2015-2016 Student Handbook

University of NORTH ALABAMA 1830

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The most updated version of the information in the handbook can be found at una.edu/student-handbook.

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.

Student Affairs

Mission

Student Affairs promotes lifelong development, healthy living, leadership, integrity, employability, and civic responsibility in a global society.

Vision

Developing Leaders, Inspiring Success

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). 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 balances are subject to having their registration schedules cancelled for failure to pay their accounts in full. Reinstatement of their schedule will require that the balance be paid in full, and a reinstatement fee will apply. Students owing charges for prior terms will not be allowed to register for future terms, receive a transcript, or receive any other services until all charges have been paid. Collection costs, including all attorney fees 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.

Student Financial Services

Location: Room 318, Commons Building
Hours: Monday-Friday, 8 a.m.-4:30 p.m.
Phone: (256) 765-4278

- 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

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 adminstrative 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.

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, tests, etc. Student organizations are requested not to schedule mandatory events or activities on 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 departments requesting exceptions to this policy should consult with the appropriate college dean.

Student SERVICES

Office of Student Engagement

Location: Guillot University Center, first floor
Phone: 256-765-4248; Fax 765-4904 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, community service projects, and campus-wide educational and social programming.

Career Planning & Development

Location: Room 202, Guillot University Center
Phone: 256-765-4276 Fax: 256-765-4169
www.career.una.edu e-mail: 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)

Dates to Remember:

- Career Carnival- Each Spring
- Career Fair- Each Fall
- Graduation Expo- both Fall and Spring semesters
- Etiquette Dinner/Lunch - Each Semester

Career Planning and Development staff can be reached at 256-765-4276 or careerservices@una.edu or by visiting GUC 202 or career.una.edu.

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). All students enrolled in at least 6 credit hours 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.

For questions regarding on campus employment, please contact Stephanie Smith in Human Resources at 256-765-4590.

University Health Services

Location: 501 Circular Road, Bennett Building
Hours: Available Monday-Friday. Please visit website for specific hours.
Phone: 256-765-4328
Website: 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 medical provider. 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 to verify enrollment status.

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

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

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

Disability Support Services

Location: Room 111, Guillot University Center
Phone: 256-765-4214 Fax: 256-765-6016
dss@una.edu www.una.edu/disability-support

The University of North Alabama is committed to affording an equal opportunity for education to all qualified students. Disability Support Services (DSS)provides academic support to university students with qualifying, documented disabilities. Facilitating equal opportunities for success while preserving the integrity of academic program requirements, DSS is committed to providing services consistent with ADA, ADAA (Amendements Act), and Section 504 of the Rehabilitation Act of 1973. 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
- Alternative Testing Program

- Liaison with other campus entities for specific accessibility issues and education
- Academic guidance and study skills sessions
- Assistive Technology
- Alternative Formats
- Note Taking Assistance

Our Services

The Disability Support Services office provides suport and appropriate accommodations for students with learning, physical, and psychological disabilities. A student must register, request accommodations with DSS, and be approved by the DSS Advisory Committee for academic accommodations. We ask students to begin this process as soon as possible as accommodations are not retroactive. If you are a student with a disability, please contact our office to discuss how you can arrange to have academic accommodations.

Our Mission

The mission of Disability Support Services (DSS) is to facilitate appropriate and reasonable accommodations for students with disabilities. It is our goal to ensure students with disabilities have equal opportunity to achieve their academic goals while maintaining the integrity of UNA's academic program requirements. DSS provides resonable accommodations for qualified students.

Counseling Services

Student Counseling Services:
Location: 555 Oakview Circle (behind Kilby School)
Telephone: 256-765-5215
Email: 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/.

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: ekelley1@una.edu (Coordinator)

The Center for Women's Studies, known to most people 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 University Health Services, Student Counseling Services, 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 examines 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 the Women's and Gender Studies Association. It is the home of Pride's Pantry which distributes personal care items, e.g., shampoo, toothpaste, soap, etc., to students in need. It encourages student leadership in community-building outreach activities such as The Help Center and SafePlace. It is the campus home of the Leading Edge Institute Fellows Program. It builds associations and promotes cooperation between university programs and community agencies like raising money for Rape Response. The Center offers referrals, education, and support around numerous issues with speakers from Rape Response and the film series Citing Cinema, using these avenues to raise awareness. Finally, it embraces and celebrates the multi-cultural 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

The Recreational Sports and Fitness Program is committed to providing a positive experience for our members and improving the quality of life on campus and beyond. We strive to accomplish this by providing an atmosphere that promotes a healthy lifestyle through our program offerings as well as fostering personal development through an inviting recreational experience.

Our operations include the following: management of the Student Recreation Center for drop-in recreation, group exercise classes, personal training sessions, and the Fitness Center; the Outdoor Adventure Center for equipment check-out, trips, and clinics; the Flowers Hall Pool for recreational swimming; and the organization and management of Intramural Sports, Extramural Sports, and Club Sports programs.

