



University of  
NORTH  
ALABAMA

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# *Student* **Handbook**

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# Student GUIDE

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# University of North Alabama

## VALUES

The members of the University of North Alabama community maintain a culture that:

- Adheres to personal academic and intellectual integrity;
- Embraces the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community;
- Values an environment for the free expression of ideas, opinions, thoughts, and differences in people; and
- Respects the rights, dignity, and property of all.

The members of the community of the University of North Alabama, will promote an atmosphere free of discrimination based on but not limited to the following: age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical ability, physical attributes, race, religion, sexual orientation, and/or socio-economic status.

All members of the University community recognize that we are an integral part of the community and will respect, honor, and protect the freedom and dignity of all individuals.

## MISSION

As a regional, state-assisted institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

## ACCREDITATION

The University of North Alabama is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the University of North Alabama.

## Student Affairs

### MISSION

The Division of Student Affairs is dedicated to providing appropriate high quality services, programs, and experiences which contribute to the total development of each student; to work cooperatively and actively with the Division of Academic Affairs and the faculty to enhance student learning both inside and outside of the classroom and promote the academic mission of the University; and to prepare students to serve as leaders, problem solvers, and change agents in a global, multicultural world.

### VISION

The Division of Student Affairs at the University of North Alabama aspires to become a division of distinction and emulation in the state, region, and country.

## Official UNA Correspondence & Response to Administrative Notices

The University of North Alabama's official communication vehicle is UNA Portal (accessed through the homepage ([www.una.edu](http://www.una.edu))). 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 report to 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 student Code of Conduct violation for Failure to Comply.

## 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 e-mail account and to the e-mail address of each 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 accounts are subject to disenrollment from the university; once cancelled, a \$75 reinstatement fee will apply. Students owing charges for prior terms will not be allowed to register for future terms or receive a transcript until all charges have been paid. Collection costs, including all attorney fees necessary for the collection of debt to the University, is paid by the debtor. Any Federal Title IV financial aid recipient who withdraws on or after the official first day of the term will be liable for any funds the University of North Alabama repays to the applicable federal program as a result of the withdrawal. These amounts will be charged back to the student's financial account. University collection procedures will apply to recover these funds.

## Refunds for Tuition & Fees

No refund will be processed for withdrawals from a course or from the university after the close of business on the eighth calendar day from the date classes begin for the Fall and Spring terms. For Summer terms, no refund will be processed after the close of business on the second day from the date classes begin.

Refund Procedures: A refund is subject to deductions for any indebtedness to the University, including payments under Title IV student aid programs. Refunds for complete withdrawal from all classes are paid by check and mailed to the student's permanent address. Other refunds are mailed to the student's campus post office box. Three weeks should be allowed for processing.

A financial hold will be placed on the student's academic record when there is any past-due financial obligation to the University. When there is a financial hold, the student will not be permitted to reenroll or receive transcripts or any other service from the University.

## Student Financial Services

Location: Room 226, Bibb Graves Hall

Hours: Monday-Friday, 8 a.m.-4:30 p.m.

Phone: 765-4278

### Services:

- Financial aid counseling
- Information on federal financial aid programs
- Electronic filing (limited) of federal financial aid forms
- Assistance with financial aid forms
- Listing of external financial aid
- Student loan processing and counseling

## 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, rights related 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 (FERPA), students of the University of North Alabama are hereby informed of their right to access their official records as described in the Act. 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 that may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance: 1) Name, 2) Permanent and local addresses, 3) Telephone listing, 4) Major fields of study, 5) Dates of attendance, 6) Degrees and awards received, 7) High school and other colleges and universities attended, 8) Participation in officially recognized organizations, activities, and sports, 9) Weight and height of members of athletic teams, 10) Photographs, and 11) E-mail addresses.

Students who wish to withhold DIRECTORY INFORMATION should file such a request in the Office of the Registrar prior to the end of the registration period for any given term.

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 Student Code of Conduct occur (see UNA Parental Notification Policy). A more complete statement of student rights under FERPA is available on the Department of Education website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Off-Campus Residence

All students living off campus must keep the University informed at all times of their current local (or commuting) addresses and telephone numbers. The need to reach students in the event of emergencies or urgent administrative matters makes it essential that any change of address from that given at registration be promptly reported to the registrar's office. Please send an email from your UNA Portal account to [registrar@una.edu](mailto:registrar@una.edu).

## Study Day

The intent of Study Day is to provide students time to study before final exams. Consequently, classes that begin before 5 p.m. during the term do not meet on Study Day, and faculty are requested not to schedule the day as a deadline for papers, projects, or tests. Student organizations likewise are requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam may be scheduled for the last class meeting prior to Study Day. Academic department requests for exceptions to this policy should consult with the appropriate college dean.

# Student **SERVICES**

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## Office of Student Engagement

Location: Room 107, Guillot University Center

Hours: Monday-Thursday, 8 a.m.-5 p.m.; Friday, 8 a.m.-4:30 p.m.

Phone: 256-765-4248; Fax 765-4904 [www.una.edu/student-engagement](http://www.una.edu/student-engagement)

The Office of Student Engagement provides a wide variety of programs and services designed to encourage and support growth and development among the University's diverse student population. A comprehensive cocurricular schedule, planned and coordinated by a team of professionals, is implemented throughout the year in an effort to encourage student growth and development outside the classroom. Programs and services include leadership development, recognized student organizations, Student Government Association, Greek life, orientation, community service projects, and campus-wide educational and social programming.

## Center for Academic Advising and Retention Services (CAARS)

Location: Room 127, Keller Hall

Hours: 8 a.m.-4:30 p.m.

Phone: 765-4722 Fax: 765-4764

The Center for Academic Advising and Retention Services (CAARS) provides academic support and advising to promote student academic success. Services include:

- advising coordination campus-wide during orientation and preregistration periods
- advising for students who have an undeclared major
- academic Counseling
- peer tutoring services free-of-charge to UNA students
- study skill-building workshops and consultations on topics that include time management, note taking, memory and concentration, test taking and test anxiety. Workshops and consultations are designed to strengthen student study skills that affect the ability to perform well in the college classroom.
- administration of national test programs (e.g. ACT, SAT, CLEP, DANTEs, CAAP, PRAXIS, MAT) and distance exam proctoring (non-UNA courses)
- library of resources (books, instructional video tapes, and DVDs) to aid the student in study skill development and test preparation

## Career Planning & Development

Location: Room 202, Guillot University Center

Phone: 256-765-4276 Fax: 256-765-4169

[www.career.una.edu](http://www.career.una.edu) e-mail: [careerservices@una.edu](mailto:careerservices@una.edu)

Career Planning and Development (CPD) helps equip students (undergraduate and graduate) and alumni with the necessary skills and resources for the lifelong process of career decision making and job searching.

### **Contact CPD for assistance with:**

- Major/career exploration
- Resumé development and editing
- Interviewing and mock interviews
- Job Search process (part-time, on- or off-campus; internships, co-ops and full-time)
- On Campus Student Employment

**Dates to Remember:**

- Career Carnival- Each Spring
- Career Fair- Each Fall
- Graduation Expo- both Fall and Spring semesters
- Etiquette Dinner/Lunch - Each Semester
- NACPED Career Fair - Each Spring, Von Braun Center, Huntsville, AL

**Student Employment**

Many offices on campus look to hire students to fill a variety of part-time positions and these opportunities are posted on LionJobs ([career.una.edu/LionJobs](http://career.una.edu/LionJobs)). All students are eligible to apply for University Work Study positions. Student must complete the FASFA and demonstrate unmet financial need in order to be eligible for Federal Work Study positions.

## University Health Services

Location: 501 Circular Road, Bennett Infirmary

Hours: Available Monday-Friday. Please visit website for specific hours.

Phone: 256-765-4328

Website: [www.una.edu/healthservices](http://www.una.edu/healthservices)

**Health Services:**

UNA Health Services offers an outpatient, acute care clinic for currently enrolled students.

Services include, but are not limited to:

- treatment of short term, acute or minor illnesses
- treatment for minor injuries
- physical exams
- injections for diagnosed allergies (i.e. food, plants, pet, etc.)
- select immunizations
- wellness screenings
- health education offerings
- men/women's sexual health
- Sexually Transmitted Infection (STI) testing

Staffing includes registered nurses, board-certified physicians, nurse practitioners and administrative personnel.

Payment of the Student Health fee covers the cost to see a physician, nurse practitioner or nurse. Referrals for specialty or emergency care are arranged as needed. Clinic patients are seen on a first-come, first-served basis in the morning and by appointment in the afternoon. Online-only students will need to pay the Student Health fee to be seen for the semester. Students seeking services will need to bring their Mane Card or a picture ID to verify enrollment status.

There are minimal charges for medications, lab tests, medical supplies and other diagnostic tests.

Health Services does not file any insurance claims. However, patients may request a prescription for medications or lab orders for an appropriate facility if they prefer to use their insurance.

Payment is expected at the time of service and may be made by Mane Card, cash, check, and debit or credit cards. Please visit our website [www.una.edu/healthservices](http://www.una.edu/healthservices) for more information.

## Disability Support Services

Location: Room 111, Guillot University Center

Phone: 256-765-4214 Fax: 256-765-6016

[devservices@una.edu](mailto:devservices@una.edu) [www.una.edu/disability-support](http://www.una.edu/disability-support)

The University of North Alabama is committed to affording an equal op-

portunity for education to all qualified students. Disability Support Services provides programs and services consistent with the Americans with Disabilities Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, as they apply to higher education. The staff of Disability Support Services focuses on the individual abilities and needs of each student served and works to ensure that reasonable accommodations are provided in the most effective manner so that the student's overall college experience is enhanced.

Services Include:

- Initial determination and application of classroom accommodations
- Confidential records maintenance
- Liaison with other campus entities for specific accessibility issues and education
- Maintenance and monitoring of the Alternative Testing Program
- Individualized academic coaching and study skills sessions

More information and resources available at [www.una.edu/disability-support/](http://www.una.edu/disability-support/)  
Students needing assistance should call 256-765-4214 for an appointment.

## Counseling Services

Student Counseling Services:

Location: 555 Oakview Circle (behind Kilby School)

Telephone: 256-765-5215

Email: [counselingservices@una.edu](mailto:counselingservices@una.edu)

Services are available to currently enrolled students and are covered by payment of the Student Health Fee.

Staffing includes Licensed Professional Counselors and Master's Interns from the UNA Counselor Education Department.

Services are scheduled by appointment through the receptionist at 256-765-5215

Outpatient mental health services include: psycho-social assessment, individual and group counseling, psycho-educational group and classroom presentations, crisis intervention, and referral to community resources.

All record-keeping and session content are kept in accordance with ethical and legal guidelines regarding confidentiality.

More information and resources are available at our website at [www.una.edu/counseling/](http://www.una.edu/counseling/).

## The Center for Women's Studies

Location: 663 N. Wood Ave.

Hours: Monday-Friday, 8 a.m.-4 p.m.

Phone: 256-765-6198/765-4380

e-mail: [ekelleyl@una.edu](mailto:ekelleyl@una.edu) (coordinator)

The Center for Women's Studies, known also as the Women's Center, welcomes women, men, and individuals of all sexual orientations. Its primary mission is academic, and, as part of this mission, the Center hosts community-building outreach activities throughout the academic year. In collaboration with Bennett Infirmary, Rape Response of the Shoals, SafePlace, and several other agencies the Center offers medical and counseling referrals to students demonstrating to Women's Studies students a practical application of Women's Studies theories taught in the minor. The Women's Studies program offers interdisciplinary classes taught at the Center that examine women's experiences, contributions, struggles, goals, and triumphs as they are evident in a variety of academic disciplines.

The Center sponsors co-curricular activities and programs such as O.A.S.I.S., Cancer Caps and One in Four. It encourages student leadership in community-

building outreach activities such as Helen's Closet and SafePlace. It builds associations and promotes cooperation between university programs and community agencies like raising money for Rape Response of the Shoals. The Center offers referrals, education, and support around the issue of gender violence with speakers from Rape Response and a Film Series to Raise Awareness of Gender Violence to mention just two programs. Finally, it embraces and celebrates the multicultural nature of women's lives across categories that include ethnicity, class, age, sexual orientation, and abilities.

All use and services of the Center for Women's Studies are free of charge and open to everyone.

## Recreational Sports and Fitness Program

Location: Student Recreation Center

Phone: 765-6019 [www.una.edu/recsports](http://www.una.edu/recsports)

Services provided include the following: management of the Student Recreation Center, management of the intramural sports field, group exercise classes, fitness programs, outdoor programs, intramural and club sports programs, and equipment checkout.

Students or groups wishing to sponsor special recreational events are urged to contact the Recreational Sports and Fitness Program (RSFP) for assistance with organization, promotion, facility reservations, and equipment needs.

The RSFP is the largest employer of students on campus, with opportunities for employment in several areas (see our website for a listing of various positions).

Recreational facilities and equipment are available seven days a week. The operating schedule varies depending on the time of year and in conjunction with university closings.

- The Student Recreation Center houses the following:
- Two regulation basketball/volleyball courts
- Five badminton courts
- Two electronic dartboards
- Cardio Court with TRX SystemLocker rooms
- Towel checkout
- Locker rentals with towel service
- Equipment checkout
- Fitness center
- Group exercise classes

The Outdoor Adventure Center offers equipment checkout to students who wish to take their own trips (See our website for complete listing.)

## Lion's Den Game Room

Located on the first floor of the Guillot University Center, the Lion's Den Game Room provides a designated campus location for students to socialize, network and engage in structured, competitive games.

### **Hours of Operation:**

(Hours subject to change depending on demand.)

*During the Fall & Spring semesters:*

Monday- Thursday 10:00AM – 11:00PM

Friday 10:00AM – 6:00PM

Saturday 11:00AM – 4:00PM

Sunday 5:00PM – 10:00PM

### *During the June and July Summer Sessions:*

Monday – Friday 10:00AM – 6:00PM

Closed for any UNA-observed holidays/breaks.

## Veterans Affairs

Location: Room 119, Bibb Graves

Hours: Monday-Friday; 8:00 a.m.-4:00 p.m.

Phone: 765-4971

### Services:

Information for veterans, dependents, and/or reservists–Guardsmen concerning Veterans Administration benefits

Certification of Federal V.A. benefits

Information for dependents of veterans who are eligible for the Alabama GI Scholarship (in Bibb Graves 26).

## The Mane Card

Location: GUC 102A

Hours: Monday-Friday, 8 a.m. - 4 p.m.

Phone:(256)765-4924

email: manecard@una.edu

The Mane card serves as the UNA identification card (mandatory), campus debit card, meal card, and library card, and is used for access to campus residence halls. The Mane card is valid only for the person to whom it is issued. The Mane card must 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 in the Guillot University Center or visit [www.lionloot.com](http://www.lionloot.com). Replacement cost for lost, damaged, or stolen card is \$10.00. Failure to report a loss, which results in subsequent misuse of the Mane Card, will subject the person to whom the card was issued to disciplinary action.

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.

## Tickets to Athletic Events

A regularly enrolled full-time fee paying student is admitted without charge to all home athletic contests upon presentation of a valid ID card. Each student may receive one free guest ticket to all home athletic contests, but the tickets must be reserved online through the Mane Stop (See directions below). Such students may also purchase up to three student guest tickets for \$5.00 each, prior to game day, upon presentation of a valid ID card or online at Mane Stop.

### **Guest Tickets:**

Students will go to the Mane Stop.

There will be a “store” to order a guest ticket online.

If the student has paid the athletic fee, they will see the option to purchase a guest ticket for each athletic event that they are allowed to bring a guest to during the current week.

The student will receive an email to their portal account that they have obtained a guest ticket.

The student can either print the ticket or if the student has a smart phone, the student can show their confirmation at the gate.

Students may also purchase a \$5 student guest ticket using a charge/debit or Lion Loot.

## **Collier Library**

Hours: Monday-Thursday, 7:30 a.m.-1 a.m.

Friday, 7:30 a.m.-4:30 p.m.

Saturday, 9 a.m.-5 p.m.

Sunday, 2 p.m.-1 a.m.

