required:
  - Paper-based TOEFL: 550
  - Computer-Based TOEFL: 213
  - Internet-Based TOEFL: 79
  - IELTS: 6
  - TOEIC 670
  - PTE 54
    In addition to the above English language proficiency requirement, graduate applicants must provide one of the following test score reports:
  - GRE score 286 (equivalent to GMAT 400-450)
  - GMAT: 400-450
  - MAT: 388 or combined Verbal/Quantitative 286 (Arts and Sciences)
  - **English proficiency test waiver: A waiver is automatically granted to an applicant when their education is from countries where English is recognized as an official/native language, they have a degree from the US, or they have lived in the US for more than two years.

Retention and Disposal of Admission Files

Admission records, including the original application for admission, transcripts, and the supporting credentials, are forwarded to the Registrar's Office when students enroll at the University. All other files

are retained in the Office of Graduate Admissions as inactive records for a period of two years from the beginning of the semester or term for which application was made.

1. The inactive records include those for applicants who were admitted but did not enroll
2. who were rejected
3. who canceled their applications; and
4. whose files were incomplete

All records will be destroyed after remaining in the inactive files for two years.

Academic Procedures and Requirements

Application for Graduation

Candidates for a degree must file a formal application for graduation with the Office of the Registrar on the form prescribed. **Graduate students should apply for graduation two semesters prior to their date of graduation.** If it becomes necessary to revise the expected date of graduation, the student should file a Change of Graduation application form in the Office of the Registrar no later than the last day to drop a class prior to the intended date of graduation. **No preliminary degree audit will be issued until a program of study and an admission to candidacy form are in the student's academic file in the Office of the Registrar.** There is no candidacy requirement for nursing students or MBA students.

Attendance

Graduate work is based on levels of maturity and seriousness of purpose which assumes regular and punctual class attendance. In order to protect academic status, circumstances necessitating extended absences should be the basis for conferral with the appropriate college dean. Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class. Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of individual professors. Students should expect their instructors to monitor attendance as required by the Federal Student Aid Handbook, (Volume 5, Chapter 2).

Audit

A graduate student may enroll in a graduate course for audit on the approval of the dean of the college. Fees for audited courses are the same as for courses taken for credit. Courses taken for audit are considered at full equivalency in determining maximum schedule load; however, they do not count toward the minimum class load required for eligibility for financial aid, athletics, and/or veterans' benefits. A course may be audited and then repeated for credit. Unless extreme extenuating circumstances exist, a course cannot be changed from credit to audit after the close of registration.

Commencement

Degrees are conferred at the end of each semester. Successful candidates for degrees may attend commencement exercises and wear proper academic regalia. Candidates whose circumstances preclude attendance may be graduated in **absentia** and have their diplomas forwarded to them, provided written

notification is made to the Office of the Registrar not later than two weeks prior to the commencement date. Students who complete degree requirements at the end of the summer term may elect to have their diploma mailed to them on the Monday following the close of the summer term or participate in the following December commencement and receive their diploma at that time.

Full-time Student Status

Full-time student status is attained with a minimum of nine semester hours in a fall or spring semester or six semester hours in a summer session.

Graduate Courses

Courses numbered 600 and above are open only to qualified graduate students. Courses numbered 500 have been approved for credit in master's degree programs subject to advisory approval, but not more than one-half of the credit required for the master's degree may be earned in such courses. (MBA students must take at least 31 graduate hours at the 600-level). Graduate students approved for enrollment in 500-level courses will be expected to satisfy special requirements, including readings, papers, and/or projects in addition to the requirements for undergraduate students in the same course. Admission to all courses requires satisfaction of stated prerequisites unless waived by the chair of the department or the dean of the college. Students will not be permitted to receive credit for a 500-level course if they have received credit for the comparable senior-level undergraduate course. Course numbers 651 and 652 are reserved for special courses offered from time to time in response to special circumstances. When offered they are identified by department, content, and credit. The class schedules published prior to each term should be consulted for the most current course information. Projections of graduate course offerings for several terms in advance are maintained by the chair of the department in which the courses are offered. The University reserves the right to cancel any class for which enrollment is insufficient.

Graduate Student Procedures

As a useful guide to the graduate student, the procedures and time schedules outlined below are extracted from the procedures and regulations described elsewhere in university publications. It is the student's responsibility to study this handbook and other university materials carefully and to follow prescribed procedures according to the established time periods.

1. **Prior to the opening of the term for which initial enrollment is planned:**
    a. Secure, complete, and return applications for admission along with the application fee to the Office of Graduate Admissions. Registration must be in accordance with the level of study.
    b. Submit official transcripts of credit—undergraduate or graduate—from the degree granting institution that qualifies the student for admission to graduate studies. Additional transcript requirements may vary by college in which the program is offered (see "College of Arts, Sciences and Engineering", "Sanders College of Business and Technology", "College of Education and Human Sciences", or "Anderson College of Nursing and Health Professions"). Students receiving financial aid may be required to submit official transcripts from each college previously attended, whether or not a degree was granted from that institution. For more information contact Student Financial Services. Students who have earned all credits at The University of North Alabama or students seeking admission as transient students do not need to submit transcripts; however, transient students must submit the required letter of

approval from the parent school. The acceptance of official transcripts and other documents submitted for admission to any graduate program may be subject to verification and authentication.

c. Submit supplemental items specific to the graduate program, if applicable. Items may include test score, resume, application essay, recommendations, writing sample, and other program specific forms or licensures. See admission requirements by graduate program.

2. **After acceptance for admission and at registration:**
   Confer each term with the assigned educational advisor and prepare the schedule of classes and the approved program forms. Students should pre-register for the next term according to announced dates, although advisement and schedule preparation may be accomplished during the regular registration periods.
3. **Application for graduation:**
   Complete an application for graduation online at http://www.una.edu/registrar/graduation.html, and pay the graduation fee at the Business Office or online via E-bill. Graduate students should apply for graduation two semesters prior to their date of graduation. No preliminary degree audit will be issued until a program of study and an admission to candidacy form are in the student's academic file in the Office of the Registrar. There is no candidacy requirement for nursing students or MBA students.
4. **During the last term:**
   a. Arrange with the University Bookstore for proper academic regalia for graduation: cap, gown, hood.
   b. Follow issued instructions on commencement procedures and rehearsal. If planning for graduation in absentia file with the Office of the Registrar the proper request at least two weeks in advance of the commencement date.
   c. Students in programs leading to initial professional certification, added endorsements, or renewals should contact the Certification Office in the College of Education and Human Sciences for application procedures and appropriate forms.

Hour Loads

Nine hours is considered full time in a semester and six hours is considered full time in a summer session. The maximum class load for graduate students is 12 semester hours in a semester and six semester hours in each summer session or a total of 12 hours distributed over the entire eight-week summer term. In any schedule combining graduate and undergraduate work, the hour load may not exceed that prescribed for a full-time graduate student.

Program

Satisfaction of the minimum credit hour, course, and other requirements prescribed for the program selected.

Registration and Advisement

Graduate students may register in advance of the regular registration period, according to announced pre-registration dates. Payment of the appropriate charges must be made by the deadline specified on the invoice received at the time of preregistration; otherwise, the preregistration is voided and the student must register and pay all charges in the regular registration period. Upon admission to graduate studies each student is assigned to an advisor, according to the advisement system of the particular college in

which the program is offered. Advisors assist the student in planning the program, approve the program, and provide continuing supervision and guidance during the course of study.

Reinstatement

For a student who has been eliminated from the graduate program for scholastic or other reasons, reinstatement in the program requires approval of the respective College Readmissions Committee on the basis of extenuating circumstances. Reinstatement may be considered by the respective College Readmissions Committee only upon written appeal directed through the dean of the college. Reinstatement, if approved, may be based on special conditions and is subject to the regulations and standards in effect at the time of reenrollment. Following reinstatement, a new application for admission must be filed in the Office of Graduate Admissions. A student dismissed from one graduate program who desires admission to another graduate program must meet the admission standards of that program and be admitted to that program.

Residence

A majority (51%) of credits toward a graduate or a post-baccalaureate professional degree must be earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions. To receive a graduate academic award, students must earn one-third or more of the credits through the SACSCOC member institution's own direct instruction. The majority of credits toward a graduate or a post-baccalaureate professional degree awarded by the University of North Alabama are earned through instruction offered by the University.

Schedule of Courses

Students wishing to add a course after the close of registration must secure approval from the appropriate instructor, department chair, and dean.

Student Research

Research projects are an integral part of graduate programs. If research for a project involves human subjects, the appropriate Institutional Review Board (IRB) approval is required prior to collecting any data from or interacting with human subjects. Please view the IRB website here.

Student Comprehensive Examinations or other Projects

In addition to the regular examinations in courses taken for graduate credit, some candidates for master's and doctoral degrees must successfully pass written and/or oral comprehensive examinations (may include standardized testing), complete capstone/doctoral projects, or write manuscripts for professional publication. Such requirements are program specific, are considered part of the program of study, and are the responsibility of the student under the direction of their advisor/committee chair, or program chair. A student who fails any section(s) of a comprehensive exam must refer to their advisor/committee chair to discuss re-taking the failed portions of the exam, or the entire exam, depending upon program-specific requirements.

Student Thesis and Dissertation Guidelines

Graduate programs may require a thesis or dissertation to be completed as part of the program of study. Thesis and dissertation formats are specific to the department and program of study. Students should refer to their departmental guidelines involving the requirements, format, and grading of thesis and

dissertations. Approval by the Institutional Review Board is required if the thesis/dissertation involves human subjects.

Technology Recommendations

To help ensure success, students should be proficient using e-mail, the Internet, and common desktop productivity software. During the course of the program, requirements (either hardware or software) may change from the original technology recommendation. Students should consult the software/hardware requirements within the program or with the faculty member or UNA Helpdesk for any technology recommendations that may have changed since the original recommendation mentioned below or within the program of study. Below are some **initial** recommendations. **Please note that these recommendations and requirements may change as technology changes and may also vary from course to course. Also, please note that on-campus students have greater access to university-provided technology such as printers.**

Recommended Setup

Basic requirements for online classes at UNA are:

- Broadband internet access
- Web Camera and Microphone
- For full, current Canvas system requirements please visit:
- Current Canvas Browser and System Requirements
- Respondus Lockdown Browser and Monitor Requirements
- Honorlock System Requirements
- Zoom System Requirements

Certain programs of study may have specific hardware and software requirements. Students should refer to their program handbook for further information.

Tablet/Laptop Recommendation

Students enrolled in programs that require participation in off-campus academic activities are encouraged to use a computer for their work. Some coursework may not be fully compatible with use of a tablet or mobile device; therefore, it is recommended that students have a desktop/laptop available if needed.

Time Limits

Courses may not be applied to degree plans more than eight years after completion, exclusive of time spent in active service in the Armed Forces of the United States. Credit accepted by transfer must comply with these limits.