(Different schedule during holiday periods, final exams, and summer)

Phone: 765-4467 (Circulation desk)

765-4469 (Reference Desk)

765-4939 (Collier hours)

#### **Holdings & Services:**

- 409,000 volumes
- 19,000 electronic periodicals
- Over 250,000 ebooks
- 13,000 streaming videos
- DVDs
- Individual research consultations
- Study space for individuals and groups
- Knowledgeable staff to help you find needed information

## **Guillot University Center**

The Guillot University Center (GUC) is the hearthstone of the University community. It is intended to provide a place where students can meet and relax. In addition to the GUC Food Court, the University Bookstore, and the University Mail Room, the GUC also offers a variety of meeting places, both formal and informal, and houses the offices of the Vice President for Student Affairs, Student Engagement, University Events, Disability Support Services, Career Planning & Development, Student Conduct, Student Affairs Assessment, Mane Card and Sodexo. The GUC also houses the Lion's Den game room.

Any questions regarding use of the GUC should be forwarded to University Events.

### **Information Center and UC Banners**

If you have an event you wish to advertise on campus, you'll want to let University Events help you spread the word. The University has a limited number of high-visibility spaces to hang banners, which we will be happy to hang for you in high-traffic areas of the GUC. These services are normally restricted to recognized or registered student organizations wishing to advertise events open to the entire campus. Other messages are approved on a case-by-case basis. To have a message advertised, stop by the GUC office, suite 202.

## Information Technologies

Effective as of the 1995-96 academic year, the University established a technology fee for "technology renewal and replacement." A major portion of the money is expended each year upgrading and/or replacing personal computers, network infrastructure, and computer laboratory and classroom equipment. The remainder is held in reserve for maintenance of major software applications and hardware.

The University maintains approximately thirty student computer laboratories, ranging from the larger installations found in Collier Library to smaller discipline-specific labs in many academic departments across campus. The equipment and software in labs and classrooms is replaced on a rotational basis under the direction of the Technologies Advisory Committee. Other student services that the technology fee helps maintain include Internet access, online course management, CATV student organizations' Web pages and phone services in the student offices.

## University Dining Services

Sodexo Campus Services provides food services for the University of North Alabama. Meal plans, retail dining, catered events and gift/goodie baskets are all available. Because everyone's schedule and everyone's needs are a little different, Sodexo offers a variety of dining options including meal plans, which are stored on the participant's Mane Card (student ID card).

Meal plans carry either meals per week, which reset every Monday morning, or meals per semester. Dining Dollars, which are also part of all meal plans, are per semester, food only, balances that decline as food purchases are made. Dining Dollars left over from the Fall semester will roll over to the Spring semester. Dining Dollars must be used by the end of the Spring semester.

All-you-care-to-eat Value Meals are served at Towers Cafe. One meal per meal period can be used. Meals are non-transferable and may be used only by the meal plan participant.

### **Locations:**

#### *Towers Cafe*

This all-you-care-to-eat facility, conveniently located between Rice and Rivers residence halls, features a full soup and salad bar, hot and cold breakfast items, home-style meals, a deli bar, an innovations station, a grill area, pizza, and a variety of desserts and beverages. Theme meals and taste changers are also featured throughout the year. Towers Cafe is convenient for breakfast, lunch, and dinner for resident students. Commuter students, faculty, staff, guests, and visitors are also welcome at Towers. Meal plans, cash, dining dollars, lion loot, credit/debit cards, and Faculty/Staff meal plans are accepted at Towers. Towers Cafe is open for breakfast, lunch, and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday.

#### *The C-Store/Smart Market*

Smart Market is the convenience store located on campus in the Towers Dining Building. Conveniently located near the residence halls, it carries a wide variety of snacks, beverages, supplies and other items. The C-Store is open Sunday through Thursday evenings, and accepts cash, dining dollars, lion loot, and credit/debit cards.

#### *WOW (World of Wings)*

World of Wings has recently opened in the Student Recreation Center. It is New Orleans inspired, globally desired! We are passionate about the sauce, soul, and spice of southern Louisiana.

WOW offers a variety of menu selections from salads and wraps to wings and chicken fingers. WOW also offers appetizers, quesadillas and nine different sauces.

Are you chicken? If you think you can handle our hottest sauce we challenge you to our competition. You can order the Wanted Challenge, which is 20 wings tossed in our Buffalo XIII sauce. If you can eat all 20 wings in ten minutes you get a shirt and your picture on the Wall of Flame! WOW is open late and a great place when you want somewhere to hang out and enjoy great food and fun. WOW accepts cash, dining dollars, lion loot, and credit/debit cards.

### ***GUC Food Court***

The GUC Food Court in the Robert M. Guillot University Center is in the heart of the academic portion of campus. The GUC Food Court is convenient for breakfast, lunch, and mid-morning or afternoon snacks. The GUC Food Court features:

- A&W All American Food Express (with those famous root beer floats)
- Pizza Hut Personal Pan Pizza and Pasta
- Subconnection —tasty subs made with fresh ingredients on freshly baked sub rolls
- Mein Bowl —great authentic Asian food and sushi
- Simply To Go —grab and go sandwiches, wraps, salads and snacks
- And a wide variety of other snacks and beverages

The GUC Food Court is open Monday through Friday, and accepts cash, dining dollars, lion loot, and credit/debit cards.

### ***Einstein Bros Bagels***

Einstein Bros Bagels is a nationally acclaimed gourmet bagel, coffee, sandwich, wrap and baked good restaurant located in the Robert M. Guillot University Center atrium (adjacent to the GUC Food Court). Einstein Bros Bagels features a wide variety of bagels and toppings, gourmet coffee drinks, as well as freshly baked goods, salads, wraps, and sandwiches. Einstein Bros Bagels is open Monday through Friday, and accepts cash, dining dollars, lion loot, and credit/debit cards.

### ***Starbucks and Chick-fil-A***

Coming soon in the new Academic Center and Student Commons building. Projected to open in Spring 2014.

### ***Auxiliary Services***

When you visit Gift University, you're enrolling in the "school" of gift-giving run by a faculty of true gourmet, floral, plant and gift experts. Powered by 1-800-FLOWERS.com, Gift University was founded in partnership with Sodexo as a way to send great gifts for any occasion, from birthdays and anniversaries to exams and special holidays. Both parents and students can enjoy sending and receiving care packages, tasty snacks, "just because" surprises and much more! It's exciting—and incredibly easy—to delight family members, friends on campus, or anyone else you're thinking of, with something sensational from our extraordinary gift collection.

Gift University can be accessed by visiting our website at [www.una.edu/diningservices](http://www.una.edu/diningservices).

### ***Meal Plans***

A variety of meal plan options are available to help fit your dining needs. (Plan options and prices are per semester and subject to change.) Up-to-date pricing information may be found in the most current addendum to the university catalog. First-year resident students are required to purchase one of the designated meal plans. All full-time students will be charged a fee of \$135 per semester in Dining Dollars that may be used at any campus dining location. Dining Dollars left over from the Fall semester will roll over to the Spring semester. Dining Dollars must be used by the end of the Spring semester.

Meal plans offer a variety of important features:

## **Security**

Meal plans offer a predetermined number of meals either weekly or by semester. A meals-per-week plan means that you will have the same number of meals every week, so you will not run out of weekly meals near the end of the semester. A meals-per-semester plan allows you to use your meals any time during the semester. Meal plans with dining dollars allow you to spend your dining dollars how you see fit throughout the semester. If you have a meal plan, you do not have to carry cash for meals on campus.

## **Convenience**

Meal plans offer you the freedom not to worry about grocery shopping, cooking, and cleaning. Meal plan participants do not have to waste valuable time leaving campus and trying to get back before their next class or meeting and losing their parking spots.

## **Value**

You can use a value meal from your weekly or semester plan for full meals at Towers Cafe and your dining dollars at the GUC Food Court, Einstein Bros Bagels and WOW. Additional meals at Towers may also be purchased using dining dollars.

## **Nutrition**

You can choose from a wide variety of food options at Towers Cafe, the GUC Food Court, Einstein Bros Bagels and WOW. We offer nutritious meals that will help you keep pace with today's active lifestyles.

## **Flexibility**

Everyone has different eating habits. No matter how you like to eat or what your schedule looks like, a meal plan can be found to suit your situation.

### **How to choose...**

Here are some questions to consider when selecting a meal plan:

- Will you normally remain on campus during the weekends?
- Do you normally skip breakfast or eat only a light breakfast?
- Are you an athlete or a member of the band?
- How many full meals do you eat each day?
- Do you tend to eat small meals or snacks rather than full meals?

Up-to-date pricing information may be found in the most current addendum to the university catalog. Hours of operation for each dining location are posted at each location. Questions on these or other dining service subjects can be answered by visiting the Dining Services office on the second floor of the Guillot University Center, by calling the office at (256) 765-5667, or by visiting the website at [www.una.edu/diningservices](http://www.una.edu/diningservices).

### **Employment**

Sodexo frequently has employment opportunities available for students. Convenient locations, flexible hours, and free meals make Sodexo a great place for students to work. Stop by or call the Dining Services office for more information.

### **Advisory Committee**

Help Sodexo provide the services and selections you want. Join the UNA Dining Advisory Committee! Watch for meeting times and locations in Towers Cafe.

### **Special Events**

The Sodexo staff coordinates several special events, theme meals, and taste changers throughout the fall and spring semesters.

Watch for information and flyers in the residence halls, Towers Cafe, the GUC Food Court, Einstein Bros Bagels and WOW for specific dates and times. You may also find this information on our website at [www.una.edu/diningservices](http://www.una.edu/diningservices) or on our Facebook page (search UNA Dining Services).



# Student **LIFE**

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# Student's Role and Participation in Institutional Decision-making

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, procedure, and budget decisions.

The Student Government Association (SGA) serves as the collective voice of the student body. The role and responsibilities of the association are described in detail in the SGA Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Director of Student Engagement maintain a close working relationship with the Student Government Association officers. In addition to the SGA, many other student organizations and groups provide valuable advice to the university administration on matters of particular interest to their membership or to students in general.

Students participate in the deliberations of official decision-making bodies at the University. Most important, university committees that make or recommend institutional decisions include student members. The president of the SGA meets regularly with the Board of Trustees to give student viewpoints on issues before the Board.

The university administration uses both formal and informal means in order to maintain an awareness of the needs and views of students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of the University.

## Student Organizations

Recognized Student Organizations (RSOs) play an important role in the University. RSOs provide unique learning experiences outside the classroom and create opportunities for students' personal and professional development. UNA recognizes the positive impact student organizations can have on recruitment and retention of students.

To function on campus and have access to campus resources, including room reservations and posting privileges, a mailbox, and storage space, all student organizations must register with the Office of Student Engagement. Information provided through the registration process enables the University to maintain communication with student leaders and to provide several special services for student organizations.

Any UNA student group recognized by the University is subject to the policies and procedures as outlined in the student handbook and in the RSO handbook.

The Office of Student Engagement is committed to helping student organizations thrive at the University of North Alabama. Services include leadership training, officer resources, organizational consulting, and advice on activities planning and funding. Please feel free to consult the office at 765-4248 or visit GUC 107 for assistance with your organization's needs.

### **Recognition Policy**

Recognized Student Organization (RSO) standing is defined as the certification that grants the student organization official status as part of UNA's educational and/or extracurricular program. All recognized student organizations must register with the UNA Office of Student Engagement to function on campus. For an organization to maintain university recognition, the following criteria must be met:

Submit the RSO Update form at the beginning of each semester, October 1 and February 1, through UNA OrgSync. Any changes in officers or advisors

between these reports must immediately be made in OrgSync.

Send a representative to the mandatory RSO retreat each fall on the date set by the Office of Student Engagement. Information and registration for the retreat will be sent to RSOs via UNA OrgSync at the end of the spring semester.

Submit an updated organization constitution by October 1 of each year.

Adhere to all university and RSO policies as listed in the RSO handbook and student handbook.

Organizations that do not maintain up-to-date information may risk the loss of RSO status and will be ineligible to apply for Student Allocation Funding. Recognition of a student organization may be suspended or terminated pending review of the organization by the Office of Student Engagement.

All organizations planning to host activities where alcoholic beverages may be consumed must each year attend a Risk Management Education Program facilitated by the Office of Student Engagement. The president, advisor, and risk management officer (if applicable) are required to attend.

### **Registering a New Organization**

Students interested in forming a new organization at UNA should first contact the Office of Student Engagement. The RSO handbook may be obtained on the Student Engagement website at [www.una.edu/student-engagement](http://www.una.edu/student-engagement) under the "Files" link. The students should facilitate a meeting to determine whether there is sufficient interest to form a new organization. Once that has been determined, plans should be made to hold an organizational meeting, at which officers should be elected and future activities planned.

The organization must support and enhance the mission and purpose of the institution in one or more of the following ways:

- Develop the personal empowerment of those participating.
- Develop academic/career competency of those involved.
- Develop social/civic responsibility of those involved.
- Continue to improve the effectiveness of the university community.

### **To register a new organization, these steps should be taken:**

- Submit a list of at least ten (10) full-time enrolled students who wish to be members of the proposed organization. The list should include name, phone number, box number, and student number. The students must have a minimum 2.0 cumulative GPA.
- Obtain agreement of a full-time faculty or staff member to serve as the organization's advisor.
- Submit a copy of the constitution under which the organization will operate. This constitution should be approved by a majority of the chartering students.
- Prepare and submit a list of proposed activities the organization wants to participate in or sponsor.
- Submit the completed Student Organization Registration form via UNA OrgSync.
- After submitted through OrgSync, the information will be sent to the Office of Student Engagement for review. Once the Office of Student Engagement has approved the new organization, it is entitled to all the rights and privileges of a Recognized Student Organization (RSO). However, new RSOs must wait one semester before the group is eligible for Student Allocation Funding.
- RSO registration applications will be reviewed twice a year. Student groups wanting to begin fall semester must have registration applications in by October 1. Student groups wanting to begin for spring semester must have registration applications submitted by February 1.

## **RSO Contact Info**

Contact information for Recognized Student Organizations is available from the Office of Student Engagement, 256-765-4248 or [www.una.edu/student-engagement](http://www.una.edu/student-engagement).

## **SGA (Senate)**

Location: GUC, Room 110

Phone: 765-4248 or 256-765-4207

[www.una.edu/sga](http://www.una.edu/sga)

The Student Government Association (SGA) at UNA serves two valuable purposes. First, it allows students the chance to represent their fellow students in providing services and making recommendations to the administration for the benefit of the student body. Second, SGA provides students with challenging opportunities for developing organizational and leadership skills. SGA meetings occur every Thursday at 3:30 p.m. in GUC 200.

## **SGA (University Program Council)**

Phone: 256-765-4248 or 256-765-4915

[www.una.edu/upc](http://www.una.edu/upc)

The University Program Council (UPC) is the programming branch of the SGA. The UPC, composed solely of students, plans and implements a wide array of social, cultural, recreational, and educational activities for the UNA and Shoals communities. UPC provides a challenging opportunity to develop event-planning and organizational skills. As delegates of UPC, students have the power to determine the events they want to sponsor for the campus such as concerts, movies, and other activities.

Students interested in joining the University Program Council should stop by the SGA office or the Office of Student Engagement. UPC meetings occur every Monday at 3:30pm in GUC 200.

## **Greek Life**

Location: Guillot University Center, Room 107

Phone: 765-4248

[www.una.edu/greeklife](http://www.una.edu/greeklife)

Joining a fraternity or sorority means more than just added social activities at UNA. Being a member of the Greek community means involvement, commitment, and personal growth. Academic excellence, scholarship, athletics, service projects and leadership opportunities are all important aspects of Greek life.

The Greek community at UNA consists of seven national sororities: Alpha Delta Pi, Alpha Gamma Delta, Alpha Kappa Alpha, Delta Sigma Theta, Phi Mu, Zeta Phi Beta, and Zeta Tau Alpha. There are also ten national fraternities active on campus: Alpha Phi Alpha, Alpha Tau Omega, Delta Chi, Kappa Alpha Psi, Kappa Sigma, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, and Phi Beta Sigma.

## **Student Media**

Student Publications Building, 643 N Wood Ave.

Diorama executive editor: 765-5181/[diorama@una.edu](mailto:diorama@una.edu)

The Flor-Ala editor-in-chief: 256-765-4364/[floral@una.edu](mailto:floral@una.edu)

The Flor-Ala business manager 765-4427/[businessteam@floral.net](mailto:businessteam@floral.net)

Student Media adviser 765-4426

UNA's student media staffs produce award-winning publications — a weekly newspaper, a news website, and a yearbook — for the campus community. Students

from all majors are encouraged to participate in the production of each publication; those with talent in the areas of journalism, English, business, art, and photography are especially sought. The student press supplies a learning atmosphere and practical experience for student editors, reporters, graphic artists, managers, and photographers.

The Student Media Board interviews applicants and selects paid student editors, photographers, circulation and business staffs in the spring. Students who have volunteered with the staffs and shown dedication and responsibility are considered for scholarship-based positions. Advertising sales representatives are hired and paid through commission.

## Leadership and Volunteerism

Location: Gulliot University Center; Room 107

[www.una.edu/leadership-volunteerism](http://www.una.edu/leadership-volunteerism)

Phone: 765-4248

UNA is committed to providing the highest quality of involvement opportunities for students. One of the best ways to get involved and impact the campus and community is by volunteering. Each semester the Office of Student Engagement works to provide information and opportunities for students to volunteer in the surrounding community and on campus. There are also student groups and events that focus on volunteerism such as the Alternative Breaks and Lions Lend a Hand day. By volunteering, students are able to give back to their campus and community while developing additional skills, networking with other students, developing a sense of respect and gaining an active citizen mentality.

All students are encouraged to focus on their leadership skills while at UNA. By providing a Leadership Summit and various opportunities for leadership growth throughout the year, students are able to advance in their strengths and build on skills that they can carry with them after graduation. Students are also encouraged to get involved in Registered Student Organizations to help advance their talents and cultivate them in preparation for their future careers.

## University Awards

### **Keller Key**

A Keller Key is presented at each commencement to the honor graduate(s) who, on the basis of having earned all credits for the bachelor's degree at this University, has made the highest scholastic average. The recipient(s) of the Keller Key will be identified by the registrar's office in accordance with established guidelines. For this purpose, all academic work ever attempted at UNA will be included in the calculation of the GPA. A student may receive the award only once even though more than one degree may be earned.

### **Turrís Fidelis Award**

The Turrís Fidelis Award may be awarded to no more than two graduating seniors at spring commencement. Students who have graduated since the previous spring semester as well as those planning to graduate in the spring will be considered candidates for the award. The award is made on the basis of outstanding service to the University and scholastic achievement. This honor is the highest that can be conferred upon a graduating senior, and recipients are selected by a joint committee of faculty, staff, and students.

### **Distinguished Academic Achievement Award**

The Distinguished Academic Achievement Award is presented to the UNA graduate with the highest grade point average who has completed at least 32 semester hours at UNA and is not eligible for the Keller Key Award. The grade point average is based on all work attempted. This award is presented annually at the Awards Gala.

## **Hall of Fame**

The Hall of Fame recognition at UNA is awarded annually to no more than four senior students who have demonstrated leadership in campus activities and outstanding service to the University, and have maintained a minimum 2.75 GPA. This recognition is sponsored by the Student Government Association.

## **Undergraduate Service Awards**

The Student Government Association recognizes no more than four students of freshman, sophomore, junior, or non-graduating senior standing who have maintained excellence in scholarship with at least a 2.5 GPA and have made outstanding contributions to the University through campus activities.

## **University Man and Woman**

The Student Government Association recognizes one senior male and one senior female who have maintained academic excellence with a minimum GPA of 3.0 and have made outstanding contributions to the University through non-academic functions.

## **Who's Who**

Through the national Who's Who among Students in American Colleges and Universities publication, the University gives recognition to juniors and seniors who demonstrate outstanding leadership, scholarship, character, and ability.

## **ROTC Awards**

The Department of Military Science makes numerous awards to outstanding military science students. Among these are the Outstanding Basic Cadet and Outstanding MS III and MS IV awards, and the Department of Army Superior Cadet Award. The staff, in cooperation with the Second US Army ROTC Region, also selects Distinguished Military Graduates to be commissioned Second Lieutenants in the Regular Army.

In addition to the aforementioned departmental awards, many students qualify for two- and three-year scholarship awards, as well as other university incentives. To find out if you qualify, please call 765-4271.

## **Willingham Award**

The Henry J. Willingham Award is conferred upon no more than one member of the senior class at Academic Honors Day for exemplifying the professional spirit and personal qualifications required for leadership in the teaching profession and for high academic achievement in the institution's program of teacher education. This award is in memory of the late Dr. Henry J. Willingham, who served as president of the college from 1913 to 1938.

## **Phi Kappa Phi Awards**

The Honor Society of Phi Kappa Phi invites juniors, seniors, and graduate students into its membership twice a year--for the November and April initiation ceremonies.

To be eligible for membership, Juniors must have completed at least 24 semester hours at UNA, have completed at least 72 hours overall, and rank in the upper 7.5% of their class. Seniors must have completed 24 semester hours at UNA, at least 96 semester hours overall, and rank in the upper 10% of their class. Graduate students must have completed 18 hours of graduate work at UNA and rank in the upper 10% of their class.

For the November initiation ceremony, Phi Kappa Phi also sponsors a competition and awards two sophomore book scholarships. For the April initiation ceremony, Phi Kappa Phi also sponsors a "Student Scholars Forum" and accepts research papers for judging in the following categories: undergraduate individual research, undergraduate collaborative research, graduate individual research, and graduate collaborative research.

# Living On CAMPUS

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# Welcome to Community Living

The University of North Alabama offers students a unique educational experience through its on-campus living community. There are two basic types of housing available on campus: residence halls and university apartments.

Each residence hall, a modern living facility, is a community designed to enrich and broaden the educational experiences of students. Living in residence halls provides the student an opportunity to develop lasting friendships, well worth remembering. The residence halls are designed to meet the physical needs of the residents, while providing common areas and resources where activities and programs can happen that contribute to the “total educational experience.” We welcome you to the residence hall community and hope that this experience will be an integral part of your college life.

The university apartments are available to full-time upperclass UNA students and to university employees. Apartment living offers the opportunity to develop community and also to enjoy private living. Affordability, convenience, and easy access to campus services are just a few reasons to consider living on campus in university apartments.

Two strategic departments exist to collaborate and coordinate the many aspects of campus residential living: the Department of Housing and the Department of Residence Life. Each area not only pursues its specific functions but also shares common goals such as security and safety. For all matters pertaining to application and assignment to a residence hall, please refer to the Department of Residence Life. For all matters relating to application for and leasing of university apartments, please refer to the Department of Housing.

## Department of Housing

The Department of Housing’s mission is to provide “students with comfortable, diverse, well-maintained, affordable and secure housing options where the academic success and personal growth of residents are encouraged and supported.”

The Department of Housing is composed of the director, assistant director, senior administrative assistant, administrative assistant for university apartments, and environmental specialists. The director’s office, on the ground floor of Rivers Hall, coordinates all aspects of apartment applications and apartment leases; residence hall and apartment facilities management, renovations and repairs, security, billing, refunds, and budget. Environmental specialists are assigned to each residence hall. The Housing office maintains an open-door policy, so please drop by and meet the staff!

### **Summer of Service**

The Department of Housing offers summer employment to students as part of a work crew designed to perform maintenance and cleaning of the buildings, minor repairs, moving inventory, etc. These students are supervised by the Assistant Director of Housing.

### **Apartments**

Two apartment complexes are conveniently located within walking distance of the entire campus and are offered at economical rates. A third complex, Lion’s Gate, is located on North Pine Street just past Rice and Rivers Halls. Grandview Campus Apartments are located on Graham Avenue. All apartments are two-bedroom units and can be rented by upperclassman single adult students, by married couple, or by siblings. Dependent children are permitted in Lion’s Gate, Family Housing (bi-level) and Twin Oaks (single level).

### **Apartment Application Process**

A \$200 (refundable) deposit must accompany the university apartment ap-

plication to be placed on the waiting list for an apartment. This deposit will serve as a security deposit for the apartment if the student rents one of the units. Each roommate, if single, should have a \$200 deposit receipted in their name, for a total of \$400 deposit; if married, a total deposit of \$200 is required. Only two single adults are allowed per apartment.

Apartments are leased upon availability and priority date of deposit receipt, first to upperclassmen and then to freshmen. The Department of Housing will notify the applicant when an apartment is available for the requested semester.

### **Eligibility**

Apartment tenants must be full-time students: undergraduates must maintain twelve semester hours and graduates, nine semester hours. Any student whose class load drops below the required hours must request permission, in writing, to the Director of Housing, to remain in the apartments for the remainder of the semester. No more than two single students are allowed to reside in an apartment. Both must be same gender.

Apartments are leased first to upperclassmen and then to freshmen. Traditional-age new freshmen are encouraged to live in the residence halls for their first academic year.

For married couples, eligibility for occupancy requires enrollment as a full-time student by either husband or wife of married couple. Brother and sister may lease together if each one is enrolled at UNA as a full-time student. Their original birth certificates must be presented for copy at the Housing office.

Single parent must be enrolled at UNA as a full-time student and must provide the birth certificate of each child to provide a file copy at the Housing office.

### **Lease Agreement**

Each student living in a university apartment is required to have a completed apartment application and receipted apartment deposit for \$200, and must sign the apartment lease. All apartment leases end May 31 of any given year. Leases start the day you sign it and require the signature of each tenant. Parent/guardian signature is required on the lease if tenant is not 19 years old or older.

Semester rent will be placed on the student's tuition account. Each roommate, if single, will have separate rent billing in their name.

Detailed terms and conditions of occupancy are included in the lease. Further details of the lease term and conditions not included here can be requested by contacting the Housing office.

### **Keys**

Each tenant is required to have a key to his/her apartment. If a key is lost the student will be charged. Unlocking the apartment doors by staff members should not be viewed as an obligation of the staff member. The lockout service is provided purely out of necessity and is greatly discouraged.

### **Lease Renewal**

It is the tenant's responsibility to request renewal of the lease in the housing office. Apartment leases terminate May 31 but can be renewed during Apartment Reclaim. This decision will be made by the Director of Housing on a person by person basis.

### **Lease Termination**

The termination date of the lease is May 31. Terminating the lease or vacating the apartment prior to the recognized end of lease period will result in a forfeiture of the deposit. Early termination without prior permission by the Director of Housing could result in a fine of \$150 in addition to loss of deposit. Written notice to terminate does not imply that the tenant will not be held responsible for the remainder of the rent for the lease period. The tenant will need to submit the ap-

plication for lease release and be approved by the Lease Review Committee. Please refer to <http://www.una.edu/housing> for details and the release application.

If the termination date is May 31, a 30-day written notice prior to vacating the apartment is required. Tenants must schedule an appointment with the Department of Housing for checkout.

### **Maintenance and Repairs**

Residence hall residents and apartment tenants should report needs pertaining to repairs, maintenance upkeep, and pests to the Housing office. For emergency maintenance and repair needs, residence hall residents should call the Residence Life staff on duty after business hours. Apartment tenants should call University Police after business hours and Housing Office during business hours.

If a maintenance problem occurs in your room or in a public area, please report the problem promptly and directly to the Housing staff. Problems should be reported using the online maintenance reporting system, TMA, which is found at <http://maintenancedb.una.edu:81/>. You must use Mozilla Firefox in order to access the website. Once you reach the web page, your ID is “student” and your password is “request” (do not include quotation marks for ID or password). Submitting your request with the online TMA system will allow more immediate response to your maintenance problem. TMA is only accessible using Firefox browser on the UNA Internet system.

### **MicroFridge® Option**

MicroFridge® units are available for use in student rooms. Three units in one, the MicroFridge® has a separate door freezer, auto defrost refrigerator, and a 600-watt microwave oven. A MicroFridge® may be requested before August 1 of each academic year through the Department of Housing. MicroFridges® are rented on a first-come, first-served basis, determined by the application date.

### **Environmental Services**

The Environmental Specialists clean public areas daily. It is the responsibility of residents to dispose of personal trash and food in the outside dumpsters and to keep hallways, bathrooms, and all public areas neat and attractive. Please help us keep our facilities clean and well maintained. Environmental problems should be reported in writing to the Director of Housing.

Residents of Hawthorne, Covington, and Appleby East and West halls shall maintain their private rooms and baths in a neat, clean, safe, and sanitary condition. Residents agree to be responsible for actual cleaning of these areas. The University shall provide Environmental Specialists for cleaning of common areas such as lounge, kitchen, elevator lobby area, laundry room, and public restroom. Residents will, however, be responsible for disposing of food and trash in the outside dumpsters, and for general cleaning of kitchen areas after events and personal cooking. Residents will be charged the cost of cleaning required beyond normal wear and tear, which includes, but is not limited to, trash not properly disposed of, leaving dirty/used dishes in the sink, food not properly stored, and spills on the floor.

### **Pest Control**

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. If you see evidence of pests, complete a maintenance request as soon as possible. Keep in mind that the pesticides used are only effective when combined with good housekeeping practices. Follow these guidelines: (1) Store all food in sealed containers. (2) Do not leave food or dirty dishes lying around. (3) Empty liquid contents of cans and bottles into the sink before throwing them in the trash. (4) Empty the trash before leaving for the weekend or holiday.

### **Refrigerators**

Individually owned refrigerators may be used in residence hall rooms if they are no larger than 4.3 cubic feet. Larger units are prohibited. Refrigerators brought into the residence halls that exceed the set limit will be removed.

### **Smoking**

All apartments and residence halls are smoke-free facilities.

### **Trash**

All residence hall residents and apartment tenants are responsible for disposing of their personal trash in the outside dumpsters. Environmental Specialists will not remove or collect trash in residence halls except for such common areas as the offices, kitchens, multi-purpose room, etc. All residence hall residents and apartment tenants trash must be disposed of by the residents on a regular basis.

## **Department of Residence Life**

Location: Rice Hall main floor (entrance near Towers Cafeteria)

Hours: Monday-Friday, 8 a.m.-4:30 p.m.

Phone: (256)765-5558; Fax: (256)765-5840

The Department of Residence Life's mission is to "create a supportive and engaging residential community which enables students to foster their personal development and academic success." Our core values, which guide the overall implementation of our mission, include: Collaboration, Leadership, Engagement, Diversity, and Service.

The Department of Residence Life is composed of professional staff which includes the Director, Assistant Director, Assistant Director for Success Initiatives, Area Coordinators, and Senior Administrative Assistant in addition to paraprofessional student staff which includes Senior Community Advisors, Community Advisors, House Managers, and First-Year Resident Educators.

One of the greatest advantages of living in a residence hall is that there always seems to be something happening. Residents will find all sorts of social, recreational, community service, and educational programs designed to supplement educational goals and activities. Intramurals, outings, special entertainment, and events are regularly offered throughout the year. The Residence Hall Association (RHA) is an amazing way to become involved and have an impact on your residential learning experience. Each resident becomes a member of RHA upon move-in and is encouraged to participate in related opportunities, activities, and meetings.

The Department of Residence Life believes in an "open-door" policy and welcomes your ideas, concerns, and recommendations. Please feel free to stop by our office in Rice Hall. We look forward to helping you with your residential needs.

### **Residence Hall Eligibility**

To be eligible for on-campus housing, a student must first be enrolled at the University of North Alabama. Undergraduate students in the residence halls must maintain nine semester hours and graduate students must maintain six semester hours. If you are planning to drop below the required number of hours you must request permission, in writing, to the appropriate Area Coordinator to remain in the residence halls for the remainder of the semester. If you fall below the minimum number of hours required to live in the residence halls, without gaining approval from the Director of Residence Life, you will be asked to increase your course load or move out of the residence halls.

### **Application Process for Returning Students**

If you currently live on campus, there is a priority application time for you to reclaim a room for the following academic year. The residence hall renewal process is a designated time when current students can choose to stay in their current room or move to a different room, floor, or hall for the next academic year. Publicity for this event will begin at the beginning of spring semester and occurs in late Febru-

ary/early March.

### **Single-Occupancy Housing**

There are two single occupancy room types in the Residence Halls. In Rice and Rivers Halls there are rooms that are built to be occupied by only one student. The rooms are referred to as “inside single” rooms. The inside single room is located on the inside for cube style floor and has a window facing the floor lounge. These rooms are reserved on a first come first serve basis with an emphasis given to students with a documented need for special accommodations. The cluster style halls (Hawthorne, Appleby East & West, Covington) also have rooms that are built specifically for one occupant.

The other option in single occupancy rooms is using a double room as a single room. This option involves the student buying out the second bed in the double room they are assigned to and having the room to themselves. Students are given the opportunity to buy out the other bed in their room once the consolidation period has passed at the beginning of each semester.

The prices for a built single room or using a double occupancy room as a single are higher than the standard double room rates.

During the consolidation period, students will be given the opportunity to buy a double occupancy room as a single room for the duration of the current semester pending the availability of vacant double rooms.

### **Changing Rooms or Halls**

Once a room or building assignment has been made, any request for change must be submitted in writing to Residence Life using an official Room Change Request Form. All room and building changes must be coordinated and approved by Residence Life. Any student who makes an unauthorized move will be charged \$150 for conducting an improper room change.