Transfer, Transient, Correspondence, and Independent Study Credit

See Transfer Admission for additional regulations outlining acceptance of transfer credit. Credit accepted by transfer is for equivalent semester hours only and does not affect the grade levels required on work attempted at this University or reduce the amount of residence credit required. Credit accepted by transfer must be earned within the time limits prescribed for degree completion at this institution. Graduate courses where pass/fail or satisfactory/unsatisfactory is the recorded grade may not be transferred.
A student who wishes to enroll at another institution in temporary transient status and transfer credits back to UNA should secure advance approval from the dean of the college in which the major is housed. Students on academic probation or suspension are not permitted to transfer credits earned at other institutions back to UNA. Students enrolled in a graduate program at the University of North Alabama

may not enroll as transient students at another institution without the **prior approval** of the dean of the college on forms prescribed for that purpose. Only students who have been unconditionally admitted to a graduate program at the University of North Alabama and who are in good standing may be approved as transients to another institution. Credit earned as a transient student at another institution will be evaluated by the same standards as transfer credit. A minimum grade of **B** is required. Grades earned will be shown on the student's permanent academic record but will not affect the UNA grade point average.
See Transient Admission for additional regulations outlining transient approval. Enrollment in another institution without prior approval constitutes withdrawal from the program and requires reapplication for admission as a transfer student.

Students should be aware that UNA cannot award credit for any course taken at another institution until the official transcript has been received from the other institution and the course has been approved by UNA. If a student enrolls in another institution during the term that the student anticipates graduating from UNA, the student must be diligent to assure that the other institution submits the official transcript to UNA early enough for the credit to be evaluated and recorded on the student's transcript and in time for the course(s) and grade(s) to be recorded and the official degree audit conducted by the Registrar's Office before clearing the student for graduation. No credit earned through correspondence is accepted for graduate credit. A maximum of two courses (six semester hours) of independent study may be applied to a degree.

University Graduate Grading Policies

Quality of Work

All graduate students are expected to maintain a consistently high quality of academic performance. Satisfaction of degree and program requirements includes an overall grade average of B or better (3.00) on all work attempted. No more than two courses with a C grade may be applied towards the degree. No grade below C may be applied towards the degree; however, all grades are included in the calculation of the cumulative GPA. Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements.

Grades and Academic Progress

Grades on graduate courses at the University of North Alabama are reported as A, B, C, D, F, I, S, SP, U, and UP. Graduate students must maintain a grade average of B or better (3.00) on work attempted.

- Any student who earns three grades of C will be dismissed; this dismissal can occur at any point in their program of study, including the last semester.
- Any student who earns two grades below C will be dismissed.
- No grade below C may be applied towards the degree. However, it will be used in the GPA calculation.

Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements. For a student whose progress in a course has been satisfactory, but who is unable to receive a final grade because of circumstances beyond control, such as illness or similar contingency, a grade of I (Incomplete) may be reported. An I grade which is not removed within the term (fall, spring) immediately following will automatically be changed to a grade of F. Students who receive a grade of I at the end of the spring semester will have until the end of the following fall semester to remove it. It is the student's responsibility to follow up with the appropriate

instructor to complete the required work. No quality or quantity credits are earned with a grade of I. Scholastic ratios are determined on the 4.0 scale with each semester hour of credit attempted producing four quality points on a grade of A, three quality points on a grade of B, two quality points on a grade of C, one quality point on a grade of D, and no quality points on grades other than these.

Final Grade Appeals Process

The faculty member is the sole determiner of the grade awarded in a course and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further grade review, the following process should be followed. The student should submit the Final Grade Appeal form indicating the nature of the complaint to the department chair in the department where the course is offered and request a review of the assigned grade, indicating that an initial review has been performed by the faculty member issuing the grade. The Final Grade Appeals form is available on the VPAA website.

1. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should indicate this on the Final Grade Appeal form and contact the dean of the college where the course is offered and request a review of the assigned grade. The Final Grade Appeal form should be forwarded to the dean by the department chair.
2. At either the department chair and/or dean level the faculty member may be asked to reevaluate the assigned grade.
3. If the student wishes to appeal further, i.e., to the Provost, in these rare and unusual circumstances the student shall indicate his/her decision on the Final Grade Appeal form. The Final Grade Appeal form will be forwarded to the Provost by the dean. The Provost will determine if the evidence is strong enough to warrant further review, i.e., the burden of proof is on the student to make a strong case that merits committee review. In this case the appeal shall be forwarded to the university Grievance Committee (appointed by the President annually). Any members of the department where the grade appeal resides would be excused from this review. The Grievance Committee will make a recommendation to the Provost.
4. Following the decision, the student and the faculty member shall be notified and provided a rationale for the decision.
5. All grade appeals shall be initiated no later than six weeks after the term in which the grade was issued.

Repeat/Recompute

At the approval of the respective graduate program, a student who has repeated graduate courses in which a grade of C, D or F was earned may identify one course for the purpose of recomputing the GPA. The most recent grade must be a B or above, and only the most recent grade will be used towards degree requirements and in recomputing the GPA. However, the original grade will remain on the transcript and is still counted as far as the number of grades of C or below as specified in the Grades and Academic Progress policy.

The student must initiate the request with their respective Graduate Program. Some programs may not allow repeat/recompute for their courses, and students should refer to their program for specific

requirements. If the request is approved by the Graduate Program, the Department Chair will forward the approved repeat/recompute request to the Office of the University Registrar for processing.

Student Conduct

Office of Student Conduct phone: 256-765-5012 email: studentconduct@una.edu

University of North Alabama Code of Student Conduct

Students Rights and Responsibilities

UNA students are responsible for knowing the information, policies and procedures outlined in this document and posted on the University website. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check onlineat una.edu/student-conduct/index.html for the updated versions of all policies and procedures.

The University of North Alabama Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used with permission.

Confidentiality of records connected to the Code of Student Conduct and the conduct process is required through the Family Educational Records Privacy Act (FERPA). Waivers of FERPA can be found at https://www.una.edu/policies/ferpa-notification-family-educational-and-right-to-privacy-act.html

Purpose and Goals:

The University of North Alabama is committed to providing a community that fosters and nurtures individual growth while promoting integrity, community, social justice, respect, and responsibility. By promoting these foundational aspects of maturity and growth, the Code of Student Conduct seeks to provide guidance for student behavior that aligns with the mission and values of the University of North Alabama. Behavior that fails to align with the mission and values of the University of North Alabama will be addressed through a respectful, fair, and educational student conduct process.

The goals of the Code of Student Conduct and its process are:

- Provide an environment that promotes the educational mission of the University of North Alabama.
- Provide an environment that promotes the safety and health of the University of North Alabama students.
- Educate students on appropriate practice of respecting all members of the University of North Alabama community.
- Support a high ethical standard of individual and student organizational behavior.
- Allow the University of North Alabama community to hold each other accountable.
- Build a culture where students and student organizations take responsibility for actions that do not align with the mission and values of the University of North Alabama

Jurisdiction

The Code of Student Conduct and the student conduct process applies to the conduct of students and University of North Alabama affiliated student organizations. For the purposes of student conduct, the

University of North Alabama considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University of North Alabama retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Student Conduct applies to behaviors that take place on the campus, at UNA-sponsored events, and may also apply off-campus when the Director of Student Conduct or designee determines that the off-campus conduct may present a danger or threat to the health or safety of him/herself or others; and/or impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or is detrimental to the educational mission and/or interests of the University.

The Code of Student Conduct may be applied to behavior conducted online, via email, or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may act if and when such information is brought to the attention of UNA officials.

The Code of Student Conduct applies to guests of students. Student hosts may be held accountable for the misconduct of their guests.

Violations:

Although not all inclusive, some aspects of misconduct deemed unacceptable and subject to disciplinary action are as follows:

1. **Academic Dishonesty**. Acts of academic dishonesty such as cheating, plagiarism, and/or misrepresentation will be addressed as outlined in the Academic Honesty Policy.
2. **Alcohol**. Unlawful use, possession, or distribution of alcoholic beverages.
3. **Assisting or cooperating**. Action or inaction with another or others to violate the Code of Student Conduct; Complicity with or failure of any student or organized group to appropriately address known or obvious violations of the Code of Student Conduct or law.
4. **Discrimination.** Any act or failure to act which denies, deprives or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor that is based upon an individual or group's actual or perceived status (race, color, sex, pregnancy status, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law). See the UNA Policy on Nondiscrimination.
5. **Discriminatory and Bias-Related Harassment**. Any unwelcome conduct based on actual or perceived status including: [race, color, sex, pregnancy status, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing

genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the reporting party and community. *See the UNA Policy on Discriminatory Harassment at* https://www.una.edu/titleix/policies-and-procedures.html

a. **Hostile Environment**. Sanctions can and will be imposed for the creation of a hostile environment only when discriminatory and bias-related harassment is sufficiently severe, pervasive (or persistent) and objectively offensive such that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment, social and/or residential program or activities. [2].

6. **Disorderly conduct/disruption**. Substantial disruption of UNA operations including obstruction of teaching, research, administration, other UNA activities, and/or other authorized non-UNA activities which occur on campus; Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
7. **Drugs**. Unlawful use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia.
8. **Failure to comply**. Abuse or interference with, or failure to comply in, UNA processes including conduct and academic integrity hearings; Attempting to discourage an individual's proper participation in, or use of, the campus conduct system; Failure to follow reasonable directions of UNA officials or law enforcement during the performance of their duties.
9. **Fire Safety**. Violation of local, state, federal or campus fire policies.
10. **Fraud**. Knowingly furnishing, presenting, or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments in order to gain something of value or preferential treatment.
11. **Gambling**. Gambling as prohibited by the laws of the State of Alabama. (Gambling may include lotteries, sports pools and online betting activities);
12. **Harassment**: Unwelcome conduct that is so severe, pervasive, or persistent and objectively offensive, and that so undermines and detracts from the person's educational experience, that it denies or limits a person's equal access to an institution's resources, activities, and opportunities.
13. **Harm to Persons**. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
14. **Hazing**. An intentional or reckless act that degrades and/or endangers the mental or physical health or safety of a student, or that 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. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate this policy.
15. **IT and Acceptable Use**. Violating the University Acceptable Use and Computing Policy, found online at http://www.una.edu/its/una-it-policy.html.
16. **Ordinances and Laws**. Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.
17. **Other Policies**. Violating other published UNA policies or rules.

18. **Retaliatory Discrimination**. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
19. **Sexual Misconduct**. Refer to the sexual misconduct policy found at https://www.una.edu/titleix/policies-and-procedures.html.
20. **Theft**. The unauthorized taking or maintaining possession of anything of value belonging to another entity.
21. **Threatening Behaviors**. Implied threats or written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
22. **Traffic/Parking Policy**. Violation of traffic and parking rules and regulations.
23. **Trespassing**. Unauthorized access to any UNA building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost UNA identification card or key; Misuse of access privileges to UNA premises or unauthorized entry to or use of buildings.
24. **Vandalism**. Intentional, reckless and/or unauthorized damage to or destruction of UNA property or the personal property of another.
25. **Weapons**. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including the storage of any item that falls within the category of a weapon in a vehicle parked on UNA property [1] (for more information, see Weapons Statement at http://www.una.edu/student-conduct/policies/weapons-statement.html).
    [1] Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.
    [2] This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.

Conduct Sanctions

One or more of following sanctions may be imposed upon any student or student organization for any single violation of the Code of Student Conduct:

Warning: An official written notice that the student has violated UNA policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

Restitution: Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Fines: Reasonable fines may be imposed.

Community/UNA Service Requirements: For a student or organization to complete a specific supervised UNA service.

Loss of Privileges: The student will be denied specified privileges for a designated period of time.

Confiscation of Prohibited Property: Items whose presence is in violation of UNA policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and/or Campus Police.

Behavioral Requirement: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.
Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
UNA Housing Probation: Official notice that, should further violations of University Residences or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing. Regular probationary meetings may also be imposed.
UNA Housing Reassignment: Reassignment to another UNA housing facility. University Residences personnel will decide on the reassignment details.
UNA Housing Suspension: Removal from UNA housing for a specified period of time after which the student is eligible to return. Conditions for readmission to UNA housing may be specified. Under this sanction, a student is required to vacate UNA housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, University Residences personnel. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for UNA housing, the student must request a Housing Readmission Review with the Department of Housing & Residence Life to determine whether or not the student may return to University Housing, if so, whether any restrictions apply.
UNA Housing Expulsion: The student's privilege to live in, or visit, any UNA housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
UNA Probation: The student is put on official notice that, should further violations of UNA policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
Eligibility Restriction: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Conduct or his/her designee and terms of this conduct sanction may include, but are not limited to, the following:

a) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
b) Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

UNA Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct or his/her designee. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct or his/her designee. This sanction may be enforced with a trespass action as necessary.

UNA Expulsion: Permanent separation from the University. The student is banned from university property and the student's presence at any UNA-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.
Student Organization Sanction: Deactivation, de-recognition, loss of all privileges (including status as a UNA registered group/organization), for a specified period of time.

Title IX

Title IX Coordinator and Deputy Coordinator

LOCATION: Guillot University Center, Room 201/202
PHONE: 256.765.4223
WEBSITE: una.edu/titleix
EMAIL:titleix@una.edu

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty, of all genders, are entitled to a working environment and educational environment free of discriminatory harassment, including discrimination based on sex. At UNA, we have policies in place that prohibit discriminationon the basis of sex or gender, including sexual harassment, sexual assault, dating and domestic violence, stalking, and discrimination against pregnant and parenting students.

Faculty and staff are required to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's Sexual Misconduct Policy may be accessed at una.edu/titleix.

If you have experienced or observed discrimination or harassment, you have several options, including reporting directly to Title IX or law enforcement or speaking with a Confidential Resource.

Reporting

To report directly, contact:

Title IX Coordinator .....256.765.4223 or titleix@una.edu
Title IX Deputy Coordinator……...256-765-4838
UNA Police..... ……..256.765.4357

Confidential Resources

If you're not sure if you want to file a report to Title IX, UNA offers several confidential reporting options to offeradvice and other resources, and if you make the decision to come forward, they can also assist you in contacting Title IX or law enforcement. UNA's Confidential Resources include:

Student Counseling Services 256.765.5215
University Health Services 256.765.4328
Center for Women's Studies.....256.765.4380

Mitchell-West Center for Social Inclusion..... 256.765.5158

Local Resources

One Place of the Shoals 256.284.7600
North Alabama Crisis Center …….256-716-1000 (hotline)
THRIVE Alabama …….256-764-0492
SafePlace (domestic violence)..……. 256.767.6210/ 256.767.3076 (office)

One Place of the Shoals is a centralized, collaborative, community effort that provides victims of domestic violence, rape and sexual assault, child physical and sexual abuse, and elder abuse with necessary services under one roof. OnePlace of the Shoals provides legal assistance, medical exams, and counseling services. One Place of the Shoals is another reporting resource for individuals who may wish to seek legal action.

National Hotlines

Domestic Violence Hotline.....1.800.799.7233
RAINN Sexual Assault Hotline..... 1.800.656.4673
Suicide Prevention Lifeline 1.800.273.8255

Education

UNA has chosen to use Get Inclusive as an online educational tool to educate students on various topics to prepareyou for student life. All incoming freshmen and first-year transfer students attending UNA must complete Voices for Change through Canvas. Failure to successfully complete this mandatory course may result in additional educational information and/or a meeting with the Office of Title IX and/or the Office of Student Conduct.

You will receive information to your UNA email about logging in with your UNA credentials through Canvas.

Being an Active Bystander

As a member of the UNA community, students have the ability to act to prevent or intervene in a potentially harmful situation. A bystander is any person who notices a behavior or situation that could lead to something harmful and is faced with the choice to help, do nothing, or contribute to the negative behavior. An active bystander is anyperson who does something to decrease the likelihood that something bad will occur or get worse. As an active bystander, there are positive and safe ways to prevent or intervene when there is a risk of behaviors such as discrimination, bullying, sexual harassment, sexual violence, intimate partner violence, or any other type of sexual misconduct that could occur on a college campus.

UNA wants to be on the forefront when it comes to educating our students on what it means to be an active bystander. Bystander intervention education is provided throughout the academic year. In the meantime, studentsare encouraged to:

1. Recognize behaviors that might be high risk for violence or harm.
2. Attempt to help, but keep yourself safe. Methods of intervention may include:
   a. Checking in with the person to see if they are OK or need help,
   b. Creating a distraction,

c. Delegating or reporting to someone else who can help, and/or,
d. Checking up on the person later, even after a delay.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that regulates how students' educational records are maintained and under what provisions certain student records can/should be released. Throughout primary and secondary education, rightsrelated to students' educational records belong to parents or legal guardians of the student. When a student becomes 18 years of age or enters postsecondary education, these rights transfer to the student. In accordance with the Family Educational Rights and Privacy Act (See 513 or PL93-380, education amendments of 1974, which amends the General Education Provisions Act, Sec. 438) students of the Universityof North Alabama are hereby informed of their right to access their official records as described in the act.
Students who wish to withhold directory information should file this request in the Office of the Registrar prior to the end of the registration period for any given term - a student may examine his/her official academic record during working hours in the Registrar's Office upon presentation of appropriate picture identification.

The following is a list of directory information which may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance:

- Name
- Permanent and Local Addresses
- Telephone Listing
- Email Addresses
- Degree Program(s)/Major(s)
- Dates of Attendance
- Enrollment Status
- Degree(s)/Honor(s)/Award(s) Received and Date(s)
- High School(s) and Other Colleges and Universities Attended
- Participation in Officially Recognized Organizations, Activities and Sports
- Weight and Height of Members of Athletic Teams
- Photographs and Digital Imaging

FERPA also provides exceptions for release of information under certain circumstances. As provided for under FERPA, UNA notifies parents/guardians when certain violations of the Code of Student Conduct occur (see "UNA Parental Notification Policy" below). A more complete statement of student rights under FERPA is available on the Department of Education website www2.ed.gov/policy/gen/guid/fpco/ferpa.

Academic Honesty

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students,

faculty and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Provost and Executive Vice President for Academic Affairs for referral to the University Student Conduct System for disposition.

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action inaccordance with university policy.

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academicdishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the departmentwhere the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the deanof the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Provost and Executive Vice President for Academic Affairs (P/EVPAA) to appeal the proposed disciplinary plan. The P/EVPAA shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the P/EVPAA may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the P/EVPAA may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

University Policies and Protocols

Accommodations for Disability

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physicaland/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activitiesas compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the accommodation process to develop an accommodation plan. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256.765.4214). Accommodations are not retroactive.

UNA Sexual Misconduct Policy

The UNA Policy against Sexual Harassment and other Sexual Misconduct (Sexual Misconduct Policy). The document was vetted through the Shared Governance process in Fall 2020. It was approved by Shared Governance on January 5, 2021, approved by the Board of Trustees on March 5, 2021, and is implemented as ofApril 1, 2019:

UNA Sexual Misconduct Policy and Procedures

Free Speech and Assembly

The University of North Alabama recognizes that in the community of scholars there are certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The university encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers as well as the lay community. Consistent with the mission of the University and in the spirit of academic inquiry, to dissent, to disagree with generally accepted truth and knowledge is acceptable. The university also stands for the right of all the university community to pursue their legitimate activities without interference, intimidation, coercion, or disruption. The university will protect the rights of freedom of speech, expression, petition, and peaceful assembly and affirms all rights and freedoms guaranteed under the Constitution of the United States.

Procedure

Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, inany way, on the subject matter involved in an expressive activity. It is strongly suggested that all activities be registered with the appropriate office based on the building you are intending to reserve in advance in order to make adequate arrangements for safety and security and to ensure the space desired is available. Information can be found at the Office of University Center Operations and Event Management located in GUC 107.

The University of North Alabama provides forums for the expression of ideas and opinions, such as the following:

1. Traditional public forums include the university's public streets, sidewalks, parks, and similar common areas such as the grass and sidewalk around the Amphitheater. These areas are generally available for non-amplified expressive activity, planned or spontaneous, for the individual or small group at any time without the need for reservation or prior approval, unless the space is already scheduled.
2. Designated public forums include other parts of the campus that may become temporarily available fornon-amplified expressive activity as designated by the university. Examples of designated forums include parking lots and athletic fields.
3. Non-public forums are areas that are not traditional public forums or designated public forums. Theselocations will be restricted to use for their intended purpose and are typically not available for publicexpressive activity. Examples include, but are not limited to, classrooms, residence halls, faculty andstaff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus.
4. Additionally, security considerations may affect the availability of spaces that would otherwise beavailable.

Disruptive activities will not be allowed. The university has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with or disturb the holding of classes, the conduct of the university business, or the authorized scheduled events and activities of any and all segments of the university. Furthermore, any activity that incites imminent lawless action or that triggers an automatic violent response will be considered disruptive. In addition to any potential criminal penalties, students engagingin disruptive activities will be referred to the Office of Student Conduct, and employees will be referred to Human Resources.

Guidelines

1. Registered university organizations and university departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Officeof University Center Operations and Event Management located in GUC 107.
2. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition.Literature may not be distributed in non-public forums.
3. No amplification equipment may be used.
4. Use of campus land is on a temporary basis.
5. Flyers may be placed on open bulletin boards inside or outside university buildings.
6. No activity will be permitted that blocks access to university buildings, streets, sidewalks, or facilities,defaces property, injures individuals, unreasonably interferes with regular or authorized university activities or functions, or disrupts the free flow of pedestrian or vehicular traffic.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.
Approved by Shared Governance Executive Committee and President Kenneth Kitts, May 9, 2019

Withdrawal Procedures

Withdrawal from the University

Students who wish to withdraw from the University with up to 75% completion must first notify the Office ofthe Registrar and follow official procedures. The grade of **W** will be recorded for each registered course.

Withdrawal from the University after 75% completion date requires consultation with the Office of the Registrar and possible referral to University Case Manager. In cases where withdrawal from the University isunavoidable, such as a medical emergency (see UNA Medical Withdrawal Policy), the grade of **W** will be uniformly recorded. In cases where withdrawal from the University is optional, the student will receive the grades earned in each course.

Medical Withdrawal Procedures

Request for a medical withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade.

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider (physician, nurse practitioner or licensed mental health professional), a student cannot continue enrollment in his/her courses because of a serious physical and/or psychological condition. Because serious health conditions usuallyimpact all courses, requests for a medical withdrawal result in a withdrawal from all classes and the University.Students are encouraged to contact their advisors, their academic deans and financial services before withdrawing from the University. Withdrawal can impact financial aid, veteran's benefits, international studentstanding, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or time permitting bymail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed (256-765-4235) or with time permitting mailed (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence, AL 35632), by the provider. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons, from the Office of Disability Support Services, University Health Services and the University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may approve, deny or request further documentation upon review. If further documentation is requested by the committee, the student will have three (3) business days from the date of notification via university email to provide requested documentation.