### **Extended Housing (nine-month halls)**

For residents who need to live on campus in the traditional style buildings (Rice, Rivers, LaGrange & Lafayette Halls) during the times the University is closed (Thanksgiving and Spring Break), extended housing is available. Mailings go out to residents in these residence halls shortly before the break instructing residents how to sign up for extended housing. Even though the college is closed during these academic breaks there are still Residence Life staff members available for students choosing to reside on campus during the break. Students participating in athletics are encouraged to discuss the need for the extended housing option with their coaches.

### **Summer Housing**

A separate application and contract are required to reserve a space in summer residence halls during June and/or July summer sessions. Students wishing to reside on campus during the summer months must be enrolled in at least one course per summer session.

### **Contract/Agreement**

All students requesting housing in a residence hall are required to sign a residence hall contract. The term of the contract is for one academic year, consisting of two semesters, from the first day of the fall semester to the last day of the spring semester. Refer to your copy of the housing contract for details.

### **Contract Cancellation**

With appropriate documentation, a resident may cancel without penalty for the following reasons:

- Marriage, with appropriate documentation.
- Required to move from the area to fulfill academic requirements such as internship, fieldwork, or student teaching; appropriate documentation must be submitted from a supervising faculty at least thirty (30) days

before the semester.

- Ineligibility to continue enrollment due to failure to meet academic requirements.
- Graduation if not enrolling in graduate courses during contract period.

Any resident who cancels during the contract period will be subject to full payment according to contract terms and conditions. These conditions are in conjunction with university refund policies stated in the university catalog.

### **Consolidation**

Students are assigned accommodations assuming double occupancy of rooms unless alternative arrangements are made. If a vacancy occurs in a room due to the withdrawal of one of the residents during the first four weeks of the semester, the remaining residents has the following options:

- Pay the additional charge necessary to occupy the room for the remainder of the semester as a private.
- Request a room change to live with someone who currently has no roommate
- Allow the Area Coordinator to assign a new resident to the room or agree to move to another room that has only one occupant.

### **Nondiscrimination Policy**

The University of North Alabama is committed to a policy of nondiscrimination. When the names of roommates are not reciprocally expressed, individuals will be assigned without regard to race, religion, creed, or national origin.

### **Residence Hall Safety**

The Department of Housing and the Department of Residence Life staff desire for your college experience to be educational, fun, and most importantly safe. We view ourselves as a safety-conscious campus, and keeping all community members safe has long been a high priority. Crime still does occur, but most of it is “crime of opportunity.” As a student, your first line of defense is a combination of awareness and prevention. This means that you can take specific action to prevent, or greatly reduce, the likelihood that you will be the victim of a crime.

Relying on your own instincts is an important rule for personal safety. Occasionally, ask yourself what you might do differently in the future. Remember, your personal safety is our primary concern, but we need your help, too. Housing and Residence Life work closely with the University Police to provide for your safety. However, residents must take on responsibility for developing a safe environment in the residence halls for themselves as well.

#### ***Do not prop exterior doors.***

For security reasons, doors in the residence halls are kept locked. A door propped open invites non-residents into the building, some of whom may commit crimes against residents. If you come across a propped door, please close it.

#### ***Always lock your room door***

Locking your door when you are asleep or gone will probably be the most important thing you can do to ensure residence hall safety.

#### ***Escort guests at all times***

Even if you trust your guests, be aware that unescorted strangers can make other uncomfortable. If you see an unknown person who is unescorted in the residence halls, confront him or her. If you are uncomfortable doing that, please contact a member of the Residence Life staff for assistance. Do not let the person continue unescorted. The name of the Community Advisor (CA) on duty is posted in the lobby of each building.

## **RESIDENCE HALL LIVING**

### **Damages, Vandalism, and Community Property**

Each resident is responsible for the ongoing condition of his/her room. Residents are responsible for the accommodations of the room and shall reimburse the University for any damages or loss of items. Residents of an individual floor or residence hall share the expense of repairing or replacing property in common spaces, including bathrooms, lounges, hallways and kitchens. Charges for damages will be determined by the University at its discretion and must be paid before the end of the semester in which the damages occur.

### **Health & Safety Inspections**

Each resident is responsible for the care and cleaning of his/her room. It is also the responsibility of residents to dispose of trash in the dumpsters outside and to keep hallways, baths, and all public areas neat and attractive. Residence Life staff conduct monthly health & safety inspections in all on campus residence halls. During these health and safety inspections, Residence Life staff verifies that there are no fire safety hazards and that there are no visible health risks in the room.

### **Entry/Confiscation**

The University reserves the right of entry to any room at any time for the purpose of inspection, repairs, pest control, in case of emergencies, or for any other valid cause.

The Department of Residence Life also reserves the right to confiscate, discard, hold or surrender to appropriate authorities any item in any room that violates Residence Life or University regulations as stated in this handbook, the university catalog, or any other official university publication.

### **Inventory**

A room inventory is prepared for each room/apartment by the Residence Life staff prior to occupancy. Each resident must sign the inventory at the time of check-in, thereby acknowledging the condition of the room/apartment and the presence of specific furnishings. When damages occur within a resident's room or in areas adjacent to it (e.g., windows, doors, lobby/study areas), it is ultimately the responsibility of the occupant to pay the costs to replace or repair the damaged property. The purpose of the room inventory is to establish the condition of the room at occupancy so that residents can be assessed fairly if damages occur. If the student finds damages in the room they are moving into that are not listed on the inventory, they can request that those damages be added to their inventory.

When a resident checks out, Residence Life staff checks the outgoing condition of the room against the check-in status of the room. If there are changes between the check-in and check-out status the resident may be charged, at current repair and/or replacement prices, for any damages and/or missing furniture.

### **Keys**

Each resident is given a key to his/her room. If a resident becomes locked out of their room, they can check out a key during business hours at the Department of Residence Life office or through the CA on duty outside of business hours. Residents are permitted 24 hours to return the key or a lock change fee will be imposed. If a student loses their room key there is a charge associated with making new keys for all students in the room.

### **Occupancy**

Only those students assigned to a room may occupy that room. If an individual other than those assigned occupies the room, the assigned student may be subject to immediate termination of the housing contract and may forfeit his/her right to remain in the Residence halls. Residence hall rooms may not be sublet to another person.

### **Entering the Residence Halls**

The residence halls are considered private residence. As such, entrance to the facility is restricted to residents and their invited guests. Proof of residence in any residence hall is provided by a valid Mane Card programmed for entry to that building. A room key alone is not considered proof of residence.

Students who fail to provide appropriate identification upon entering the residence halls will be asked to leave and may be subject to follow-up through student conduct.

### **Card Access to Buildings**

Each entry door to a residence hall is equipped with a card-access swipe. These specialized doors provide security and should never be propped open. Access to the building is granted only to the residents of the hall who have their UNA identification number encoded into the card access system by Department of Residence Life. Any resident who finds his/her access card not working properly or loses an encoded ID card should notify the Department of Residence Life as soon as possible.

### **Hall/Floor Meetings**

Periodically throughout the semester, Residence Life staff will hold hall/floor meetings. Your attendance at these meetings offers you the opportunity to provide feedback and suggestions for Residence Life programs, policies, and procedures. Meetings are held whenever an issue or concern needs to be addressed with the resident population as a whole. Please be aware of posted notice of meeting dates, times, and locations.

### **Parking**

Residence Hall students should purchase residential parking decals. Any questions regarding proper decal can be answered by the UNA Police Department.

### **Pets**

Residents are permitted to have fish contained within desktop aquariums that do not exceed a 5-gallon tank capacity. For health reasons, no other pets are permitted in the halls. Violation of the pet policy may subject residents to disciplinary action. Students with a documented need for a support animal may request accommodations through the Department of Residence Life and Disability Support Services.

### **CHECKING OUT**

All residents must check-out the residence halls within 24 hours of their last final exam or by 12 noon on the last day that the residence halls are open, whichever comes first. See a member of the Residence Life staff for additional checkout information.

### **Abandoned Items**

There is no provision for storage of personal property in the residence halls. Items left in residence hall rooms or in storage after the owner has moved out of the residence hall, or to another room, and items not marked as to ownership will be declared abandoned. When possible, a written notification will be sent to a resident whose items have been left behind. If no action is taken by the resident to remove the items from the residence hall within the timeline indicated in the notification sent to the student, the items will be disposed of by the Department of Housing or Residence Life staff.

### **Possible Charges**

The following lists the charges that may possibly be assessed through the Department of Housing and the Department of Residence Life:

- Unauthorized room change and/or move/ \$150
- Improper checkout/ \$50
- Re-core room lock/key replacement/ \$35-\$100
- Smoking in Room/Building/ \$50

## **RESIDENCE HALL EXPECTATIONS**

### ***Disposal of Hazardous Materials***

Students who use syringes for legitimate medical purposes, such as insulin injections, are required to notify Residence Life staff immediately. It is university policy that all sharps used for legitimate medical purposes be disposed of in the proper manner. Syringes and other “sharps” are not to be put in common area trash receptacles in the residence halls unless they are in a sharps container. Any questions should be directed to the Area Coordinator.

### ***Personal Property Liability/Loss***

The University of North Alabama and the Departments of Housing and Residence Life assume no responsibility for theft or casualty losses. To protect your possessions, check your parents’ insurance policy or your personal insurance policy to determine coverage. If your possessions are not covered, you should obtain private insurance (brochure of private agency is available from the Housing office).

### ***Smoking***

Smoking is prohibited inside all residence hall facilities. Cigarette bins are located outside each building. Discarding cigarette butts on the ground is considered littering and the privilege of smoking outside the building can be taken away. There is a \$50 charge for smoking in the residence halls.

### ***Public Areas/Restrooms***

Areas of residence halls where guests are allowed, other than the host’s room, are posted in each individual hall. Restroom facilities for guests are available in the lobby of each building. Restrooms on the floors are off limits to opposite-sex guests.

### ***Bomb Threat***

If a bomb threat is announced in your residence hall, follow the directions provided by your hall staff and/or the UNA Police. It is important that you remain calm and that you cooperate fully.

### ***Fire Safety and Procedures***

Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals, and enunciators. The alarm is a continuous buzzing noise. All alarms should be regarded as actual fires. University and state law requires all residents and their guests to adhere to the fire safety regulations of the campus. Failure to evacuate is not only a safety hazard, but it is a violation of University policy and state law. Rendering a false alarm is considered a criminal offense.

It is each resident’s responsibility to be familiar with evacuation procedures. In the case of a fire, residents should do the following:

If there is smoke in the room, keep low to the floor.

Before passing through any door, feel the door knob. If it is hot, do not open the door. Before opening a door, brace yourself against the door and open it slightly. If heat and smoke are present, close the door and stay in the room.

If you cannot leave the room, open the window. If trapped, attract the fire department by hanging an object out the window.

If you can leave the room, close the door behind you.

Go to the nearest exit or stairwell. Do not use the elevator.

If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.

If all exits are blocked, go back to your room, open the windows, and attract the fire department.

After evacuating the building, move to the designated meeting location (at least x feet from the building). Emergency personnel and equipment will be maneuvering around the building.

Follow the directions of fire, police, and Residence Life staff.

You may reenter the building only after fire and police officials have given their approval.

### **Tornado Safety and Procedures**

During a tornado drill or an actual emergency, residents will be notified to relocate to designated areas by the sounding of the bell alarm. The alarm will consist of three short rings every five seconds. Tornado safety procedures are posted on the backs of residents' doors in each room. Tornado drills will be conducted periodically during the semester. A resident will be subject to disciplinary action for failure to follow procedure during a drill.

"Tornado Watch" means weather conditions are suitable for a tornado.

"Tornado Warning" means a tornado has been indicated on radar or sighted.

The following locations have been identified as shelter areas:

- Appleby East, Appleby West, Covington, Hawthorne
- First floor cluster-suite common areas
- Lafayette Hall
- First floor TV lounge
- LaGrange Hall
- Second Floor Hallway
- Rice Hall, Rivers Hall
- Mezzanine Area

### **RESIDENCE HALL STANDARDS**

In addition to the standards and guidelines set out in this Student Handbook, all other rules and regulations of the University of North Alabama and the laws of the state of Alabama and of the United States of America shall be in effect upon students residing in or visiting the residence halls. Student behavior is governed by the Student Code of Conduct as published in this handbook.

The University Of North Alabama Student Code Of Conduct has the following standard, which encompasses the entirety of the Residence Hall Standards. (US 18: Student Housing)

#### **The Big Six**

Within Residence Life there are six standards listed in the UNA Student Handbook that could immediately terminate your Contract and be cause for removal from the Residence Halls. It is your responsibility to understand each standard and ensure compliance within the provided guidelines. The Big Six are:

*Weapons: Use or possession of weapons, firearms, ammunition, explosives, and/or hazardous chemicals.*

*Assault: Rape/Sexual Assault and physical violence*

*Theft: Theft of property and possession of stolen property*

*Drugs: Use, possession, sale or distribution of illegal drugs*

*Excessive Alcohol: Possession of an excessive amount of alcohol, alcoholic kegs, cases, and/or party balls, or multiple alcohol violations*

*Fire Safety: Tampering with fire safety equipment, e.g. emergency exit signs, fire extinguishers, smoke detectors, and pull stations.*

#### **Activities Resulting in Disturbance, Distress, or Damage (I)**

Individual or group activities that may result in disturbance or distress to others or that cause, or may reasonably be expected to cause, damage or destruction to self or property are prohibited. When individual responsibility cannot be determined, the residents of a unit or floor may become collectively responsible for restoration costs. Examples of behavior covered by this policy include, but are not limited to, noise, damage to a building, laundry equipment, or furniture; sports in the hallway; smoking; graffiti; publicly spoken or displayed materials that are pornographic, obscene, sexist, racist, or homophobic; vandalism; and disregard for

bathroom cleanliness, including the disposal of food or any foreign objects in sinks, toilets, water fountains, etc.

### **Fire Safety Equipment (2)**

Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of university policies. Tampering with fire safety equipment is a criminal offense and if the incident is reported to the Fire Department, a ticket may be issued.

### **Cooking and Appliances (3)**

Students are not allowed to cook in residence hall rooms. With the exception of the microwave oven, all cooking appliances are prohibited in students' rooms. Other prohibited appliances include space heaters and halogen lamps. All violations will result in confiscation of the appliances(s). The appliance will also be discarded and a fine will be levied against the student.

### **Flammable Liquids/Explosives (4)**

Possession of containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers.

### **Smoking (5)**

Smoking is not permitted in any residence hall. Students must confine smoking to designated smoking locations outdoors. Please refer to the official University Smoking Policy for exact details on where you can and cannot smoke on campus. Cigarette butts must be properly discarded or the student's privilege of smoking outside may be revoked. All violators will be assessed \$50 plus disciplinary action.

### **Candles, Incense, and Potpourri (6)**

Candles, decorative or otherwise, incense, potpourri, and/or other items that generate open flame are prohibited in the residence halls. Melted wax, burned wicks, lingering aroma, etc., may be considered evidence of a violation of this policy.

### **Visitation (7)**

A guest is someone who visits a residence hall at the invitation of the resident registering him/her as a guest. All family members apply to these standards as well. Guests are permitted in a residence hall room only by consent of all occupants of the room. Guests may be accommodated in university housing for no more than three nights in any 30-day period. Guests under the age of 18 are not allowed visitation without permission from the designated Area Coordinator at least 24 hours in advance.

### **Guests (8)**

Residents are responsible for the actions of their guests and are responsible for making sure their guests adhere to Residence Hall standards.

### **Escort (9)**

Students and visitors may not enter a residence hall where they do not live without an escort who is a resident of that hall and is the one who actually checked in the guest(s). Allowing unescorted non-residents access to a building or living area is a violation of this policy.

### **Quiet Hours/Courtesy Hours (10)**

Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. Courtesy hours are in effect 24 hours a day, seven days a week. As a general rule, at no time should noise be heard from a resident's room more than two doors away or from another floor.

### **Unauthorized Residence Hall Entry (11)**

The University Residence Halls are a private residence, and thus no student

shall gain access to any University Residence Hall in an unauthorized manner. No resident of a University Residence Hall shall allow another person the use of their University MANE Card for the purpose of entering a University Residence Hall.

### **Advertising/Solicitation (12)**

Flyers and other advertising must have approval through Residence Life for posting in on-campus residential facilities under its jurisdiction or the Office of Student Life for other campus facilities. Once approved, flyers/posters will be posted by Residence Life staff within the residence halls. Solicitation is not allowed in the residence halls or university apartments. Flyers must be approved by the Department of Residence Life the business day prior to posting.

### **Pets (13)**

Pets are not permitted in the residence halls, with the exception of fish. Fish tanks may be no larger than five gallons total capacity per room. It is not the responsibility of hall staff to feed fish in a student's absence.

### **Sports in the Halls (14)**

Running, hackey sack, hockey, in-line skating, skateboarding, bouncing balls, riding bikes, wrestling, and other athletic/sport-type activities are prohibited in the residence halls. No remote control toys are to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy.

### **Trash Removal (15)**

Students are responsible for taking out their own trash. Students found to have disposed of any waste inappropriately will face disciplinary action.

### **Vents and Windows (16)**

Closing or covering vents is prohibited in all residence halls. It is also prohibited to enter or exit a Residence Hall through a window or pass any item in or out of the window.

### **Public Area Usage (17)**

Area Coordinators must approve any usage of residence hall facilities by residents, students, recognized student organizations, and/or any other person or group. Generally, residence hall spaces are reserved for the exclusive use of the staff and residents of that building.

### **Public Area Decorations (18)**

Any mode of decoration that contains obscene, profane, pornographic, or otherwise offensive elements, as determined by professional staff, will not be permitted.

### **Public Property as Decoration (19)**

Possession of stolen property, including city, county, or state government property, such as road signs, is not permitted. Students wishing to display public road signs, traffic cones, real-estate signs, etc., in their rooms may be asked to provide proof of ownership by a receipt or some other official means. Possession of stolen property is a violation of state law and university policy. Stolen or unauthorized property is subject to confiscation.

## **RESIDENT'S RIGHTS AND RESPONSIBILITIES**

As a member of The Association of College and University Housing Officers International (ACUHO-I), The University of North Alabama upholds the Resident's Rights & Responsibilities as defined by ACUHO-I.

Residents in university residence halls possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Residence Life personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

### **Residents have the right...**

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in questions.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.
- Residents have the responsibility...
- To adhere to rules and regulations.
- To comply with reasonable requests made by staff or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and departmental activities.

*(from ACUHO-I Statement of Resident's Rights and Responsibilities, Approved 1987, Revised 2002)*

# Student CONDUCT

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# Office of Student Conduct

Location: Guillot University Center, Room 209

Phone: 256-765-5012

The Office of Student Conduct strengthens personal responsibility and accountability through investigation and resolution of alleged violations of the University Student Code of Conduct. The Office is committed to providing a fair and educational process that fosters the highest standards of behavior, student learning, and civic responsibility while promoting a safe environment that respects the rights of all students. The Office of Student Conduct strives to adjudicate cases of alleged misconduct in a fair, responsible and timely manner emphasizing respect, trust and integrity. Additionally, the office serves as an advocate for and resource to student victims of crime, illness, harassment, or other crises.

## 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 Vice President for Academic Affairs and Provost 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 in accordance 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 academic dishonesty 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 department where 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 dean of 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 Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P 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 VPAA/P 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 VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

## Code of Conduct

### **1. Academic Dishonesty**

(also see University Undergraduate/Graduate Catalogs)

**A. Cheating** - includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**B. Plagiarism** - includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **2. Alcohol (also see Social Policy)**

Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Sanctions for alcohol violations may include alcohol education, mandated evaluation and treatment, community service, suspension, and/or expulsion.

A “three strikes and you’re out” rule will be applied upon the third violation and will result in suspension for a minimum of one academic year.

### **3. Computer Misuse**

A. No student shall allow any person to use his/her ID and/or password, create access into the computing network in such a way that will bypass University security systems, attempt unauthorized access and use other computing resources or data, violate software licenses or copyrights while using University equipment, or use computing services in any way which may violate federal, state, or local law.

- B. No student shall send abusive, obscene, or threatening messages by use of computing facilities and services; attempt to read, delete, copy, or modify electronic mail or files of others without authorization; falsify the identity of the source of electronic mail messages; or send, without official University authorization, for-profit messages, chain letters, or other unsolicited junk.

#### **4. Damage or Destruction of Property**

Damage, defacement, or destruction of university property or to property of any of its members or visitors.

#### **5. Disorderly Conduct**

- A. Lewd or indecent action, including but not limited to, public nudity, viewing pornography via University technology, streaking, urinating in public, lewd, or indecent action as defined by Alabama State Law.
- B. Taking action that creates hazardous conditions, including, but not limited to, actions such as dropping, throwing, or causing objects to fall from windows, doors, ledges, balconies, or roofs.
- C. Taking action that intentionally interferes with or disrupts normal university or university-sponsored activities, including, but not limited to, teaching, service, research, or administration.

#### **6. Drugs**

- A. Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.
- B. Knowingly associating with a person while they are participating in the above-stated acts.

Sanctions for drug violations may include drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations that knowingly permit illegal drug activity will be excluded from campus for a minimum of one year.

University Residence Halls operate on a “no tolerance” drug standard. As such, students found in drug violation who reside in University residence halls will be removed from residence halls.

#### **7. Failure to Comply**

- A. Failure to comply with any reasonable and lawful request (verbal, written, or other) of university officials acting in the performance of their official duties.
- B. Failure to appear before any university hearing officer as summoned without proper excuse or justification as deemed by the university hearing officer.
- C. Failure to abide by emergency and/or weather alert notification instructions

#### **8. Fire Safety**

- A. Any activity that could potentially compromise fire safety in University buildings or on University property, including, but not limited to, unauthorized burning of candles, incense, open fires, or burning posters and/or other materials, is considered a serious offense, which may result in suspension or dismissal from the University. Withholding information or evidence concerning a fire is also considered a serious offense.

B. Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations, or emergency exits.

C. Failure to exit any University owned building while an alarm is sounding.

### **9. Furnishing False Information**

Providing false or misleading information to the University or other similar forms of dishonesty in university-regulated affairs, including knowingly making oral or written false statements to any university official and/or falsification, distortion, or misrepresentation of information before a Student Conduct Board.

### **10. Gambling**

Gambling is prohibited.

### **11. Harassment**

A. Unwelcome and/or unwanted sexual attention; repeated offensive sexual flirtation, advances, or proposition; sexual humor; sexual photographs; graphic verbal comments about an individual's body or clothing; the display in the learning environment of sexually degrading objects; or any sexually threatening behavior.

B. Behavior that involves an expressed or implied threat through gestures, mannerisms, and /or body language, to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

C. Inflammatory speech, spoken or inflammatory communication (e-mail, posters, social network, etc.) written as a personal insult to the listener(s), on the basis of culture, ethnicity, gender, nationality, national origin, political affiliation, physical ability, physical attributes, race, religion, sexual orientation, and/or socio-economic status in personally abusive language inherently likely to provoke a violent reaction by the listener(s) toward the speaker.

### **12. Hazing**

Any act that endangers the mental or physical health or safety of a university student or guest, 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. Previously relied-upon "traditions," whether fraternity/sorority or other group-related terms, intent of such acts, or consent or cooperation of the recipient will not suffice as a justifiable reason for participation in such acts. Such behavior includes, but is not limited to, the following:

- Misuse of authority by virtue of one's class rank or leadership position
- Striking another student by hand or with any object
- Any form of physical bondage of a student
- Taking of a student to an outlying area and dropping him/her off
- Forcing a student into a violation of the law or a university policy

Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate university officials constitutes a violation under this section.

Alabama Hazing Law § 16-1-23. states that any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state that knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall

forfeit any entitlement to public funds, scholarships, or awards enjoyed by him/her or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

### **13. Interference**

Interference with or disruption of the mission of the University or its campus environment.

### **14. Physical Assault**

Physically contacting another person; causing or intending to cause injury or creating or intending to create an imminent fear of injury; or willfully participating or contributing to an incident of physical abuse.

### **15. Sexual Misconduct**

Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact or penetration; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent.

### **16. Slander/Libel**

Knowingly publishing or circulating false and malicious information for the purpose of damaging or potentially damaging the name, character, or reputation of another person.

### **17. Student Housing**

Violation of any residence hall regulation (see Residence Life Handbook). Students living in residence halls shall be held responsible for the actions of their guest.

### **18. Telephone Misuse**

Misuse of any university telephone by vandalism or by attempting to place a local or long distance call through any method, trick, device, or fraud with intent to avoid payment. Such action will subject a student to prosecution under federal and state laws as well as disciplinary action by the University.

### **19. Theft**

Attempted or actual theft of University property or the property of a member of the University community or other personal or public property, on or off campus.

### **20. Unauthorized Entry**

Unauthorized access to university facilities; intentionally damaging, tampering, or picking door locks; unauthorized possession or duplication of university keys or access cards, or propping open exterior doors.

### **21. University Documents**

Forgery, alteration, destruction, misuse, or modification of university documents, records, identification cards, or papers.

### **22. Violation of Any Law Adversely Affecting the University of North Alabama**

Behavior that would constitute a violation of local, state, or federal law on university property or off campus when such behavior has an adverse effect upon the university community and/or aiding, assisting, or attempting to commit an act or action that would constitute an offense under any of the types of misconduct described in the Code of Conduct.

### **23. Weapons (also see Weapons Statement)**

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.

## Jurisdiction Statement

The University reserves the right to initiate conduct proceedings for any student, group of students, or student organization that has allegedly violated a university regulation. Jurisdiction extends not only to violations that occur on university property, but also to off-campus violations when the behavior would constitute a violation of local, state, or federal law and/or when such behavior has an adverse effect upon the university community. Such parties will be afforded all aspects of fairness and due process in all such matters. The student conduct system strives to maintain an educational environment, protecting the rights of others while holding individual students accountable for their actions, in a positive educational manner. Members of the university community may initiate student conduct procedures if they have reason to believe that there has been a violation of university policy or the Student Code of Conduct.

## The Student Conduct Process

Possible violations of University policy and/or the Student Code of Conduct may be reported by any member of the University community. Reports should be submitted, in writing, on the University Student Conduct Referral form available online at <http://www.una.edu/student-conduct/forms.html> or via an e-mail that provides the information requested on the form. Forms are also available in the Office of Student Conduct, Room 209, Guillot University Center. The University recognizes that some violations are of a more sensitive nature than others. A student who believes he or she has been the victim of sexual misconduct committed by another University student may explore disciplinary options by contacting the Office of Student Conduct via phone, e-mail, or office visit. Sexual assault resources are also available on the University website at <http://www.una.edu/healthservices/sexual-assault.html>

Once a Referral Form/report is submitted, the following procedures will be followed:

- Based on the information in the report, the Director of Student Conduct determines whether a possible violation occurred.
- If determination is made in the affirmative, investigation begins and, where applicable, written statements will be requested from witnesses, and/or victim(s).
- The alleged student violator(s) is notified in writing of the possible violation and the date, time, and place of the student conduct conference. The conference is an informal, non-adversarial meeting between a student and a Conduct Officer or designee of the Student Conduct Office.
- During the conference, the Conduct Officer presents the information in the report, listens to the student, discusses circumstances regarding the incident, and hears student concerns.
- Based upon the discussion and the preponderance of evidence, the conference will ultimately result in the student deciding whether to accept responsibility for any violation(s) and/or sanction(s) assigned by the Conduct Officer, or to request an appeal the decision. A student may only appeal a sanction of Removal from University Housing and Deferred Suspension to Permanent Expulsion from the University.
- In cases of accusation of violations of the Student Code of Conduct that could result in suspension from the University or removal from the residence halls, the Director of Student Conduct or his/her designee may refer the student conduct case to the University Student Conduct Board

(USCB) at his/her discretion. Each USCB is made up of at least three students, one faculty member, and one staff member, with the majority of members being students. In cases of alleged academic dishonesty, additional faculty members may serve, with the Board majority still being students. All Board members receive training on an annual basis; specialized training related to sexual misconduct is required prior to service on a sexual misconduct case.

- If the student fails to appear for the conference or USCB hearing, the meeting may be held without his/her presence or statements.

## Sexual Misconduct Policy

The University of North Alabama does not tolerate sexual misconduct in any form. The University community is committed to maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives.

The University defines sexual misconduct as: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact or penetration; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent.

The presence of consent involves explicit communications and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual misconduct involves the use of pressure, manipulation, substances, and/or force. The absence of “no” is not a “yes.”

Sexual misconduct is a serious problem on college campuses throughout the country. To counteract this problem, the University provides educational and preventive programs, resources for individuals dealing with sexual misconduct, and accessible methods of complaint resolution.

The University encourages students who believe that they have been subjected to non-consensual physical contact of a sexual nature to report these incidents, whether or not they choose to file an official complaint.

To fall within the jurisdiction of the University’s administrative procedures, the alleged sexual misconduct must have been committed by a student against a student. The university has jurisdiction whether or not the alleged misconduct took place on or off university property.

A student may file a complaint with the University Police Department or the Office of Student Conduct. The University’s Student Conduct procedures include a process established specifically to address allegations of sexual misconduct and ensure that the members of the committee hearing the case will be specially trained in adjudicating cases of sexual misconduct.

A student who has been found to have violated this policy may be subject to sanctions including, but not limited to, reprimand/warning, disciplinary probation, suspension, and expulsion. A student may also be barred from certain University facilities or activities, or required to attend educational programming. Sanctions are imposed by the Office of Student Conduct in accordance with University procedures.

If a student believes he or she has been a victim of sexual misconduct by another student of the University, s/he is advised to contact:

<i>University Police</i>	<i>256.765.4357</i>
<i>Office of Student Conduct</i>	<i>256.765.5012</i>
<i>Student Counseling Services</i>	<i>256.765.5215</i>
<i>University Health Services</i>	<i>256.765.4328</i>

The statute of limitation for filing a sexual misconduct report is 365 days. The university will make every reasonable effort to resolve cases of sexual misconduct within 90 days.

## Disciplinary Procedure for Sexual Misconduct

The Office of Student Conduct administers the Disciplinary Procedure for Sexual Misconduct as outlined in the Student Conduct Process section of the UNA Student Handbook.

A student who believes he or she has been the victim of sexual misconduct committed by another University student may explore disciplinary options by contacting the Office of Student Conduct via phone, e-mail, or office visit. Sexual assault resources are also available on the University website at <http://www.una.edu/healthservices/sexual-assault.html>

In order to initiate a formal complaint through the Office of Student Conduct, a student must submit a written complaint. When a complaint is filed, a Conduct Officer will meet with the alleged victim and the alleged violator separately to explain the policy and procedure, and provide a written copy of the parties' rights and responsibilities.

Preponderance of evidence is the level of proof used in administrative hearings. This requires proof above probable cause, but less than that to prove beyond a reasonable doubt. In general terms, based on the evidence, Conduct Officers and University Student Conduct Board (USCB) members determine if it is more than likely than not (over 50%) that the person is responsible for a violation.

If a criminal investigation is under way or if the student has chosen to file a complaint with the police or the District Attorney's (DA) office, the University disciplinary procedure will continue unless the alleged offender chooses to opt for a Voluntary Disciplinary Withdrawal pending the outcome from the DA's office.

University complaints may only be brought against students who are currently enrolled or on leave, but eligible to return. To institute formal legal proceedings outside the University, the reporting student needs to file a written complaint with the University Police Department or other law enforcement within the jurisdiction where the incident occurred.

## Student's Procedural Rights

When a student or student organization representative appears for a student conduct conference before the Director of Student Conduct or his/her designee or before a University Student Conduct Board, the following procedural rights will be accorded:

- To receive a letter of notification with the date, time, and place of the student conduct conference or USCB hearing.
- To have a student conduct hearing that shall be scheduled no earlier than three (3) business days\* after the date of the notice except in extenuating

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\*Note: Computation of time: When any period of time is referred to, such period in all cases are computed to exclude the first and include the last day of such period. Business days include normal University operating days and exclude holidays and weekends. The last business day ends at 4 p.m.

circumstances with approval from the Director of Student Conduct.

- To have an advisor present during the student conduct conference or USCB hearing; however, the advisor may not participate in presenting the case, question witnesses, or make statements during the conference. The advisor may not act as legal counsel. An attorney may be present only if the student has been charged with a felony offense.
- To have the right to question all witnesses. Note: In cases of alleged sexual assault, provisions will be made for testimony via speaker phone, closed-circuit television, or other established technology to ensure that the parties are not required to be in the same room.
- To receive written notification of the decision of the student conduct conference or USCB hearing within ten (10) business days\*, barring unforeseen circumstances. Note: In cases of sexual assault, victims are also notified of the results within ten (10) business days.
- To either accept responsibility for the violation(s) and the assigned sanction(s) or submit a written appeal to the Conduct Officer within three (3) business days from the date of receipt of the decision. A student may only appeal a sanction of Removal from University Housing or Deferred Suspension to Permanent Expulsion from the University.