If the medical withdrawal is approved, documentation will be submitted to the Office of the Registrar regarding the student's medical withdrawal, and the student will receive grades of **W** on transcripts. If the medical withdrawal is denied, the student will meet with the University Case Manager to discuss further options. The student will be notified of the committee's decision by official university email within five (5) business days ofsubmission of a completed application. A hold will be placed on the student's record until they have been approved for re-enrollment; see Enrollment Following a Medical Withdrawal.

Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Code of Student Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Officeof Student Conduct.

If the student's medical condition so incapacitates the student that he/she cannot act on their own behalf, the student's parent, legal guardian or representative should contact the University Case Manager, 256-765-4531,for assistance.

Enrollment Following A Medical Withdrawal

Students with plans to enroll in subsequent semesters or summer terms following a medical withdrawal will be required to submit medical documentation from a licensed health care provider, Licensed Provider Recommendation for Return to Campus (Medical Clearance), which indicates readiness to return to an academic environment. The student will be expected to sign a release for the treating physician/facility to the University Case Manager for verification purposes; failure to do so will result in denial of request. Additionally, academic units reserve the right to request further documentation and/or other requirements specific to the student. All documentation will be submitted to the University Case Manager, reviewed by the committee and kept confidential. This information should be submitted ten (10) business days prior to the start of the semester in which the student wishes to enroll. A hold will be placed on the student's registration until this documentation is submitted. If the student has already registered for the following semester, the schedule will be dropped if documentation is not submitted by a specified date and/or the student has not contacted the University Case Manager.

The student may be required to fulfill additional requirements set forth by the committee and/or the University CARE Team to promote the student's success and continued community safety. Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Code of Student Conduct and may result in the revocation of a medical withdrawal and/or referral to the Office of Student Conduct.

Notes and Exceptions

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of W are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring). A grade of I (Incomplete) which hasnot been removed within the period prescribed automatically becomes an F.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on,including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to clinical courses taken in the Anderson College of Nursing.

Students who are failing clinical in the Anderson College of Nursing and Health Professions at the time they withdraw from theclass will receive an F for that class.

4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for aparticular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member's attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
6. Students who are called to active military service during an academic term may choose one of the followingoptions:
    1. The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees.
    2. If at least 75% of the term has been completed, the student may request that the faculty member assigna grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
    3. A student may be assigned grade(s) of I (Incomplete) and will be subject to the University's Incomplete grade policy.

Retroactive Medical Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University. The student should complete the Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation by fax (256-765-4235) or, time permitting, by mail (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632) to the University Case Manager. Thestudent will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services and University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may support, deny or request further documentation upon review. If further documentation is requested by the committee, the student will havethree (3) business days from the date of the notification via university email to provide requested documentation. The student will be notified by university email of the committee's decision.

If the documentation supports a Retroactive Medical Withdrawal, the office of the Registrar will be notifiedby the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the retroactive medical withdrawal, theymust contact the Registrar's Office up to thirty (30) business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Provost and Executive Vice President for Academic Affairs will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. If the instructor(s) are no

longer employed by the University, the department chair where each course is housed submits the recommendation.
Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is **sixty (60) daysof the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University).** The student must submit the request and documentation to the University Case Manager within **45 days of the end of thesemester of request**, thus allowing 15 days for committee review and submit to the Registrar's office.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)

Procedure Approved by Shared Governance Executive Committee on March 20, 2019

Procedure Implemented on August 1, 2019

No Smoking Policy

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productivelearning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university owned and operated property both indoors and outdoors.

"Smoking," as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. "Smoking products" include, butare not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). "University-owned and operated property" includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operatedhousing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals orcompanies renting university-owned space on university- owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individualsthat violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

- Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Visitors may be required to leave the campus if they fail to conform to the policy when advised.

Additional Resources and Support

The University recognizes that quitting smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a varietyof wellness initiatives including cessation aids and programs.

[Approved by the Board of Trustees on June 6, 2017.]

Student Complaint Process

UNA is committed to reviewing and responding to student complaints appropriately. A complaint is an expression of discontent based on the result of behavior or circumstances that the student believes are unjust,unsafe, inequitable, or create an unnecessary hardship.

This Complaint Procedure applies to student complaints that are not addressed in other university procedureswhich have established processes for resolution, such as Final Grade Appeal, Academic Dishonestly Appeal,Dismissal from Academic Programs, Student Conduct, or Title IX, unless the complaint is based on discrimination or other forms of inequity, or failure to follow established procedures.

If a complaint does not fall within established procedures, a student may submit a complaint via following procedures.

A. Informal Complaint Resolution Process

Prior to initiating the formal complaint process, a student complainant should first request to meet with theindividual(s) with whom he/she has a concern. The informal complaint procedure is intended to encouragecommunication between the parties involved in order to facilitate a mutual understanding of different perspectives regarding the complaint.

There are times when it is not possible to initially address the individual(s) of concern directly. At that point, the student should consider meeting with the Department Chair, Supervisor, or Dean as the first step. If a satisfactory resolution cannot be reached with the individual(s) involved, the student complainant may then request a meeting with the Department Chair, Supervisor, or Dean who shall assist in finding a resolution.

At any point during the informal process, a student may seek resolution with the University Ombudsman.

B. Formal Complaint Resolution Process

If a satisfactory resolution cannot be reached informally, a student complainant may initiate the formal complaint procedures by submitting the Student Complaint Form (online, via email, mail, or hand-delivered) tothe appropriate Vice President's Office – the Vice President for Student Affairs, the Provost and Executive Vice President for Academic Affairs, or the Vice President for Business and Finance, depending on the area of concern. All formal complaints must be in writing and must be signed by the student. Electronic or digital signatures clearly attributable to the student (i.e., the student's name in an email message received from his or her UNA email account) are acceptable.

Upon receipt of a formal complaint, the Vice President to whom the complaint was submitted will 1) respond to acknowledge receipt of the complaint and to inform the complainant on the next steps, 2) forward the matterto the proper university office for a response, or 3) initiate an investigation as outlined in the following paragraph.

If the complaint can be resolved with a direct response from the appropriate Vice President or by another administrative office, the complaining party will receive a written response within 10 business days of the receipt of the written complaint. If the Vice President feels an investigation is warranted, the complaining party will be informed of the initiation of an investigation, the name of the investigating party, and of the date he/she should receive a report of its outcome. The investigation should be carried out by the senior administrator of the office/department from which the complaint arose, unless that individual is named in the complaint, and should conclude within 30 (thirty) business days of the formal complaint, unless extenuating circumstances occur. Once the investigation has been completed, it is the responsibility of the office/department investigating the complaint to recommend resolution to the appropriate Vice President's office, who will determine the resolution.

Following the investigation process and resolution determination outlined above, the Vice President that supervises the area or individual(s) involved in the complaint will provide a written response to the student complainant that will address the appropriate action(s) taken by the University. Once this response has beensent to the student, the matter will be considered closed, and the Vice President's decision is final.

Complaint Tracking

The Vice President for Student Affairs and the Provost and Executive Vice President for Academic Affair's offices will track each formal student complaint and will maintain a record that includes, at a minimum, the following information:

- The names of the student(s) initiating the complaint and the individual(s) named in the complaint
- The date that the Student Complaint was received
- The student(s) identified with the complaint;
- The nature of the complaint, including a copy of the Student Complaint, to be retained for not less than two (2) years after its final disposition;
- The university official(s) assigned to investigate the complaint and the steps taken to resolve it;
- The date and final resolution or disposition of the complaint;
- Any external actions taken by the complainant, if any, of which the Vice President becomes aware.

Tracking of student complaints helps the University identify any serious or systemic problems affecting thequality of the student life and assists in identifying patterns of conduct that raise a legitimate concern with respect to the university's academic or co-curricular programs, and to comply with obligations imposed by federal regulations for receiving, responding to and tracking student complaints.

The information tracked will be made available to regulatory agencies and accrediting bodies, including the Southern Association of Colleges and Schools Commission on Colleges, as required in accordance with applicable laws, regulations and policies.

Adopted February 2019

University Ombudsman

The University Ombudsman is an advocate of collegial relationships and a confidential and informal resource for anyone with a complaint or grievance against the university, its division/unit,

employee or student. Acting as a neutral party with independent authority free of conflicts of interests, the University Ombudsman providesan internal and informal avenue toward resolving complaints, conflicts and grievances through involvement ofconcerned parties, facilitating communications between them, and assisting them to develop and rebuild a collegial relationship of trust.

The Office of the University Ombudsman is located in Room 230 of GUC. To make an appointment with the University Ombudsman, please send email to: satakeuchi@una.edu

Grievance Procedures

Grievance procedures are available to all members of the university community for resolution of disputes that do not fall within the jurisdiction of the University student conduct system. A grievance is a complaint directed against another member or organization of the University community or against the University. The UniversityOmbudsman provides an informal avenue for grievances and complaints (excluding academic appeals and grade disputes). Students may also use the Student Complaint Form Process if the complaint does not fallwithin other established procedures, https://www.una.edu/policies/.

Grievance Defined

A "grievance" is a complaint directed against another member or organization of the university community or against the University, including the departments, divisions, and schools thereof, alleging improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices and/or procedures relating to conditions of employment or enrollment, or other circumstances giving proper grounds for complaint.

A grievant first must seek resolution or redress of the grievance informally through the established administrative channels. If, after exhausting recourse through established administrative channels, the grievant still believes satisfactory remedy or relief has not been provided, the grievant may request a formal hearing.

Informal Procedures

A grievant first must seek resolution or redress of the grievance informally through the established administrative channels. The direction of the informal process is determined by the grievant's classification (student, faculty or staff) and the nature of the grievance. The process begins with the official at the first or immediate level of authority, and, if required, continues in the chain of authority to the next higher level. For students, a complaint involving services or activities normally will be directed to the appropriate director/coordinator of the service or activity with continuation in line to the Vice President for Student Affairs;on a complaint involving academic or instructional matters, to the academic department head and with continuation in line to the Provost and Executive Vice President for Academic Affairs. Complaint by an applicant who hasbeen denied admission to the University will be directed to the Chief Enrollment Officer.

Formal Hearing

If, after exhausting recourse through established administrative channels, the grievant still feels that a satisfactory remedy or relief has not been provided, the grievant may request a formal hearing. The request shallbe directed to the President of the University in writing and shall bear the grievant's

name, current address and telephone number; a clear statement of the nature of the grievance and facts supporting it; the remedy or relief sought; the date; and the grievant's signature.

Grievance Committees

On proper request for a hearing, the President of the University shall establish a grievance hearing with an ad hoc committee of three persons. The committees shall be composed of university personnel appointed by the President, according to the classification of the person initiating the request. If a student initiates the request, thecommittee will be chosen from among members of the university faculty, non-faculty staff and students.

Toward assuring a full and impartial hearing strictly on the merits of the cases, due regard shall be given to appoint committees of persons with appropriate expertise and without bias or direct interest in the outcome, to provision for peer representation where relevant and to adherence to hearing procedures. In making committee appointments, the President may seek nominations from representative organizations such as, respectively, the Faculty Senate, and the Student Government Association. In cases involving a member of the university facultyas grievant or accused, the President shall, if so petitioned by the faculty members in the formal request for a hearing, make the committee appointments from the appropriate list of nominees established for such purposes by the Faculty Senate at the beginning of each academic year, one list to consist of nine nominees for grievance committees.