A student may appeal on one or more of the following grounds:

- a. The student has been denied due process.
- b. Discovery of substantive new evidence or substantive evidence of bias on behalf of the Conduct Officer or USCB.
- c. The sanction(s) recommended was/were not justified by the nature of the violation(s).

In cases of alleged sexual misconduct, both the victim and alleged perpetrator may appeal on the above-stated grounds.

### **APPEALS**

A student found responsible for a Code of Conduct violation may only appeal a sanction of Removal from University Housing or Deferred Suspension to Permanent Expulsion from the University. Student may appeal on one or more of the following grounds:

- a. The student has been denied due process.
- b. Discovery of substantive new evidence or substantive evidence of bias on behalf of the hearing officer or USCB.
- c. The sanction(s) recommended was/were not justified by the nature of the violation(s).

Appeals shall only be heard by the Vice President for Student Affairs or his/her designee. A written request for an appeal by the student must be submitted to the Office of Student Conduct within three (3) business days\* of notification of results of the original hearing or conference. The Office of Student Conduct may administer the notification of hearing results via students' official University email address.

The person reviewing the appeal may sustain or modify the sanction set by the Office of Student Conduct when he/she determines that the sanction recommended was outside the University's sanction range for such violations and/or not justified by the nature of the offense. The person conducting the appeal will forward a written decision and rationale to the Director of Student Conduct within ten (10) business days of receiving the sanction review request.

### **DEFINITIONS**

For purposes of the student conduct process, the following definitions apply:

**Advisor**—An individual who assists a student or student organization with

student conduct conference preparation. An advisor must be a full-time student, faculty or staff member, administrator, or Recognized Student Organization (RSO) advisor. Attorneys cannot serve as advisors. An attorney may be present only if the student has been charged with a felony offense.

**Disciplinary Withdrawal**—A request by a student for voluntary withdrawal from the University in order to delay the University hearing or conduct disposition until pending criminal charges have been resolved when a student is charged both by the University and criminally for the same incident.

**Hearing Officer**—A person who is responsible for facilitating student conduct cases. This individual is the Director of Student Conduct or his/her designee.

**Preponderance of Evidence**—The standard of proof used in student conduct conference. Evidence that suggests that the student charged with misconduct “more likely than not” actually engaged in the alleged misconduct.

**Recognized Student Organization (RSO)**—Terms such as “student organization,” “recognized student organization,” or “RSO” refer to a group of students who have complied with the formal requirements for university recognition through the Office of Student Engagement.

**Student Conduct Conference**—A meeting with a student, group of students, or a RSO to discuss policy violations, review procedures, and, if possible, resolve an alleged violation.

**Student**—A person who is taking or auditing classes at or through the University, is matriculated in any university program, or admitted to the University with demonstrated intent to matriculate, or who is residing in any university housing or otherwise has a continuing student relationship with the university, whether or not enrolled.

**University Student Conduct Board**—Persons authorized by the Director of Student Conduct to determine whether a student has violated the Code of Conduct and to decide on sanctions that may be imposed when a Code of Conduct violation has been committed.

**University Official**—Any person employed by the University, whether paid or volunteer, performing assigned administrative, professional, or staff responsibilities.

**University Police**—The University Police Department functions to ensure the safety and security of the University of North Alabama campus, its faculty, staff, students, guests, and visitors. Police officers are on duty at all times and have the authority to enforce federal, state, and municipal laws, as well as university rules and regulations. Some of their duties include enforcement of applicable university parking regulations, traffic management, overall safety of persons, and security of property. The officers are certified, upon completion of a police academy program administered 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 officers have authority in university-related matters throughout the state of Alabama and cooperate with other law enforcement agencies.

## **SANCTIONS**

The University may issue a sanction to a student or student organization upon the finding of violation of the Student Code of Conduct. Sanctions include, but

are not limited to, the following:

**Official Reprimand**—A written warning issued by the University to a student or RSO. This indicates that the student's actions are not acceptable but he or she is being given a second chance to display more appropriate behavior in the future.

**Compliance Agreement**—A mutually acceptable agreement between the University and a student or RSO that requires certain behavior by the student or RSO.

**Restitution**—A requirement to pay the costs of the replacement or repair of any property damaged or stolen by a student, either by action or failure to act when required to do so.

**Program Participation**—A requirement to participate in a specific program, such as a counseling program, a program designed to stimulate good citizenship within the university community, an alcohol or other drug-education program, or any other activity that would provide educational outcomes or promote civic responsibility or safety issues.

**Community Service**—A requirement to provide a specific service, such as, but not limited to, the repair or restoration of any property damaged or taken by the student or a specific amount of time spent in service to a non-profit or charitable organization.

**Disciplinary Probation**—A written statement to the student indicating that his/her behavior is of such nature as to jeopardize continued enrollment at the University. This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges.

**No Contact Order**—An administrative directive that forbids a student to have contact with designated individuals either directly or indirectly. Indirect contact includes family, friends, and acquaintances contacting individuals on the student's behalf. Contact includes, but is not limited to, speaking to, sending email or any other form of electronic communication, making any gestures toward, or sending any hand written communication to the named individual.

**Transfer to a Different Housing Unit**—A requirement that an on-campus student transfer to a different residence hall or apartment. If the student fails to transfer to a different residence hall or housing unit as directed, the student may be subjected to additional sanctions, including lock change at the student's expense, expulsion from university housing, or suspension or dismissal from the University.

**Removal from University Housing**—The removal from university housing pending the outcome of a student conduct case if it is deemed that the student's continued presence in on-campus facilities constitutes a serious threat of harm to the student or to any other person on the campus or to the property of the University or property of other persons on the university campus.

**Expulsion from University Housing**—Expulsion from university housing, rescinding the student's contract for such housing. A student expelled from university housing will be banned from entering any university housing facilities. If the student fails to check out properly, a lock change may be issued at the student's expense. Such students shall not be eligible for a room refund.

**Involuntary Withdrawal**—Students who are a physical threat to others, or

who create a substantial impediment to the lawful activities or basic rights of other students, university employees, or visitors may be involuntarily withdrawn from the University. The Vice President for Student Affairs or his/her designee may impose conditions for readmission.

**Suspension**—The prohibition from participating in all aspects of university life for a specified period of time, such as the balance of a current semester or all of a subsequent semester. When a student is suspended from the University, the student is prohibited from entering the grounds of any property owned, operated, or controlled by the University. When the term of the suspension has ended, the student may request a readmission review. Suspended students may attend class during the designated appeal period unless stipulated otherwise at the discretion of the Vice President for Student Affairs or the Director of Student Conduct.

**Deferred Suspension**—A Deferred Suspension of a student is for a specified period of time. While permitted to remain enrolled, the student shall not represent the University in any extracurricular activity, run for or hold office in any student group or organization, which may include study-abroad programs, during the period of the Deferred Suspension. Additional restrictions, conditions, or remedial and educational experiences may be required. Established violations of the University Code of Conduct or failure to comply with any assigned conditions during the period of the Deferred Suspension may result in the activation of the assigned Suspension without further review.

**Summary Suspension**—Immediate suspension from the University pending the outcome of a student conduct case if it is deemed that the student's continued presence constitutes a serious threat of harm to any other person on the campus or to the property of the University or property of other persons on the university campus. Summary suspensions may be imposed by the Vice President for Student Affairs, the Director of Student Conduct, or designee(s).

A student who is summarily suspended and excluded from the University shall be required to leave the property of the University immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to university property without proper authorization. Within 24 hours after the student is excluded, a written notice must be sent to the student by University email informing the student of the following:

1. That the student has been summarily suspended from the University;
2. That the student has been excluded from being on university property;
3. That the student will be considered a trespasser if he or she returns to university property without proper authorization;
4. The reasons for the summary suspension from the University and the exclusion from university property; and
5. That the University will be initiating student conduct action against the student.

The student shall thereafter be permitted to enter the university campus only for the limited purpose of participating in the student conduct proceedings. The University may require that the student be escorted to and from the student conduct proceedings by members of the university police department. Every attempt will be made to expedite the student conduct proceedings.

**Expulsion**—Dismissal from the University permanently. A student expelled

from the University is prohibited from entering the grounds of any property owned, operated, or controlled by the University. The student may not thereafter be readmitted to the University.

**Other Sanctions**—The University may impose other sanctions independent of or in combination with any of the above.

## Alcohol and Other Drugs

UNA's Student Code of Conduct prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit other alcohol-related misconduct. Students under the age of 21 are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements and guidelines outlined in the University's Statement and Regulations Regarding Alcoholic Beverages at Social Functions.

Note: See also Parental Notification and Medical Amnesty Policies

### **MEDICAL AMNESTY/GOOD SAMARITAN POLICY**

The health and safety of students is a primary concern at UNA. As such, in cases of severe alcohol/drug intoxication and/or alcohol poisoning, the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her level of intoxication, the Office of Student Conduct will not pursue conduct sanctions against the student for the sole violation of using or possessing alcohol or drugs. Additionally, those students who assist in obtaining medical attention for individuals who are intoxicated will not receive student conduct sanctions for violations of the Alcohol Policy in the Code of Conduct. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Director of Student Conduct who may recommend educational components such as alcohol education, counseling, and/or an alcohol and substance abuse assessment.

Serious or repeated incidents will prompt a higher degree of concern/response which may include referral to the student conduct system. The Medical Amnesty Policy does not preclude student conduct sanctions due to any other violations of the Code of Conduct (not related to the Alcohol Policy). Likewise, the Medical Amnesty Policy does not prevent action by University Police or other law enforcement personnel. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy.

### **PARENTAL NOTIFICATION**

A Family Educational Rights and Privacy Act (FERPA) amendment adopted in the fall of 1998, permits colleges and universities to inform the family of a student under 21 years of age when their student has been found in violation of university alcohol or other drug policies and/or in the case of a health or safety emergency.

The University of North Alabama is concerned about the use of alcohol among minors and recognizes that parents are important partners in student success. As such, Student Conduct procedures include parental notification once a student under the age of 21 has been found in violation of an alcohol or other drug offense.

A letter of notification is sent by certified mail, generally within three business days of the determination that the student violated University alcohol or other

drug policies.

## 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. These weapons include but are not limited to:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches
- Shotgun, rifle, or other shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons
- Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns
- Paintball guns
- Explosives or other dangerous weapons

This prohibition applies to all members of the university community, visitors, and guests and applies whether or not a person in possession of such 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 in the 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 unless wearing 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 his/her designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

## Misuse of Meal Tickets

Meal plans are non-transferable and are for the exclusive use of the purchaser. The user of another student's meal plan will be in violation of the meal plan policy, and will be referred to the Office of Student Conduct for disciplinary action. If it is determined that the owner of the meal plan has permitted use of the plan knowingly and voluntarily, the owner is also in violation of the policy, and will be referred to the Office of Student Conduct for disciplinary action. Lost IDs should be reported immediately to the Mane card office, so that the original owner will not be held responsible for misuse of the meal plan or the ID.

# University POLICIES

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## Accommodation 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, 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 Amendments 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 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.

## Harassment and Nondiscrimination Policy

The University of North Alabama is committed to offering an environment for both education and employment free of discrimination and harassment in accordance with all laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Executive Order 11246. Discrimination and/or harassment, in any form, based on race, color, sex, religion, age, national origin, sexual orientation, or disability is a violation of this policy.

For the purposes of this policy, education and employment opportunities include, but are not limited to: admission to the university, access to and participation in programs, services, and activities as well as terms and conditions of employment and personnel practices.

This policy is intended to include any unlawful harassment of or discrimination against a student by any member of the university faculty or staff, by other students, and by non-employees on university property.

The term harassment includes, but is not limited to, ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, religion, or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Harassment is defined as behavior that involves an expressed or implied threat through gestures, mannerisms, and/or body language, to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

Sexual harassment, like other forms of harassment and discrimination, is illegal and will not be tolerated by the University or at any event or function associated with the University. It is the responsibility of all university students, faculty, staff, and administrators to assure that the university community is free from sexual harassment. Accordingly, all members of the university community must avoid any conduct that is or has the appearance of being sexual harassment. Examples of such behavior include unwelcome sexual advances, requests for sexual favors, and

other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the student's academic success or employment;
2. submission to or rejection of such conduct by an individual may be used as the basis for academic or employment decisions adversely affecting the student and his/her total educational and/or work experience; or
3. such conduct has the purpose or effect of substantially interfering with a student's academic performance or employment or creating an intimidating, hostile, or offensive learning or working environment that is severe, pervasive and objectively offensive.

Students who believe they have been treated in a discriminatory manner based on their race, color, sex, religion, national origin, age, sexual orientation, or disability should incidents to the

Title IX Coordinator at 256-765-6341 (Room 209, Stevens Hall) or the Ombudsman at 256-765-4527 (Room 562, Stevens Hall).

Reports of alleged sexual harassment against students should be reported to the Title IX Coordinator or the Ombudsman. Alleged sexual assault reports may also be made to the University Police, the Director of Student Conduct, or University Health Services. Additionally, all faculty, staff and administrators should assist students in directing any reports of alleged discrimination and/or harassment to the appropriate parties.

Reports will be promptly and thoroughly investigated, and the results will be communicated to the complaining employee or student. Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any university student or employee having knowledge or information of harassment gained through direct, indirect, or informal means should report such harassment as directed above.

If the investigation reveals a violation of this policy, prompt, remedial action will be taken, if necessary. Any student, faculty member, staff member, or administrator who violates this policy is subject to disciplinary action, including possible termination of employment or suspension from the University. All students, faculty, staff, and administrators have an obligation to report harassment, whether as a victim or as an observer.

Any retaliatory action against an employee or student complaining of harassment is illegal and will not be tolerated.

## Campus Speech Policy

The University of North Alabama is committed to fostering a learning environment in which free inquiry and expression are encouraged. The University is a diverse community based on free exchange of ideas and devoted to the use of reason and thought in the resolution of differences. In exercising its responsibility to provide and maintain an atmosphere of free inquiry and expression, the University may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, its regular and essential operations and activities. The University will not base decisions regarding time, place and manner upon the content of the message, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

Lawful and peaceful demonstration as an expression will be permitted and protected. On the other hand, the University will not tolerate coercive disruption, defined generally herein as activity that imposes the will of other persons or groups within the University community, outside of the established University procedures and policies for the expression of opinion and the resolution of differences. Coercive disruption is construed to include any activity that, contrary to law:

- Denies the rights of other students, the faculty or the staff of the University.
- Disrupts or obstructs educational and other activities of the University.
- Reacts to the expression of the peaceful dissent of others by attempting to deny their rights.
- Obstructs or restricts free movement of persons on any part of the University campus, including the free entry to or exit from University facilities.
- Denies or interferes with the use of offices or other facilities to the students, faculty, officers, staff or guests of the University.
- Threatens or endangers the safety of any person on the University campus. This includes, but is not limited to, signs on any forms of stakes.
- Results in damage to or destruction of property.
- Contains “fighting words,” which are those words that by their very utterance tend to incite an immediate breach of the peace.
- Constitutes “hate violence,” meaning any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group, or the property of any person or group because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. (Acts shall not be considered “hate violence” based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group, that the person or group against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat.)
- Makes sustained or repeated noise in a manner that substantially interferes with a speaker’s ability to communicate his/her message or the rights of others to listen.

Since a clear differentiation between lawful or peaceful dissent and coercive disruption may often be difficult, the foregoing list is illustrative and not exhaustive; this list is expected to evolve, based on experience and changes in the law. It should be understood that the application of this policy also takes situational factors into consideration. For example, conduct appropriate at a political rally might constitute a violation of this policy if it occurred within a classroom.

Any coercive disruption initiated by a visitor or a member of the University community or occurring during any University-sanctioned activity or function may be met by action of the University that is necessary to restore the order and communication required for the rational solution of problems and free debate. In addition, any coercive disruption by a visitor or a member of the University community may be subject to disciplinary action and/or legal action through local, state or federal courts. Individuals who damage or destroy University property, including but not limited to campus lawns, shrubs, and trees, shall be held responsible for such damage or destruction.

Enforcement and interpretation of the policy shall be the responsibility of the Vice President for Student Affairs through the Office of University Events. Requests for the use of University space for the purpose of free inquiry and expression should be directed to the Director of University Events, 202 University Center.

*Note: The language in this policy is extracted and/or revised from the University of Southern California Public Speech Policy*

## Tobacco Use

It is the policy of the University of North Alabama to provide a “tobacco-free” environment for students, faculty, staff and visitors. The use of “tobacco products” will be prohibited within all university facilities. The use of tobacco products within thirty feet of entrances, exits, open windows, and interconnected breeze-ways is prohibited.

The term “tobacco-free” shall be interpreted to mean all forms of smoking tobacco, such as cigarettes, cigars and pipes, as well as smokeless tobacco products, such as snuff and chewing tobacco.

The term “tobacco product” refers to any form of tobacco consumed by smoking or non-smoking means.

Exceptions to this policy may be made only by special authorization of the Executive Council and only where proper ventilation can be established.

*Approved by the Board of Trustees, 06/12/1995*

*Revisions approved by the Executive Council, 05/10/2010*

## University Ombudsman

The University Ombudsman provides an internal avenue for grievances and complaints. The responsibilities of the University Ombudsman include resolving faculty, staff, and student complaints through involvement of all concerned parties; seeking to resolve problems internally; keeping all information confidential whenever appropriate and possible as allowed by law; establishing a relationship of trust with and among all constituencies; providing mediation as an alternative to litigation whenever possible and as necessary and proper; serving as an advocate for resolving the grievances of individuals who have been treated unfairly or improperly. The University Ombudsman can be reached at (256) 765-5224 or satakeuchi@una.edu.

## Grievance Procedure Policy

**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 Vice President for Academic Affairs and Provost. Complaint by an applicant who has been denied admission to the University will be directed to the Dean of Enrollment Management with continuation in line to the Vice President for Academic Affairs and Provost.

**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 shall be 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, the committee 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 faculty as 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 an additional 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 be confidential 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 presented by the grievant, may call such witnesses and examine such documents as it considers necessary, and shall keep a record of the hearing.

The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain all the 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 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 Board of Trustees.

## Notices, Posters, and Banners

All items to be posted must conform to University interest and be noncommercial in nature.

1. Each item posted must be dated with the date on which it is posted. The date should appear in a conspicuous place, i.e., lower right-hand corner.
2. Posters should not be posted for more than three weeks.
3. No more than one poster for a particular event or activity should be posted on a bulletin board.
4. The size of the items posted should be no more than 8 1/2" x 11". No bulletin shall be posted on bulletin boards designated for limited use. Items on limited boards should be posted only by representatives of offices to whom the limited boards are assigned.
5. No publicity, on- or off-campus, concerning parties or social functions sponsored by individuals or by university-recognized organizations shall



# Regulations & **PROCEDURES**

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# Regulations Regarding Alcoholic Beverages at Student Organization Functions

While the university's role is to assist students in developing satisfying lifestyles to equip them for a better quality of life, it cannot and should not stand in the place of a parent. University students, as citizens of the community, of the state, and of the nation, are, like any other adults, expected to be aware of and to abide by pertinent laws and university regulations.

The University expects students to conduct themselves at all times as responsible adults and to realize that they may be subject to civil or criminal liability resulting from violation of alcohol and controlled substance laws.

Such liability may exist independently of any disciplinary action taken by the University for violation of its regulations.

The following regulations regarding planned social functions held off campus or on the University of North Alabama campus, or on property controlled, owned, or operated by the University shall apply to all student organizations, whether social, academic, honorary, or otherwise, recognized by the University and all UNA Greek-letter social organizations, regardless of whether they are housed on university property:

## **GUEST LISTS**

All social functions where alcoholic beverages shall be served or permitted to be consumed shall be by individual invitation only. Parties or other social functions where alcoholic beverages are served or permitted to be consumed cannot be open to non-members without a specific individual invitation. A typed guest list must be compiled prior to the event and be made available upon request by a university official. The guest list must be turned in to the Office of Student Engagement with the Social Risk Management Form located on the website at [www.una.edu/student-engagement](http://www.una.edu/student-engagement). See Registering the Event section regarding due dates. Open parties are prohibited.

## **DRINKS AND BEVERAGES**

The sale of alcoholic beverages is prohibited. This restriction applies to all of the various methods of charging for drinks, selling drink tickets, asking for donations, charging for food or other items while providing drinks free, or otherwise obtaining payment or reimbursement of any kind for alcoholic beverages. No alcoholic beverages may be purchased through an organization's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or common sources of such alcoholic beverages (e.g. kegs cases) is prohibited.

Alternative beverages such as soft drinks, nonalcoholic punches, and the like must be readily available at all times during parties or social functions at which alcoholic beverages are being consumed.

Ample quantities of snack foods, such as meats, brownies, cookies, cheeses, fruits, sandwiches, and raw vegetables or hors d'oeuvres must be readily available in several locations at all times during a party at which alcoholic beverages may be consumed.

Glass containers will be prohibited at all social events with alcohol.

No common source of alcohol should be provided, such as, but not limited to, hunch punch, keg, etc.

Hard liquor should be prohibited from all "Bring Your Own Beverage" social events.

In the event that alcoholic beverages become present at a function that originated as a non-alcoholic function, it is the responsibility of the organization's

executive officers to see that all rules governing functions where alcoholic beverages are involved be enforced.

### **UNIVERSITY POLICE AT RSO EVENTS WITH ALCOHOL**

A University Police officer shall be present at any on-campus or off-campus functions sponsored by recognized university student organization where alcohol is to be consumed. Off-campus includes any functions within a 75 mile radius of UNA's campus. If the off-campus event exceeds that radius, the student organization is responsible for hiring appropriately licensed security. The University Police will charge \$25 per hour with a minimum four hour rate. The number of University Police officers shall be required in accordance with the chart listed below or at the discretion of the Chief of Police. It is the responsibility of the respective sponsoring organization to notify the University Police of the planned function five business days prior to the actual function. Furthermore, recognized university student organizations will only be responsible for the cost of not more than three (3) University Police officers at any event. Payment must be made to UNA Police within 2 weeks after the social occurred. Should payment not be made, future socials will be cancelled until there is a zero balance.

University Police officers assigned to regulate and/or patrol campus functions will be briefed by University Police as to their specific roles and responsibilities during such functions.

#### **How many police officers will be present?**

You should use the following ratios as a guideline for the minimum of police officers that will be present at your event, a maximum of 3 officers will be the responsibility of the recognized university student organization:

- >100 attendees: 1 police officer*
- 100 – 200 attendees: 2 police officers*
- 200 – 400 attendees: 3 police officers*
- 401 – 500 attendees: 4 police officers*
- 501 – 600 attendees: 5 police officers*
- 601 – 700 attendees: 6 police officers*
- 701 or more: 7 police officers*

### **PUBLICITY**

No publicity on or off campus concerning parties or social functions sponsored by a university-recognized organization shall include any reference, by words or pictures, to alcoholic beverages. Violation of this policy will result in an automatic fine of \$150.

### **RISK MANAGEMENT TEAM**

A group of not fewer than six (6) members of the organization will be responsible for monitoring the event. At least two members of the risk management team must be executive officers. At least two members of the risk management team must be 21 years of age. The individuals monitoring the event will not be allowed to consume any alcohol prior or during the event.

Their duties will include the following:

- Checking identification of members and guests.
- Distributing wristbands to the individuals of drinking age.
- Coordinating the transportation of members and guests leaving the event intoxicated.
- Wearing distinctive clothing, such as brightly colored shirts or hats, to identify themselves at all times.

- Introducing themselves to the police officer(s), if the event is held on campus and requires University Police.

### **REGISTERING THE EVENT**

To better ensure that organizations implement appropriate risk-management measures, any function sponsored by a student organization at which alcohol is served or permitted to be consumed must be registered on the Social Risk Management form with the Office of Student Engagement no later than 12 noon five (5) business days prior to the function.

Activities held on or off campus sponsored by a recognized university student organization must be concluded no later than 12 midnight, except on Friday and Saturday when events may go on until 3 a.m., and must have the approval of the person(s) in charge of the facility where the function is to be held. On-campus activities will be limited to six hours. No event is permitted without the knowledge and approval of the faculty/staff advisor of the sponsoring organization.

Each organization assumes full responsibility for the activities and behavior of all persons in attendance at its events. If situations should arise that prove damaging or embarrassing to person(s) in attendance, to the organization itself, or to the University, disciplinary procedures against the organization will be instituted by the appropriate discipline board or by the appropriate administrative officers of the University. The Social Risk Management form is located on the website at [www.una.edu/student-engagement](http://www.una.edu/student-engagement) under Forms.

### **SPONSORSHIP**

No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if held within the provisions of this policy.

## **University Police, Public Safety, Traffic, and Parking**

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.

Your 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 Police have authority in University related matters throughout the State of Alabama, and have cooperative agreements with other law enforcement agencies throughout the State. Any questions or issues that arise concerning safety, criminal activity, traffic, lost and found property, or parking may be directed to the University Police. In case of emergency, assistance may be reached by call the Police at 256.765.HELP (4357), or by dialing 911.

The Police Department accepts anonymous reports of sexual assaults as required by the Clery Act. Additionally, criminal statistics, daily police logs and other safety and security information required by the Act can be viewed on the Police Department website at [www.una.edu/police](http://www.una.edu/police).

## **PARKING**

All vehicles must be registered with the UNA Police Department and must display a decal or temporary parking permit while on campus.

Parking regulations are in effect 24 hours a day.

7 a.m. to 4 p.m. - Faculty park in GREEN LINES

7 a.m. to 4 p.m. - Commuters park in WHITE LINES

7 a.m. to 4 p.m. - Residents park in RED LINES

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

4 p.m. Friday to 7 a.m. Monday RED, WHITE and GREEN LINES are open to all registered vehicles

Visitors - Park in the Visitor Lot located at the Harrison Plaza entrance of the University.

## **TRAFFIC REGULATIONS**

The University of North Alabama Police Department is vested with full police power to serve the University Community. All traffic regulations that apply 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.

University Police office hours are 7:00 a.m. - 5:00 p.m Monday through Friday.

### **1. Definitions**

A. Motor Vehicle: Any self-propelled conveyance, including motorcycles.

B. Employee: Full-time and part-time faculty members, administrative officials, and all other full-time and part-time employees except those employed under the Student Aid program.

C. Visitor: Any person not enrolled at the University who is visiting or attending to business.

D. Student: Any person enrolled at the University of North Alabama for one or more credit-bearing, academic courses.

### **2. Scope of Regulations**

University parking, traffic, and safety regulations are issued supplementary to all applicable state laws and City of Florence ordinances. Parking, traffic, and safety regulations will be enforced by the University Police officers at all times.

University parking, traffic, and safety regulations apply to ALL persons (students, employees, and visitors) while on the campus of the University of North Alabama.

### **3. Motor Vehicle Registration**

Students are automatically charged for and issued a decal permit. Unused decals must be returned within 30 days of issuance. Student vehicles are registered once for the academic year (September-August) for a fee.

Employee vehicles are registered once upon employment and decals issued. Decals may be updated as needed.

Lost, misplaced, or stolen permits must be replaced at the University Police Department. There is a fee for a replacement permit under these conditions. In the event a vehicle is sold or traded during the year, you must remove the permit and use it in your new vehicle. You must come by and register the new vehicle information with the University Police Department.

It is the student's responsibility to report to University Police to pick up a permit within two weeks of the start of classes. Those students who are attending UNA for the first time during a spring or summer term will be issued decals but they WILL NOT be sent to campus boxes.

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

### **4. Display of Parking Permit**

Permits must be hung from the rear view mirror of the registered vehicle with

the numbers facing the front of the vehicle.

Failure to affix the decal in accordance with these instructions will result in a fine for improper display of decal.

## **5. Temporary Parking Permits**

### ***Handicapped***

Permanently handicapped persons 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 the Department of University Police 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. Should the disability continue after the expiration date, renewal of the permit must be made.

### ***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 Student Auxiliary Services. Hanging permits will be provided by the Department of University Police when necessary. The Visitor Lot cannot be used without prior approval through University Police.

### ***Borrowed, Rented, and Loaned Vehicles***

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 move their hanging decal to this vehicle while in use. Hanging permits will be provided by the Department of University Police during normal working hours, from 7:00 a.m. to 5:00 p.m., Monday-Friday. Failure to secure a temporary permit is not acceptable grounds for appeal of a citation for Failure to Display Valid Permit.

## **6. Parking**

Bicycles—designated bicycle racks only.

Motorcycles—designated motorcycle zone spaces only.

Visitors—designated VISITOR SPACES ONLY.

Commuters—designated WHITE zone spaces only.

Residents—designated RED zone spaces only.

Employees—designated GREEN zone spaces only. Service and contractor employees will be issued RED zone or WHITE zone permits as requested by their supervisor.

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

## **7. General Regulations**

Persons to whom the parking permit is registered will be held responsible for all citations received by the vehicle for violation of parking regulations.

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 commuter permit and park in commuter 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 which makes 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.

## **8. Moving Violations**

All vehicles committing moving violations of the Alabama Uniform Rules of the Road will be issued an Alabama Uniform Traffic Citation for appearance at the Municipal Court for the City of Florence.

### **9. Parking Violations**

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

- Parking in Prohibited Zone \$20
- Improper Display of Permit \$20
- Parking on Yellow Curb \$30
- Handicapped Parking \$50
- No Valid Permit Displayed \$20
- Remove Traffic Boot \$25
- Exceeding Business Zone Time Limit \$20
- Other \$20

### **10. Payment of Fines**

Fines may be paid in person at the University Police Department. Also, payment may be made online as instructed on the ticket.

Students not paying a fine or filing an appeal within ten (10) days of the date of the citation will be placed on "Financial Hold." A service charge of \$10 for unpaid citation(s) will be assessed to clear unpaid citation(s) from "Financial Hold." Holds are removed at University Police between the hours of 7:30 a.m. and 4 p.m.

Employees not paying fines or filing an appeal within ten (10) days of the date of a citation will be subject to a penalty of \$10 for unpaid citation(s).

### **11. Appeals**

#### ***Moving Violations***

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

#### ***Parking Violations***

Persons receiving UNA parking citations may appeal through online appeal form. The form can be accessed on the web at [www2.una.edu/pubsafety/pages/appealform.htm](http://www2.una.edu/pubsafety/pages/appealform.htm). Also, tickets may be appealed online as instructed on the ticket.

Appeals will not be accepted if filed more than ten (10) days after the date of issue (weekends and holidays excluded).

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

If an appeal is denied by the Parking Committee, the citation(s) must be paid within five (5) days of the date of notification of the appeal results. Failure to pay will result in "Financial Hold" for students.

### **12. Additional Violations**

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 University Hearing Officer 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 revoke the parking privileges of any person engaging in the above activities.

Any vehicle accumulating three (3) or more violations with No Valid Permit Displayed will be towed or booted at the owner's expense for each successive citation until such time as the vehicle becomes properly registered to park on campus.

Any vehicle with a valid permit accumulating five (5) or more unpaid citations will be towed or booted at the owner's expense and the registration of the vehicle will be revoked until such time as all fines and fees are paid in full.

Any person parking a vehicle on campus that has had the registration revoked will be towed or booted at the owner's expense.

Any person parking in a posted FIRE LANE will be cited for Parking on Yellow Curb and towed at the owner's expense.

For more information contact the Director of University Police, University of North Alabama, UNA Box 5067, Florence, Alabama 35632-0001. Telephone: (256) 765-4357.

## **TORNADO EMERGENCY PROCEDURES**

Every attempt will be made to announce imminent inclement weather conditions with enough advance notice to facilitate 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 away from windows.

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

After the tornado passes, evaluate the situation and if emergency help is needed, call the University Police Department 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.

Note: Gas leaks and power failure create special hazards.

Assist the disabled in evacuating the building. Remember that elevators are reserved for disabled persons' use only. Do not use elevators in case of fire.

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 the Building Coordinator.

Do not return to evacuated building unless directed to do so by the University Police Department or the Building Coordinator.

Stay calm. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Refer to the emergency procedures specific to your building.