Persons appointed to grievance committees who deem themselves disqualified by reasons of bias or interest may be excused. The grievant or accused shall have the right of challenge of committee appointments for cause and if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall designate one member of the committee to act as chair or may appoint anadditional ex officio non-voting member to act as chair. The committees may adopt, for governance and operation, supplemental rules and regulations not in conflict with this resolution.

Grievance Hearing Procedures

A grievance hearing is not an administrative due process hearing and therefore does not include all the procedures provided for in due process hearings; neither do formal rules of evidence apply. The hearing shall beconfidential and only those persons concerned should be included in the hearing.

Functions of the Grievance Committee

The Committee or Committee Chair may confer with the grievant prior to the hearing to schedule witnesses, provide for the exchange of documents and achieve other appropriate objectives to make the procedures fair, effective, and expeditious. In the hearing, the Committee may question the grievant and the witnesses presentedby the grievant, may call such witnesses and examine such documents as it considers necessary, and shall keepa record of the hearing.

The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain allthe facts in the dispute, and to come to a conclusion as to whether or not the grievant has just cause for complaint. In grievances that are contractual in nature, the committee's role is to determine whether or not the grievant has had all the benefits of the procedures afforded by the rules and regulations of the University, and whether or not the decision that forms the basis for the

complaint was the result of adequate consideration in terms of the relevant standards of the University, school, and department. The Committee shall be guided in its decisions only by the evidence presented at the hearing.

Rights and Responsibilities of the Grievant

It is the responsibility of the grievant to present all the facts and to prove the merits of the grievance. To this end the grievant shall state the grievance with specificity, shall be allowed to present witnesses and documents on the grievant's behalf and to examine any other witnesses and documents presented. The grievant shall not be represented by counsel but may have the assistance of an adviser of his/her choice from among personnel of the university community.

The Committee's Report and Final Action

Upon conclusion of the hearing, the Grievance Committee shall prepare a report summarizing the evidence and rendering its conclusions. Copies of the report shall be sent to the President and to the grievant. Within 14 days of the receipt of the report, the President, giving due weight to the report of the Committee, shall render a decision and so notify the grievant. Should the President's decision be inconsistent with the report of the Committee, the President shall state his reasons to the grievant and to the Committee. The President's action shall be final, except that a grievant may appeal a reversed or modified decision to a subcommittee of the Boardof Trustees.

Notices, Posters, and Banners

The placement of flyers is restricted to public bulletin boards and is limited to one flyer per bulletin board. Flyers shall be no larger than 11"x 17". Flyers are NOT to be taped to windows, walls, doors, or any painted surface. Signs, posters, banners, or flyers advertising the sale of alcoholic beverages are prohibited and shall beremoved. We reserve the right to remove advertisements containing subject matter considered to be offensive or in poor taste.

Banners to be hung in the GUC should be delivered to the University Center Operations and Event Management Office to be hung by the Events staff. Banners can be no larger than 3' tall and 6' wide. Holes for hanging must be cut and reinforced to prevent the banner from tearing. Placement of banners is made on a first come, first served basis. Space cannot be reserved. Banners shall not be stored by the University CenterOperations and Event Management Office staff before or after they are displayed unless arrangements havebeen made in advance. Banners need to be hung from the ceiling, anything larger must be hung by UNA Facilities staff. A work order must be submitted and approved prior to their display.

Candidates for campus elections are limited to one banner per candidate and are restricted to the first-floor area.

To utilize the GUC Atrium Video display email the file (JPG or MP$ or a direct YouTube link) to studentengagement@una.edu. The file needs to be in a 16:9 aspect ratio or in a film format designed in a landscape layout. The file should be provided no later than a week prior to the event. No profanity, marketing of other universities, or alcohol/drugs/nudity.

No notices of any kind may be displayed on glass doors of 601 Cramer Way or the Guillot University Center, or on walls of campus buildings. Prior permission from the office concerned must be obtained before notices may be placed on the bulletin boards of the administrative offices or

academic departments.

Anyone wishing to use chalk to advertise on campus sidewalks must obtain approval from the Student Engagement Center at least five days prior to the event. No chalk should be used on the bridge or near the entrances of any buildings. Publicity materials with adhesive or gummed surfaces are prohibited in all locations.

Anyone wishing to hang a banner anywhere on campus besides the Guillot University Center must secureapproval from the Director of Student Engagement, GUC Student Engagement Center.

Public Address System and Amplifiers

Permission to use public address systems in any outdoor area of the campus must be secured well in advancefrom the Office of the President or the Office of University Center Operations and Event Management. No sound truck is to be operated anywhere on campus at any time without permission. Amplified music in the Amphitheater or any other outside area must be approved in advance by the Office of University Center Operations and Event Management.

Weapons Statement

Possession of firearms or other dangerous weapons is prohibited while on University owned or controlled property. This includes all parking lots, grounds, and facilities. This prohibition applies to all members of the University community, visitors, and guests, and applies whether or not a person in possession of such a weapon has a permit to carry or possess the weapon. This policy does not apply to:

- Law enforcement officers of the federal government, state, or of any county, city, or town when inthe discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law enforcement officers attending school as students. Their weapons must be concealed unlesswearing a uniform.
- Campus food service knives.
- The President's residence.

Visitors and guests may temporarily store weapons at the University Police Department for no more than 48 hours. The University Police Department and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Director of Public Safety (University Police Chief) or their designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For facultyand staff, unauthorized possession of a weapon shall constitute a violation of board policy.
For applicable enforcement procedures by UNA Police Department, refer to https://www.una.edu/police.

Regulations and Procedures

University of North Alabama Police Department

The mission of the University of North Alabama Police Department is to protect life and property

of the University Community. University Police Officers are on duty 24 hours a day, 7 days a week enforcing federal,state, and municipal laws, as well as university rules and regulations.

University of North Alabama Police Officers are certified law enforcement officers in the State of Alabama, accredited by the Alabama Peace Officers Standards and Training Commission in accordance with Section 7,Subsection C. Legislative Act 1981, amending Act 156 of the Code of Alabama.

The University of North Alabama Police Department is vested with full police power to serve the University Community, have authority in University related matters throughout the State of Alabama, and have cooperative agreements with other law enforcement agencies throughout the State. All traffic regulations thatapply anywhere in the State, apply while on the University Campus. We encourage you to follow the traffic laws, and watch for pedestrian traffic while on campus.

Updates to the Weapons and Firearms Policy can be found at
https://www.una.edu/police/docs/policy/University%20Weapons%20Policy.pdf

University Police office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

Reporting On-Campus Crimes and Other Emergencies

To maximize safety on campus, the University Police Department strongly encourages anyone with knowledgeabout any crime, suspicious activity, or unsafe actions or conditions on campus (either as a witness or as a victim) to make an immediate report to the University Police in person or by telephone.

Reporting does not mean you must take legal action -- it may, however, help police officers stop furtherincidents as well as help them keep the community informed about criminal activity.

To make a report in person, go to the University Police Department, which is located in the basement of Keller Hall, adjacent to Bibb Graves Hall. To make a report by phone, call 256.765.4357 and describe the situation tothe communications operator. **In emergency situations, including fires and medical emergencies, call 911.** All 911 calls are routed to Florence Police Department through the Lauderdale County 911 center.

UNA students requiring non-emergency medical care may contact the UNA Health Services at 256.765.4328.Students seeking counseling services may contact the Student Counseling Services at 256.765.5215, or the Center for Women's Studies at 256.765.6198.

UNA employees requiring non-emergency medical care may contact the UNA Health Services at 256.765.4328. UNA employees who are victims of interpersonal relationship violence may also contact theCenter for Women's Studies for counseling and advocacy.

All employees, staff or faculty who become aware of an allegation of violation of university policy, Code of Student Conduct, civil or criminal law should report the allegation to their supervisor or senior campus administrator. The following people with "significant responsibility" for student and campus activities, known as Campus Security Authorities, must report potential criminal activity of which they are aware: academic deans, directors of admissions, career services, deans, program chairs, financial aid director, student accounts director, housing director,

provost, human resources director, president, registrar, private security guards, associate provosts, as well as any assistants and associates.

These individuals should not attempt to investigate, but should instead report and allow the police to investigate. Licensed and pastoral counselors are exempted from these reporting procedures. The function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the function of the law enforcement professionals working within the criminal justice system.

All persons in the UNA community are encouraged to assist anyone in reporting alleged criminal activity by contacting a campus security authority at the campus where the criminal activity occurred and/or the UNA Police Department, as well as providing assistance in making the incident report. Failure to report criminal activity to the campus security authority in a timely manner may result in disciplinary action by the university. University employees and students, who are not members of the campus security authority, are encouraged toassist anyone reporting alleged criminal activity in contacting the campus security authority and/or the local police department in order to file a criminal report. Criminal activity may be reported voluntarily and confidentially to the campus security authority. Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Policy Statement: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of University Police Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential,while taking steps to ensure the future safety of yourself and others. With such information, the University cankeep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

UNA Police Response to a Crime Report

When you report a crime to the UNA Police Department, a UNA police officer will meet with you, listen to what happened, and, if necessary, make a preliminary report. Next, investigators will review the report and conduct a follow-up investigation. If a suspect is found and you decide to press charges, information will be presented to a warrant magistrate, who decides if there is legal reason to arrest the suspect. If there is, you'll be asked to sign the arrest warrant, which UNA Police officers will serve. A court date will be set; you may have to be present to testify. See also Crime Alerts/UPD Advisories.

If You Don't Want to Make a UNA Police Report and/or Take Legal Action

The University of North Alabama Police encourages you to report criminal activity even if you don't want to take legal action in order to help us maintain accurate statistical records. The University Police is responsible forpreparing the University's Annual Campus Security Report and for

compiling the crime statistics included in the report. We would like to keep the community as informed as possible. The information you report may require the UPD to issue a Crime Alert/ UPD Advisory/Lion Alert if they determine that the circumstances warrant such action. Also, see information below regarding another way in which to make a voluntary, confidential reporting of forcible and non-forcible sexual offenses.

Reporting Off-Campus Crimes and Other Emergencies

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction:

- Florence Police Department..... 256.760.6500
- Muscle Shoals Police Department 256.383.6746
- Sheffield Police Department.....256.386.5630
- Tuscumbia Police Department..... 256.383.3121
- Lauderdale County Sheriff's Office 256.760.5757
- Alabama State Troopers..... 256.383.9212

University Police officers can assist in notifying other law enforcement agencies.

Off-Campus Housing

The UNA Police routinely patrol off-campus apartments and respond to calls for the purpose of reporting statistics and for prevention efforts through the Community Oriented Policing (COP) program. If you believe a crime has occurred at the off-campus apartments, contact the UNA Police, 256.765.4357.

Fringe Areas of Campus: While the City of Florence Police have primary jurisdiction and responsibility in all areas off-campus, UNA Police can and do respond to most incidents that occur in close proximity to campus. UNA Police have fringe patrol duties dedicated to providing additional law enforcement presence around the perimeter of campus. UNA Police regularly meet with and communicate with local law enforcement regardingthe occurrence of crimes in the fringe areas.

If you believe a crime has occurred in close proximity to campus, please report the crime to the City of Florence Police Department at 256.760.6500.

Daily Crime Logs/Summary of Criminal Incidents

The University of North Alabama Police compiles statistical information from the contents of the UPD daily crime log, which contains summaries of each day's crime reports made to the UNA Police Department. The crime log summaries include each incident's location, type, date, time, and disposition of the complaint. UPDcrime logs are available for public viewing, 24 hours a day, on the police department website at **una.edu/police/crimelog.html**.

Tornado Emergency Procedures

Every attempt will be made to announce imminent inclement weather conditions with enough advance notice tofacilitate a safe evacuation and closing of the campus and to ensure the safety of staff and students residing on campus. However, should that not be possible, the following information is provided to assist campus community members and visitors in seeking appropriate

shelter on campus. During a tornado, stay calm and quickly move to safe areas as noted below:

If indoors, seek shelter in lowest level of the building. Interior hallways or rooms are preferable. Keep awayfrom windows.

If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings and trees. Do not stay in your car or attempt to outrun a tornado.

After the tornado passes, evaluate the situation and if emergency help is needed, call the University PoliceDepartment at extension 4357 (HELP) or 256.765.4357. Be aware at all times of dangerous structural conditions around you.

Damaged facilities should be reported to the University Police Department at 256.765.4357. Note: Gas leaks and power failure create special hazards.

Assist the disabled in evacuating the building. Do not use elevators.

Once outside, move to a clear area away from the affected buildings. Keep streets and walkways clear for emergency vehicles and personnel.

If requested, assist the University Police Department and/or other responsible party.

Do not return to the evacuated building unless directed to do so by the University Police Department and/or other responsible party. **Stay calm.** All emergency response efforts will require clear thinking and cooperation from all members of the campus community. After the tornado has passed, evaluate the situation, and if emergency help is necessary, contact 911. Be aware at all times of dangerous structural conditions around you.

TORNADO SHELTER AREAS

The following locations in each building have been identified as shelter areas. PLEASE NOTE THAT THIS LIST IS SUBJECT TO CHANGE, AND YOU SHOULD FAMILIARIZE YOURSELF WITH THE SHELTER AREAS IN THE BUILDINGS YOU FREQUENT.

Appleby East - *first floor cluster-suite common areas*
Appleby West - *first floor cluster-suite common areas*
Art Building - *exit the Art Building and take shelter in the Music Building's interior band rooms (M120 thruM127) or the Visual Arts Building (Room 120 and 121)*
601 Cramer Way - *basement hallway across from Cashier's office*
Black Box Theatre, George Lindsey - Norton Auditorium basement
Coby Hall - *basement area*
Collier Library - *basement area*
Commons, Wendell W. Gunn Building - *basement area*
Communications Building- *first floor internal hallway*
Covington Hall - *first floor cluster suite common areas*
East Campus, former Powell Elementary School - *west internal hallway*
Entertainment Industry, 122 W. Tombigbee - *interior walls of Mane Room*
Environmental Services -*first floor interior room and restroom*
Flowers Hall - *internal hallways on both sides of the gymnasium*
Guillot University Center - *hallways in mailbox area*

Hawthorne Hall - *first floor cluster suite common areas*
Health Center located in Medical Arts Building, downtown Florence - *basement area*
Information Technology Services, *located in Collier Library, (first floor lobby)*
International Scholars Housing, two houses on Oakview Circle - *lower floor interior rooms*
Keller Hall - *first floor internal*
Lafayette Hall - *first floor TV lounge*
LaGrange Hall *second floor hallway*
Laura M. Harrison Hall *(Storm Shelter on east side of Stevens Hall)*
Leo's Stone Lodge *(basement)*
Maintenance/Facilities Building - *lower interior basement area*
Mane Room, 310 N. Pine Street - *interior walls*
Math Building - *basement area*
Mattie Lou Residence Hall - *Storm Shelter, first floor lobby*
McKinney Building, 205 S. Seminary Street - *basement area*
Music Buildings - *faculty offices, interior band rooms (M120 thru M127, and Visual Arts area, rooms 120and 121)*
Norton Auditorium - *basement dressing room areas*
Olive Residence Hall - *Storm Shelter, first floor lobby*
Outdoor Adventure Center - *Storm Shelter under parking area on west side of Science Building*
Planetarium- *Student Recreation Center weight room, locker rooms, and first floor bathrooms*
Powers Hall- *basement computer room*
Raburn Hall - *first floor internal hallways*
Rice Hall - *mezzanine area*
Rivers Hall - *mezzanine area*
Rogers Hall - *basement office area*
Science and Technology Building, - *Burford Storm Shelter under parking area at west end of building*
Self Field House- *basement area internal hallways*
Steam Plant -*storage area, south side of building*
Stevens Hall- *first floor hallway*
Stone Lodge - *basement area*
Student Publications - *basement hall of Willingham, enter through side door of building*
Student Recreation Center- *weight room, locker rooms, and first floor restrooms*
University Apartments - *interior closet areas*
Weight Room - *Flowers Annex – Self Field House, basement internal hallways*
Wesleyan Annex – *basement area under the stairwell*
Wesleyan Hall - *first floor central hallway*
Willingham Hall - *basement hallway*

Even in the event of the University closing due to storms or tornadic weather, some buildings will remain open to accommodate those needing shelter until dangerous weather conditions pass. The following buildings will remain open:

- **Science and Technology Building Storm Shelter** (under parking lot at south end of building)
- **Residence Halls**
- **Laura M. Harrison Hall Storm Shelter** -east side of Stevens Hall

For more information, see **una.edu/emergency-management/tornado.html**

Lion Alert

You may log into Lion Alert using your UNA Portal user name and password by clicking on the words Lion Alert at the bottom of the University's main webpage. For general information and technical assistance with logging in, you may contact the Office of the Vice President for Student Affairs at 256.765.4698. Lion Alert FAQ provides answers to frequently asked questions about your information, how notifications will be sent, and supported features.

What is Lion Alert?

Lion Alert is a mass notification system comprised of email, voice, and text messaging, and is designed to sendemergency messages to thousands of individuals in minutes. It supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

Everyone who has a University of North Alabama email address will receive emergency alerts to their campus email address. In order to also receive text and voice message alerts, members of the campus community are asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will notbe shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

Why should I sign up for Lion Alert voice and text messages?

Because students, faculty and staff are constantly on the move, this system provides the flexibility for you toreceive emergency messages on multiple devices. Lion Alert is used to distribute important information regarding emergencies that dictate immediate action. It is used along with other tools including outdoor warning sirens, severe weather alert radios, email, the University website, campus media and other methods.

Who can sign up for Lion Alert voice and text messages?

All UNA students, faculty, and staff who have a valid ID are able to sign up to receive text and voice messagealerts. You will need to log into Lion Alert by clicking on "Lion Alert" on the bottom of the front page of the UNA website, using your UNA Portal user name and password.

Will I receive Lion Alert Messages if I don't sign up?

If you do not sign up with Lion Alert, you will still receive emergency messages via your official campus email address. However, you will not receive text or voice messages. UNA strongly recommends that you provide atleast one phone number (cell phone is recommended) for Lion Alert to ensure that you receive important messages in a timely manner. Any contact information you provide will only be used for emergency notifications.

Who implements Lion Alert?

Lion Alert is managed jointly through the Offices of the Vice President for Student Affairs and the Chief of University Police.

What kind of alerts will be sent?

The system is only used to distribute information regarding emergencies that dictate immediate action. Examples of alerts include severe weather, building evacuations, dangers requiring lock-down or shelter-in- place, or other emergencies requiring immediate action. The message will direct you where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement.

The Lion Alert notification system is tested on a routine basis to ensure that we are able to reach all Lion Alert participants in the event of an emergency.

Less urgent messages will be sent using the campus advisory email system.

How does Lion Alert work?

Lion Alert is a hosted and managed system. You do not need special hardware or software to receive messages.It is a multi-modal service that can disseminate emergency messages through:

Email: An alert message will be sent to your official campus email address.You can also specify a secondary email address for receiving these alerts.

SMS text messages: Faculty, staff and students may choose to register a cell phone number for receiving SMStext messages through Lion Alert.

Voice messages: Faculty, staff and students may choose to register up to three additional phone numbers withLion Alert. Voice messages will be sent to these phone numbers.

NOTE: You will receive emergency alerts to all phone numbers and email addresses registered with LionAlert.

Can I opt out of the system after I sign up and can I update my contact information after I have registered?

You can opt not to receive text or voice mail alerts; however, you cannot opt out from receiving an alert on yourofficial campus email address.

You can log into Lion Alert at any time to update or delete your contact information. Whenever your phone number or alternate email address changes, it is very important that you update this information with Lion Alertto ensure you continue to receive alerts through the system.

Are there any costs involved if I sign up for the Lion Alert system?

If you do not have a text messaging contract as part of your cellular service, there may be a small charge for anytext messages that you receive.

You should check with your cell phone carrier to determine what these costs may be. There is no fee assessed to students, faculty or staff for gaining access to the system.

How soon will I have the capability to receive text or voicemail emergency messages after I sign up?

You will be able to receive emergency messages within 24 hours of sign-up. The system is updated on a daily basis.

Will my contact information remain secure, and will it be used for any other purposes?

The information collected for Lion Alert is securely maintained and will not be shared. It is only used fornotification of emergencies requiring immediate action.

How can I recognize messages from Lion Alert?

Email: sent from Lion Alert will come from **lionalert@una.edu**.

SMS text messages: Text messages will begin with "Lion Alert" and number 866-665-4384.

Voice messages: The phone number you will see in your caller ID will be 866- 665-4384. You should program this number into your phone so you will immediately recognize it as an urgent call.

Where can I find additional information about emergency procedures or emergency situations?
Information about existing emergency procedures and emergency preparedness is posted at **una.edu/police**. During an emergency, details and updated information regarding the specific emergency will be provided on the UNA home page at **una.edu**.

Campus Security Report

The University Police Department provides a Campus Security Report for students to review. The Security report can be accessed on the UNA Police Department website located at una.edu/police, and click on the "Crime Logs/ Statistics" tab on the left side of the home page. You will also find other valuable tools like the Campus Security Guide, Emergency Management website and CARE Team information. Please take the time toreview the University Police Department's website for valuable safety and security information.

Police Department's Mission Statement

It is the mission of the University of North Alabama Department of Police Department to maintain a safe andsecure campus by providing quality public safety in partnership with the community.

Police Department's Vision

The vision of a safe and secure environment is shared with the University community, which includes students,faculty, staff and visitors.

- We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for the pursuit of education and scholarship that brings people to the University of North Alabama.
- We firmly believe in a community-oriented problem-solving philosophy. The core components of the philosophy are prevention, partnerships, and problem solving.
- Our officers are committed to preventing crime and disorder and focus their efforts on eliminating the underlying causes of those problems.
- We will actively engage in partnerships with the community to address and solve problems.
- Partnerships are the foundation of effective problem solving, safety, security and crime prevention. Throughthese partnerships and collaborative problem solving, officers deal with problems, prevent crime, and help maintain a community free of disorder and safe from natural and man-made disasters.