The following locations have been identified as shelter areas:

- a. Appleby East (first floor cluster-suite common areas)
- b. Appleby West (first floor cluster-suite common areas)
- c. Art Building (band room)
- d. Bibb Graves (basement hallway across from Cashier's Office)
- e. Coby Hall (basement area)
- f. Collier Library (basement area next to OASIS room)
- g. Communications Building (first floor internal hallway)
- h. Covington Hall (first floor cluster-suite common areas)
- i. East Campus (hallway by Drug Task Force)
- j. Flowers Annex (basement area internal hallways)
- k. Flowers Hall (internal hallways on both sides of the gymnasium)
- l. Floyd Hall (go to Stevens Hall shelter area, noted below)

- m. Guillot University Center (Mailroom and storage area next to the Housing Office, first floor)
- n. Hawthorn Hall (first floor cluster-suite common areas)
- o. Health Center (common area adjacent to examination room hallways)
- p. Keller Hall (first floor internal hallways)
- q. Lafayette Hall (first floor TV lounge)
- r. LaGrange Hall (second floor hallway)
- s. Leo's Stone Lodge (basement)
- t. Maintenance Building (lower interior basement area)
- u. Math Building (basement area)
- v. Music Buildings (faculty office and Art Gallery area, Rooms 120 and 121)
- w. Norton Auditorium (basement dressing room areas)
- x. Powers Hall (basement computer room)
- y. Raburn Hall (first floor internal hallways)
- z. Rice Hall (mezzanine area)
- aa. Rivers Hall (mezzanine area)
- bb. Rogers Hall (basement office area)
- cc. Stevens Hall (first floor hallway by Learning Resource Center)
- dd. Student Recreation Center (weight room, locker rooms, and first floor bathrooms)
- ee. University Apartments (interior closet areas)
- ff. Wesleyan Hall (first floor central hallway)

Even in the event of the University's closing due to inclement weather, the following buildings will remain open to accommodate those needing shelter until dangerous weather conditions pass:

- a. Guillot University Center
- b. Residence Halls
- c. Student Recreation Center
- d. Flowers Hall

For more information, see <http://www.una.edu/police/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 256-765-4223, or emailing [kmford@una.edu](mailto:kmford@una.edu) or [viallen@una.edu](mailto:viallen@una.edu).

Lion Alert FAQ provides answers to frequently asked questions about your information, how notifications will be sent, and supported features.

### WHAT IS A LION ALERT?

Lion Alert is a mass notification system comprised of e-mail, voice and text messaging, and is designed to send emergency 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 e-mail address will receive emergency alerts to their campus e-mail 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 not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

UNA students, faculty and staff have the opportunity to provide a primary

mobile phone number for receipt of text messages, and up to three other phone numbers (mobile or other) for receipt of voice messages.

Emergency messages will be sent via a system provided by High Ground Solutions/SchoolCast. Lion Alert is used in tandem with other campus communication tools.

### **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 to receive 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, e-mail, 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 message alerts. You will need to log into Lion Alert by clicking on the Lion Alert icon 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 e-mail address. However, you will not receive text or voice messages. UNA strongly recommends that you provide at least 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 Director 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 e-mail 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:

E-mail: An alert message will be sent to your official campus e-mail address. You can also specify a secondary e-mail address for receiving these alerts.

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

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

NOTE: You will receive emergency alerts to all phone numbers and e-mail addresses registered with Lion Alert.

## **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 your official 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 e-mail address changes, it is very important that you update this information with Lion Alert to 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 any text 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 VOICE-MAIL 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 for notification of emergencies requiring immediate action.

## **HOW CAN I RECOGNICE MESSAGES FROM LION ALERT?**

E-mail: sent from Lion Alert will come from [lionalert@una.edu](mailto:lionalert@una.edu).

SMS text messages: Text messages will begin with "Lion Alert" and number 256/765-4992.

Voice messages: The phone number you will see in your caller ID will be 256/765-4992. 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 [www.una.edu/police/](http://www.una.edu/police/). During an emergency, details and updated information regarding the specific emergency will be provided on the UNA home page at [www.una.edu](http://www.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 <http://www.una.edu/police/>, and click on the "Crime 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 C.A.R.E. Team information. Please take the time to review the University Police Department's website for valuable safety and security information.

## **Mail Room Regulations**

The University Mail Room, located on the first floor of the Robert M. Guillot

University Center, provides mailboxes for faculty and students. Undergraduate students are entitled to a mailbox, provided one is available. Preference will be given to students enrolled in seven or more hours. The University Mail Room is not part of the U.S. Postal Service. The purpose of the University Mail Room is solely to serve the communication needs of the campus community; it is not intended as a full-service post office. Although stamps may be purchased at the mail room, specialized postal services such as money orders, packages, or certified mail can only be obtained at the U.S. Post Offices in Florence.

All university mail will be sent directly to assigned boxes in the University Mail Room and will not be sent to residence halls, apartments, home addresses, or any other place of domicile. Students and university employees will be responsible for checking their boxes regularly for mail, particularly for official university mail. Students can receive their mailbox combination when the assignment is made. The box assignment will remain the same for as long as the student is continuously enrolled.

To ensure the proper flow of communications, the following regulations will govern the usage of mailboxes and university mail services:

Only students who are campus housing residents may use the university mail service to receive personal mail and packages; if not living on campus, all personal mail should be addressed to the student's home or apartment. University employees may not use the university mail service on a regular basis for non-university-related personal mail.

Campus mail shall be addressed to an office or individual with the first and last name and box number. Mail without a box number will not be delivered. Mail with a box number will be placed in the box number indicated. The University assumes no responsibility for improperly or incorrectly addressed mail. All campus mail should have a return box number listed.

All campus mail must be at least 3 1/2 inches by 5 inches. Mail deposited in the campus mail that does not meet these minimum requirements will be destroyed.

Correspondence containing candy, gum, etc., must be enclosed inside an envelope no smaller than 3 1/2" x 5".

Bulk mail or large mailings should be placed in numerical order by box number. If a large mailing is expected, expedited handling can occur if the mailroom is notified two days in advance.

Official university memoranda addressed to all faculty, administration, and staff do not require names and box numbers but must indicate the source of the memorandum.

Listings of mail box assignments will be available at the mail room.

Campus mail that cannot be delivered will be returned to the sender provided the sender's complete name and box number are shown. Mail that cannot be returned will be destroyed.

The University will not assume responsibility for money or other valuables distributed through the University Mail Room, nor does the University guarantee delivery.

Certificates and other delicate or fragile materials are not to be processed through the mail room. Suggestion: Instead, send the student(s) a 3 1/2 x 5 postcard, indicating where the items may be picked up.

Upon application and approval, a fee of \$500 will be charged for distribution (one per box) of noncampus-wide events notices. It should be anticipated that general solicitation will not be permitted through university mail service facilities.

In order to have first class mail forwarded, a student or employee who leaves the University must complete a "Change of Address" online at usps.com. Mail will be forwarded for one semester for graduates to the address filed with the UNA



# Enrollment **INFO**

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## Involuntary Withdrawal Policy

The University of North Alabama may at times find itself faced with a situation in which a student's behavior inside and/or outside the classroom demonstrates that he or she poses a potential threat of harm to him/herself or others, or creates a pattern of extreme disruption. In these situations it may be appropriate and necessary to initiate an involuntary withdrawal from the University.

If such behavior constitutes a violation of University Code of Conduct, the case may first be referred to the Office of Student Conduct for initial investigation. Based on the Student Conduct inquiry the student may then be referred to the Vice President for Student Affairs for further intervention. If the student's behavior occurs in the absence of any violation of Code of Conduct, the Vice President for Student Affairs will investigate the situation and the effect of behavior(s) on the student and the University community.

The Vice President may choose to conduct a personal interview with the student or to assemble the Campus Assistance Referral and Evaluation (CARE) Team in order to gather more information. The CARE Team will consist of the Vice President for Student Affairs, as Chair; the University Counselor; the Director of University Police; the Director of Student Conduct; Executive Director of the Health and Wellness Center; Director of Residence Life, and other concerned constituents as identified by the Vice President. The CARE Team will recommend to the Vice President for Student Affairs a course of action to address the individual student's behavior. The CARE Team action plan may include the student's signing an agreement to a specific success plan, or the immediate involuntary withdrawal of the student from the University, along with conditions for readmission.

Permission for readmission will typically be based on the student's demonstration of a period (at least one semester) of stable behavior outside the University and shall require a statement from a physician, psychologist, and/or other qualified professionals external to the campus who can render an opinion that the student is ready to return and cope with university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal for a student from the campus will be undertaken as a last resort. Every effort will be made to help the student understand the consequences of his/her behavior, make responsible decisions, and develop skills that will allow him or her to function within the University community.

## Pre-Admission Review and Re-enrollment for Applicants with Known Behavior Problems

### **STUDENTS WITH KNOWN BEHAVIOR PROBLEMS**

Members of the University of North Alabama accept their obligation to provide for its students an atmosphere which protects and promotes an educational mission and which guarantees an orderly and effective operation. To protect the educational process and to provide for the safety of members of the University community and the institution's property, the University has the responsibility to set and maintain standards of conduct for members of that community and for those seeking admission into that community. Therefore, a pre-admission review is required when known facts suggest that an applicant's behavior may, as a student, endanger the health and safety of University community members, jeopardize property of the University or its members and visitors or adversely affect the educational mission of the University.

If the University learns that an applicant for admission or reenrollment has been involved in prior misconduct, incarcerated or has been involved in other illegal activities, the University reserves the rights to determine the acceptability of the applicant or enrollee as a student. Such identified applicants are subject to review procedures administered by the appropriate office, such as Student Conduct, Office of Admissions, or University Health and Wellness Services.

The review procedures may be used in considering requests for non-degree, condition, or degree admission, reenrollment and changes from non-degree to degree status. The following guidelines apply to the circumstances identified:

1. The applicants for admission and reenrollment will not be considered for enrollment on University campuses or property while incarcerated in any federal, state, county or city prison, or jail, including youth detention centers.
2. Applicants on parole, probation or any type of intermediate punishment or house arrest program are subject to review procedures prior to consideration for admission, continued enrollment or reenrollment.
3. Applicants with past disciplinary history or any type of disciplinary sanctions are subject to review procedures prior to consideration for admission, continued enrollment, or reenrollment.
4. Incarcerated individuals enrolled in University programs or courses conducted off-campus or off University property are subject to review procedures prior to consideration for a change from non-degree/provisional status to degree status.
5. Applicants with known emotional and/or psychological problems who have engaged in violations of the law, or past misconduct related to a prior university's rules or policies that was disruptive or threatening to the functioning and well-being of self or others are subject to review procedures prior to an admission, continued enrollment or readmission final decision.
  - A. No inquiries shall be made regarding an applicant's background prior to the submission of an application.
  - B. When an application for admission is submitted, no pre-admission background inquiries shall be made regarding an applicant. However, if the University has a specific factual basis regarding an individual, which indicates the applicant may pose a substantial risk of harm or disruption to the University community, then exclusion may be warranted.

To be considered for admission, continued enrollment or reenrollment, consistent with these guidelines, the following review procedures will be required of those described by Circumstances 1, 2, 3, and 4.

1. Release of information from previous educational institutions attended, parole officers, prison officials, psychiatrists, psychiatric social workers, pre-college or college administrators, and other professionals will be requested when the information has a direct bearing on the applicant's behavior and suitability for enrollment at the University.
2. Personal meeting with the Director of Student Conduct, the Vice President for Student Affairs, or his or her designee to address the following:
  - A. In detail, the nature of the individual's activities since incarceration, commitment, treatment, or applied sanctions.
  - B. The reasons why the applicant feels he/she should be admitted or reenrolled to the University.
  - C. The reasons why the individual believes he/she would be able to

- abide by the rules and regulations of the University if permitted to enroll, and;
3. Depending upon the nature of the facts with respect to the applicant's history, special requirements may be stipulated such as, but not limited to, a personal review, a psychiatric or psychological evaluation by University counseling staff or a comprehensive diagnostic/treatment report from a duly recognized mental health practitioner of the University's choice.

## Reenrollment Procedures from Suspension

Suspension from the University is assigned for a specified period of time and excludes the student from registration, class attendance, residence on campus, and use of University facilities. A student is not permitted on any campus of the University during the period of suspension unless specific permission is obtained from the Director of Student Conduct, the Vice President for Student Affairs, or his or her designee. Disciplinary suspension is recorded on the student's electronic educational record during the period of suspension. Students may apply for readmission through the Office of Student Conduct when the period of suspension is terminated.

## Transfer Student Disciplinary Waiver Policy

Applicants who have attended other colleges or universities will be considered as transfer students. Transfer student applicants must sign a disciplinary waiver form and have it sent to UNA from all institutions previously attended within the last five years. It is recommended that the disciplinary waiver forms be requested at the same time as transcripts from those institutions. However, the waivers must be received by the below-indicated deadline dates. Failure to meet the deadline dates will result in the student being dis-enrolled from the university.

<i>Fall Term</i>	<i>October 1</i>
<i>Spring Term</i>	<i>February 15</i>
<i>Summer Terms</i>	<i>July 20</i>

Transfer Students who are currently enrolled exclusively in UNA Distance Learning Programs and/or are currently enrolled entirely online are exempt from the policy.



**ADMINISTRATIVE OFFICES**

	OFFICE	MAILBOX	EXT.
President	G110	5004	4211
<i>Vice-Presidents:</i>			
Academic Affairs and Provost	G214	5041	4709
Business and Financial Affairs	G103	5003	4233
Student Affairs	GUC 201	5023	4223
University Advancement	Rogers Hall	5078	4901
Admissions	Coby Hall	5011	4139
Alumni Relations	Rogers Hall 104	5047	4201
Athletic Director	Flowers Hall-A	5071	4397
Bookstore	GUC 1st Floor	5034	4400
Business Office	G102	5001	4231
Information Technology Services	CC2002	4231	4210
Human Resources and Affirmative Action	G217	5043	4291
Institutional Research, Planning & Assessment	G326	5121	4221
Media Services	SH 103	5005	4836
Physical Plant	East Campus	5018	4274
Registrar's Office	G119	5044	4317
Sports Info. Director	Self Field House	5038	4895
Student Affairs Assessment	GUC 209	5243	5012
University Communications	Rogers Hall	5026	4225
University Events	GUC 202	5068	4658

**STUDENT SERVICES**

Career Planning and Development	GUC 202	5066	4277
Counseling Services	555 Oakview Circle	5192	5215
Disability Support Services	Collier	5028	4821
Diorama (yearbook)	Student Media Building	5296	5184
Greek Life	GUC 110	5008	4212
Health Services	Bennett Infirmary	5009	4328
Housing	River Hall	5037	4124
International Affairs	Powers Hall	5058	6711
Intramural Sports and Recreation	SRC	5063	6022
Learning Resources Center (LRC)	SH 109	5005	4208
Library: Circulation/Reserves	Collier	5028	4241
Mail Room	GUC		4282
Residence Life	Rice Hall	5057	5558
Student Financial Services	G226	5014	4840
Student Engagement	GUC 107	5033	4248
Student Recreation Center	SRC	5063	6019
The Flor-Ala (newspaper)	Student Media Building	5300	4364
University Police	Keller Hall	5067	4357

ACADEMIC OFFICES	OFFICE	MAILBOX	EXT.
<b>Arts and Sciences - Dean</b>	W129	5021	4288
Art	AB217	5006	4384
Biology	FSB428	5048	4394
Chemistry and Industrial Hygiene	FSB304	5109	4474
Communications	CB105	5007	4247
Criminal Justice	WH007	5194	5045
English	WH113	5050	4238
Entertainment Industry	122 W.Tombigbee St.	5060	4342
Foreign Languages	W204	5074	4390
Geography	W111	5064	4246
History and Political Science	WH107	5019	4306
Mathematics and Computer Science	MAB101	5051	4286
Military Science	WA136	5024	4271
Music and Theatre	MB143	5040	4375
Physics and Earth Science	FSB207	5065	4334
Psychology	W205	4390	4390
Social Work and Criminal Justice	SH538	5029	4391
Sociology	SH559	5010	4200
<b>Business - Dean</b>	R315	5013	4401
Accounting and Business Law	K332	5056	4500
Computer Information Systems	K231	5076	4324
Economics and Finance	K345	4270	4270
Management and Marketing	R132	5017	4234
<b>Education - Dean</b>	SH548	5031	4252
Elementary Education	SH510	5045	4251
Counselor Education	SH415	5107	4763
Health, Physical Education, & Recreation	FH310	5073	4377
Human Environmental Sciences	FSB115	5030	4484
Kilby School	KS	5035	4303
Secondary Education	SH515	5046	4575
<b>Nursing - Dean</b>	SH210	5054	4984
Traditional Program	SH228	5128	4892
Online BSN/MSN Program	SH226	5127	4931

#### **CAMPUS MINISTRIES**

**Baptist Campus Ministry** 670 N. Wood Ave 764-5083

**Christian Student Center  
(Church of Christ)** 547 Oakview Circle 764-9439

**Episcopal Campus Ministries** 410 N Pine Street 764-6149

**Wesley Foundation (Methodist)** 715 Willingham Road 764-6412