Training

Training for new University of North Alabama Police Officers includes:

- 240 hours of orientation training
- 520 hours of training at the Alabama Peace Officers Standards and Training Academy
- 420 hours of field training and evaluation
- 3-month probationary period

Afterwards, an officer attends approximately 60 hours of training every year. UPD maintains 15 authorized sworn positions with arrest powers.

UPD patrol officers are on duty 24 hours a day, seven days a week. 256.765.4357 (HELP) • **una.edu/police**

Protecting a diverse campus requires strong partnerships between campus law enforcement and each member ofthe community. Safety is everyone's responsibility. "See It, Hear It, Report It".

Types, Frequency, and Descriptions of Crime Prevention Programs

The University uses various mechanisms to inform students and employees about the prevention of crime. For example, the UPD annually publishes the Campus Safety Guide, which provides information on how to report criminal activity as well as practical steps students and employees can take to prevent theft of property and moreserious crimes of violence, including physical and sexual assaults. This yearly publication emphasizes that crime and accident prevention starts with the individual, and that becoming informed about the University's safety procedures and services outlined in the guide is a good first step toward preventing crime.

Specifically, this guide:

- highlights Operation ID, a UPD service that offers engraving tools for use by University communitymembers to mark personal property for identification purposes in case of burglary, theft or robbery;
- explains how to operate the blue, emergency phones, which are directly linked to the UNA PoliceDepartment and located throughout campus (see campus map);
- sets forth practical and easy-to-implement safety tips for on-the-road traveling, visits to public places, andresidential living;
- lists several safety precautions to prevent acquaintance rape and drug-induced sexual assaults, and the morefrequent theft-related crimes;
- discusses the Victim Assistance Program, which was developed to assist victims of crimes that occur oncampus in the areas of criminal prosecution, victim's rights, and victim assistance;
- provides tips on how to recognize safe, off-campus apartments.
- gives advice on how to comply with local and state laws by abiding by traffic, parking, and public nuisancelaws and/or city ordinances; and
- provides information on how to handle medical and safety emergencies; and how to implement EmergencyPreparedness guidelines in your lifestyle.

The Campus Security Guide is widely distributed to the campus community and can be accessed online at una.edu/police.

The UPD also offers a variety of crime prevention/education programs to UNA students and employees. These programs include, but are not limited to, the following:

Safety Presentations

Addresses all issues of personal safety, including alcohol/drug abuse awareness, prevention of sexual assaults and property crimes, travel safety tips, state/local laws, etc. Safety presentations, accompanied by brochures and other printed materials, are made to the following groups:

- Parents of New Students
- New Student Orientation
- Residence Hall Students
- Other Campus Groups or Organizations - such as UNA employees, nursing students, students with disabilities, international students, student government, specific campus organizations and intercollegiate athletes

Printed Crime Prevention Materials

Crime prevention materials such as the Campus Security Guide are related to personal safety, bicycle safety, residence hall safety, and theft prevention and are widely distributed at safety presentations and at various on-campus locations.

Rape Awareness, Education, and Prevention

The University of North Alabama Women's Center and the Community-Oriented Police program provide rape awareness, education, and prevention presentations to the University community throughout the year.

Crime Stoppers

The University Police Department participates in the local Crime Stoppers program wherein callers mayanonymously give information concerning crimes and receive monetary rewards for their help.

Community-Oriented Policing Program (COP)

Upon request by University divisions, departments, and organizations, University Police officers attend meetings to provide up-to-date crime prevention information, and to hear the concerns of University communitymembers about crime and safety issues. These officers also offer safety programming to their respective campus communities.

UPD Website

The UPD maintains a Web site at una.edu/police for quick and up-to-date information on police, fire safety, andemergency procedures. The University community is encouraged to take a few minutes to browse this site. If you have any questions, call the University Police Department at 256.765.4357

Community Awareness Programs

Members of the University Police Department are active participants in University and community sponsoredawareness programs. One purpose of these programs is to inform the University community about the many resources available to them through various University departments on campus.

UNA Transportation Services Parking Regulations and Procedures

The following Traffic and Parking Regulations are effective December 1, 2015 and are subject to change. Any person, who owns, operates, and/or parks a motor vehicle on University of North Alabama (UNA) property submits fully to all rules and regulations outlined in this document. Faculty, staff and students are responsible for knowing the regulations governing the operation of motor vehicles at UNA as outlined in this publication.

Anyone operating a vehicle in violation of the University parking policy will be held responsible for any suchviolation. Failure to comply may result in university disciplinary action, fines, vehicle immobilization or impounding of vehicle.

All vehicles operated on the UNA campus must be properly registered and display a current UNA parkingpermit--twenty-four (24) hours a day and seven (7) days a week.

Registration in itself is no guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. A lack of space where one wouldlike to park is not a valid excuse for violating any parking regulation.

Policy Statement

These regulations are prepared and distributed to assist individuals operating and/or parking motor vehicles on University of North Alabama property. The University is committed to providing the highest level of service and ensuring the safest and most efficient use of university parking resources.

Authority

These regulations are established by virtue of the authority vested in the Board of Trustees in accordance withstate statutes. By virtue of the powers granted to the Board of Trustees by the Constitution, the Board of Trustees has the authority to adopt and promulgate reasonable rules and regulations for the management and governance of the institution. These powers may be delegated to various University officials for the governance of students and the administration of University Affairs, Ref: Alabama Code SS16-47-2, 34(1975).

The responsibility of obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator. Students, faculty, and staff are expected to be familiar with and abide by these regulations. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean or imply that the regulations or laws are no longer in effect.

All ordinances of the City of Florence, Alabama related to traffic which are not in conflict with or inconsistent with these regulations, are made a part thereof and are enforceable as provided herein.

Statement of Accuracy

As a result of the dynamic environment, every effort is made to ensure accuracy of information provided onwritten material such as maps or University signage.

Many parking transactions and inquiries, including permits, citation payments and appeals, etc. may be found online at https://www.una.edu/transportation/. One should consult the website for any recent updates pertaining to rules, regulations and announcements. This website will supersede any

written material as a determining factor.

Reservation of Space

The University of North Alabama reserves the right to set aside areas for special events, i.e., concerts, athletic events, parades, funerals, etc., in all parking areas of the University campus. The University further reserves the right to temporarily block certain areas of streets and/or parking lots in order to facilitate repairs, with or without notice to the general public. Reasonable efforts will be made to provide the UNA community with notification of reserved parking which may impact the campus.

The policy for reserving space is as follows:

****All reserved parking requests must be made online at www.una.edu/police two weeks prior to the event.** Any requests made after such time will be reviewed on a case by case basis. The two-week period is necessary to ensure adequate space, personnel, and/or equipment is available to fulfill the request. If the reserved parking request required police personnel, the requesting department will be charged for personnel costs. Reserved parking requests will not be accepted via email, telephone, or person to person.

General Parking Regulations

Anyone who operates a motor vehicle on the University of North Alabama campus is required to register his/her vehicle with UNA Transportation Services and obtain a valid parking permit. This includes all employees, faculty, staff, designated guests, administrative officials, and all students. Persons to whom theparking permit is registered will be held responsible for all citations received by the vehicle for violation ofparking regulations. The University of North Alabama assumes no liability for damages to or loss of any vehicle or vehicle contents while parked on or in operation on University property.

All City and State rules and regulations, as well as all directive signs governing the use of motor vehicles, shall be observed at all times. UNA Transportation Services has the authority to require individuals to present a student ID, driver's license, or vehicle registration at any time to address any issues pertaining to permits, citations, towed vehicles or immobilized vehicles.

If an employee has children or relatives in school at UNA who drive a vehicle displaying an employee permit,the student must purchase and display a student permit and park in their designated parking. Students who park vehicles in GREEN zones will be cited.

The University Police Department may cancel the registration of any vehicle judged to be unsafe or whichmakes excessive noise.

In the event of mechanical failure, the owner or driver will be responsible for removal of the vehicle as soon as possible. The University Police Department should be notified of its location.

All vehicles must be registered with UNA Transportation Services and must display a permit or temporary parking permit while on campus.

Parking regulations are in effect 24 hours a day.

Bicycles—designated bicycle racks only.

Campers/trailers and boat trailers are prohibited on campus. Space is available on Stewart Avenue (behind the baseball stadium) to accommodate campers/trailers.

Vehicles are to be parked in a designated parking space only (within lined spaces). Vehicles are not to travel onor be parked on sidewalks, paths, lawns, grassed/ landscaped areas, curbs or any other area not designated for vehicular traffic or parking.

Pedestrians shall use crosswalks. No pedestrian shall suddenly leave the curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard. When traffic control signals are not in place or not in operation, motorists shall yield the right of way to pedestrians within a crosswalk. Where traffic control signals are in place, pedestrians shall cross with the pedestrian crossing sign or traffic signal in absence of a crossing sign.

Parking Designations

The University does not guarantee a parking space near the place where one works or attends class. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle.LACK OF SPACE, RAIN, OR INCLEMENT WEATHER IS NOT A VALID EXCUSE FOR VIOLATION OFTHESE REGULATIONS.

Visit https://www.una.edu/map/ for interactive map of UNA campus and parking locations.

Student Spaces

7:00 a.m. to 4:00 p.m. - Resident students park in designated assigned residential areas and/or RED LINES.

7:00 a.m. to 4:00 p.m. – Commuter students park in WHITE LINES

7:00 a.m. to 4:00 p.m. – UNA Transit (Freshmen commuters) have limited parking options with a valid permit. Parking is allowed in white lines only in the following lots: Lot M, Lot O, Lot W, and Connie B. McKinney Center Lot

7:00 a.m. to 4:00 p.m. – UNA offers scheduled bus transportation to all students, faculty, or staff to help navigate about campus, Monday through Friday when school is in session during spring and fall semesters. Available off campus park-and-ride lots and bus routes are available at **una.edu/transportation/bus- schedule.html**

4:00 p.m. to 7:00 a.m. Monday-Thursday -- RED, WHITE and GREEN LINES are open to all registered vehicles

4:00 p.m. Friday to 7:00 a.m. Monday - RED, WHITE and GREEN LINES are open to all registeredvehicles

Faculty/Staff Spaces

7:00 a.m. to 4:00 p.m. – Faculty/Staff park in GREEN LINES

Handicap Spaces

State-issued handicap placards and license plates are assigned to individuals and their ownership is nontransferable. Handicap placards may not be used by anyone other than the registered owner who is handicapped.

Parking spaces designated for disabled persons are enforced 24 hours a day, seven days a week. Vehicles parkedillegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation fine. Handicap placards are subject to verification with the DMV. Handicap placards and license plates are nontransferable. Use of a handicap placard or plate by another individual is amisdemeanor and punishable by law.

Visitors

Visitor parking is located at the Harrison Plaza entrance of the University. Visitor parking permits may be requested through UNA Transportation Services at no cost at https://www.una.edu/transportation/document/VISITORS.pdf

Motorcycle/Scooter Spaces

Motorcycles and scooters must be registered with UNA Transportation Services. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a motorcycle space.

Health Services Patient Parking

Parking at Wilson Park Medical Arts Building on a daily basis is prohibited unless receiving treatment from Health Services. Signs are clearly posted in this area stating "Employee & Patient Parking Only." To assist in identifying your vehicle while visiting Health Services, you will be offered a temporary pass to avoid a possible citation.

Motor Vehicle Registration

Employees and students operating a vehicle on the University of North Alabama property must be registered with the UNA Transportation Services division and a proper parking permit obtained. Vehicles must be registered online at **https://www.una.edu/transportation/ through the UNA Parking Portal. Once a vehicleis registered, you will be instructed how to obtain your hanging permit. One (1) permit is granted per student and may be moved between vehicles as needed on a temporary basis.

Employee vehicles are registered once upon employment and terminated upon discontinuance of service. Only one (1) registered employee vehicle may be on campus at any given time. Multiple vehicles will be cited.

Lost, misplaced, or destroyed permits must be replaced at UNA Transportation Services. There is a fee of $25 for a replacement permit under these conditions. In the event a vehicle is sold or traded during the year, you must add the vehicle information to your UNA Parking Portal and transfer your permit to the updated vehicle. If your vehicle was involved in an accident resulting in the loss of the parking permit, the UNA Transportation Services division will issue you a letter for your insurance company requesting reimbursement. Final decisions rest with insurance carrier.

Initial permits WILL NOT be sent to campus mail boxes. Once a new registrant permit application is complete through the UNA Parking Portal, the student may visit our office during business hours and present their Mane Card or driver's license to pick up the physical permit.

Failure to obtain and display a permit will result in a fine for no valid permit.

Documents Needed to Obtain Parking Permit and Justification

Tag Receipt / State Vehicle Registration

This documentation is required to be retained in your vehicle to be provided with proof of insurance and driver's license in the state of Alabama for moving violations. Transportation Services or UPD may request proof of this documentation to verify and clarify registration information submitted online. The information may also be used by UPD in order to verify/contact the legal owner in cases of emergency involving the vehicle.

Mane Card

This document is needed for the purposes on parking enforcement (placing holds on delinquent accounts).

Driver License

A valid state-issued license is needed to verify the identity of the permit holder, and that the holder is legally authorized to operate a motor vehicle.

Written Assurance of Confidentiality

Any information obtained during the vehicle registration process is held in strict confidentiality. Tag and driver license information cannot be accessed by the general public. Only law enforcement officials can access driver license and vehicle information via LETS/NCIC.

Display of Parking Permit

Permits must be hung from the rear-view mirror in a manner that is visible from the front of the vehicle. Permits must be visible at all times. Parking permits not fully displaying all permit numbers, and expiration date will be cited for improper display.

Temporary Parking Permits

Handicapped

Persons with permanent handicaps are required to obtain a handicapped parking permit from the Probate Judge's office of the county in which they reside. Persons who are temporarily disabled may obtain a temporary handicapped parking permit from UNA Transportation Services upon presentation of a doctor's request. A temporary handicapped permit will only be issued for the period that the doctor states to be the expected period of disability. The permit must be renewed should the disability continue after the expiration date. A handicap permit verification will be issued by UNA Transportation Services and will be required to be displayed, as well as the registered parking permit.

Conferences, Institutes, and Meetings

Visitors attending conferences, institutes, workshops, and meetings will be provided parking as space is available. UNA departments sponsoring such events are responsible for making the necessary arrangements prior to the event through University Police - Transportation Services division. Permits will be provided by UNA Transportation Services when necessary and may be issued to an identified "permit custodian" within the requesting department. Reserved parking CANNOT be permitted without prior approval through University Police - Transportation Services

division.

Temporary Vehicles and Lost/Destroyed Permits

A student or employee having a currently valid registration who must borrow or rent another vehicle due to mechanical failure, loss, theft, or family use of their registered vehicle should add and activate their temporaryvehicle to their UNA Parking Portal at https://www.una.ops-com.com in order to display their permit in the temporary vehicle. If the permit resides in the registered vehicle, you may request a temporary virtual permit through your UNA Parking Portal under the "Forms" tab. If your vehicle was involved in an accident resultingin the loss of the parking permit, UNA Transportation Services will issue you a letter for your insurance company requesting reimbursement.
Final decisions rest with the insurance carrier. Lost or stolen permits should immediately be reported. Replacements for lost, destroyed, or stolen permit will cost $25.00.

Violations, Fines, and Penalties

Moving Violations

All vehicles committing moving violations of the Alabama Uniform Rules of the Road will be issued an Alabama Uniform Traffic Citation by UNA Police Department for appearance at the District Court of Lauderdale County.

Parking Violations

The fine schedule for violation of UNA parking and traffic regulations is as follows:

A discount of $10 is eligible for citations paid within 10 days.

*These fines are subject to change and should be viewed at *www.una.edu/transporation* for recent fine amounts.

Violation	Fine
Fire Hydrant/Lane Blocked	$110.00
Handicapped Parking	$110.00
Parking on Yellow Curb	$ 40.00
Block/Park in Travel Lane	$ 30.00
Blocking Dumpster	$ 30.00
Employee Parking	$ 30.00
Exceeded Zone Time Limit	$ 30.00
No Parking Permit Displayed	$ 30.00
No Space	$ 30.00
Other Violation	$ 30.00

Violation	Fine
Parked on Sidewalk/Crosswalk	$ 30.00
Parking in Non-Valid Parking Area	$ 30.00
Parking in Reserved Space	$ 30.00
Remove Traffic Boot *	$ 25.00
Double Parking	$ 20.00
Expired Parking Permit	$ 20.00
Park Against Flow of Traffic	$ 20.00
Permit Display-Information Illegible	$ 20.00
Private Property	$ 20.00
Unregistered Vehicle	$ 20.00

* not elligible for discount

Payment of Fines

Fines may be paid in person to UNA Transportation Services by cash, check or money order. Debit/credit cardpayments may be submitted online at una.edu/transportation through the UNA Parking Portal. Payment instructions and additional information are provided on the citation.

Students not paying a fine or filing an appeal within ten (10) days of the date of the citation will not

be eligible for discount amount stated on the citation. Also, a "Financial Hold" will be placed on permit owner's University account and will not be removed until all fines and late fees have been paid in full.

APPEALS

Moving Violations

Persons receiving Alabama Uniform Traffic Citations may appear at the Lauderdale County District Court onthe date shown on their citation if they wish to contest the citation. Payments for Uniform Traffic Citations are handled by the Lauderdale County District Court Clerk's Office.

Parking Violations

Persons receiving UNA parking citations may appeal through online appeal process at https://www.una.edu/transportation/.

It is the policy of the University of North Alabama that any appeals should be processed by the University Parking & Traffic Committee. Handicap accessible and fire lane parking violations are non-appealable, $100 fines. .

Appeals may not be filed more than ten (10) days after the date of issue.

If an appeal is approved by the Parking & Traffic Committee, the citation(s) appealed will be voided.

If an appeal is denied by the Parking & Traffic Committee, the citation(s) must be paid in total and no discount will be eligible. A "financial hold" will result from failure to pay denied appeals in a timely manner. The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation.

- Lack of knowledge of the Traffic and Parking Regulations
- Appeal must show merit: Should provide details of extenuating circumstances and provide truthfulinformation.
- Inability to find a proper parking space/no parking space available
- Inclement weather
- Late for class
- Parking illegally for a short period of time
- Parking illegally because other vehicles were doing the same
- Failure of officers to ticket previously for similar offense
- Disagreement with the Traffic and Parking Regulations
- Financial hardship

Additional Violations/ Disciplinary Action

Counterfeiting, altering, defacing, misusing, stealing, or transferring a permit from one person's vehicle to another person's vehicle for which no permit was issued or giving false information in an application for a permit will be referred to the Office of Student Conduct for disciplinary action if a student is involved and referred to a supervisor if an employee is involved. The Department of University Police is authorized to revokethe parking privileges of any person engaging in the above activities. Any person parking a vehicle on campus that has had the registration/permit revoked will be towed or booted at the owner's expense.

Any vehicle accumulating four (4) or more violations will be booted until such time as the vehicle becomesproperly registered to park on campus and/or until all fines are paid in full.

Towing/Immobilization of Vehicles

Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle(s) causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in a handicapped space, yellow curb, loading zones, or an abandoned vehicle. Any person parking a vehicle oncampus that has had the registration revoked or in persistent violation of parking regulations may be cited accordingly and towed/booted at the owner's expense.

For more information, contact the University Chief of Police, University of North Alabama, UNA Box 5067,Florence, Alabama 35632-0001. Telephone: 256.765.4357.

Definitions

- Motor Vehicle - Any self-propelled conveyance, including motorcycles.
- Parked Vehicle - Any vehicle, occupied or unoccupied, utilizing a parking space, or illegally parked on theroadway.
- No Parking Zone - A space or location not designated for parking.
- Faculty/Staff - Any person employed by the University of North Alabama as defined by Human Resources who is working full-time, part-time, or on a contractual basis (graduate assistants and student workers do notqualify for faculty and staff parking privileges).
- Resident Student - Any student residing on campus and presently enrolled at the University of NorthAlabama for one or more credit-bearing, academic courses.
- Commuter Student – Any student residing off campus and presently enrolled at the University of NorthAlabama for one or more credit-bearing, academic course.
- Freshman Commuter (UNA Transit) – Any student classified as a freshman by the University Registrar'sOffice that commutes to campus.
- Visitor - Any person not enrolled at the University who is visiting or attending to business.
- University Property - All property owned by the University of North Alabama or properties used for the purposes of university parking by contract/agreement. UNA Transportation Services reserves the right to cite for unauthorized parking at off campus locations at the request of the property owner. Anyone who parks a vehicle on university property must have a parking permit properly displayed.
- No Parking Permit Displayed - The vehicle that is parked on campus does not properly display a parkingpermit for the current school year.
- Improper Parking - The following violations are enforced 24 hours each day. Vehicles found in violation of the following infractions are subject to being booted or towed at the owner's expense: Parking on sidewalks,grass, and yellow curbs; in a crosswalk or loading zone; double parking; blocking handicap access ramps, dumpsters, and reserved spaces is prohibited. Double parking is defined as illegal parking that consists of a vehicle parked with its tire or tires on the painted line or crossing into another designated parking space. Also defined as the parking of a vehicle in a non- designated area, to the side, or behind another parked vehicle, and blocking another vehicle.
- Obstructing Traffic Flow - Vehicle is parked in a manner that creates a traffic hazard or

obstructs vehicle orpedestrian traffic flow.

- Parking in Handicap Zone - A vehicle is parked in a space that is designated by signs, lines, or other methodas to reserve a space for persons with special needs.
- Improper Permit Display - A citation for improper display will be issued for permits not hanging properlyfrom rearview mirror or for permits that display obscured or hidden permit information. Permits must be clearly legible and visible at all times when the vehicle is parked on campus. Any temporary permits issuedshould be hanging from the rearview mirror or placed on the dashboard so that all information is visible.
- Boot Immobilizer - The boot immobilizer is a device that may be applied to vehicles found in violation of University Parking Rules and Regulations. The boot immobilizer will be removed once the owner of the vehicle is identified, outstanding parking citations are paid, and the owner purchases a parking permit. (Unauthorized removal or tampering of the boot immobilizer will result in criminal prosecution.)
- Reserved Parking Zone - These parking spaces are located in the visitors' lot or may be designated by traffic cones, barricades, marked with regulatory signs, or have personnel assigned to secure the area. Unauthorized vehicles parked in reserved parking zones may be towed from University property at the owner's expense.