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

We are the largest employer of students on campus with opportunities for leadership in the following areas: Patron Assistant, Facility Monitor, Group Exercise Instructor, Personal Trainer, Intramural Sports Official, Intramural Sports Supervisor, Outdoor Program Assistant, and Life Guard.

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 relax. Various games are available, including video games, board games, pool, ping pong, and foosball. Computers and a printer are also available. Please visit una.edu/events/lions-den-game-room for a listing of available 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.-4:30 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: The Commons Room 110
Phone: (256)765-4924
Email: manecard@una.edu

The Mane Card serves as the UNA identification card (mandatory), campus debit card, meal card, library card, and residence hall access card. The Mane Card is valid only for the person to whom it is issued. The Mane 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, located in The Commons, or by visiting manestop.una.edu. Replacement cost for lost or stolen card is $10.00. The cost to exchange a card due to damage, name change, etc. is $5.00.

At the beginning of each semester, Mane Cards belonging to enrolled students automatically become active. Mane Cards have different authorized activities (door access, meal plans, etc.) dependent upon the registration status.

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

For more information, please visit una.edu/manecard.

Tickets to Athletic Events

A regularly enrolled full-time fee paying student is admitted without charge to all home athletic events upon presentation of a valid Student Mane Card. Each student may receive one free guest ticket to all home athletic events, but the tickets must be obtained through the University Ticket Office Such students may also purchase up to three student guest tickets for $5.00 each, prior to game day, upon presentation of a valid Student Mane Card.

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: 765-4469 (Help/Circulation 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 center of the University community. It is intended to provide a place where students can meet and relax. In addition to the GUC Food Court 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 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 by visiting GUC 202 or by calling (256) 765-4658.

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

The University of North Alabama's Information Technology Services (ITS) department provides and supports student access to technologies and services including the Internet, UNAPortal, Office 365, and Windows and Mac lab computers and their software.

Our everyday use of technology is constantly and rapidly increasing. Visit the ITS web pages at www.una.edu/its for the latest information on campus technologies and the improvements ITS is making to accommodate the ever-growing demand for technology services. The ITS website is a great place to start for informational and instructional content students can use to connect a variety of devices to UNA services like e-mail and campus wireless, as well as maintain and secure the devices they use to access these services.

University Dining Services by Sodexo

Dining on campus is an integral part of student life at the University of North Alabama. The university hosts several national restaurant brands, coffee shops, and an all-you-care-to-eat residential dining facility. How are you going to eat at all these locations? Don't fret; there are several meal plan options to choose from, choose the one that best fits your busy lifestyle.

If you are a first time student living on campus, you are required to select one of our resident meal plans. If you are not a first time resident or a commuter, UNA Dining by Sodexo offers meal plan options designed with you in mind.

Locations:

Towers Cafe- Residential Dining Facility

Located between Rice and Rivers Residence Halls, Towers Cafe is convenient for breakfast, lunch, and dinner. Enjoy international entrees, home-style grill items, fresh pizza, make-your-own salads and more! All-you-care-to-eat prices at Towers Cafe are: Breakfast- $8.00, Lunch- $9.00, and Dinner- $10.00.

The Smart Market- Convenience Store

The Smart Market convenience store is located beside Towers Cafe. Utilize the Smart Market for everything from snacks to shampoo. Stock up using your dining dollars.

The Commons

- Chick-fil-A
- Starbucks

GUC Food Court:

- A&W
- Einstein Bros Bagels
- Mein Bowl
- Pizza Hut Express
- Sub Connection

SRC Building

- World of Wings Cafe

Science Building

- Lion's Den Café

Meal Plans

Meal Plans have two components: Meals that can be used for all-you-care-to-eat at Towers Cafe and Dining Dollars, used same as cash, dollar for dollar at any of the on-campus retail dining locations and the Smart Market.

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. Each time you dine at Towers Cafe, the Residential Dining Facility, one meal will be subtracted from your weekly meal plan balance. Weekly meals are reset each Monday morning before breakfast. Meal plans can be changed during the first two weeks of the fall semester by contacting the UNA Business Office at 256-765-4442. If first-time residents do not indicate a meal plan preference, they will automatically be assigned to the Silver Plan.

Commuters and other residents may elect to choose any of the meal plans listed below at any time during the semester. However, UNA Dining Services recommends selecting a plan early in the semester to get the most value. Meal plans can be purchased online at https://unaportal.una.edu/ or by visiting the UNA Business Office in Bibb Graves Hall.

You can check your Dining Dollars balance online at https://manestop.una.edu/ or by checking your receipt after purchase.

Meal Plan and Dining Dollar Terms

All funds and plans purchased for use in Sodexo dining locations, at the University of North Alabama campus, are for the personal use of the owner of the account or plan only and are non-transferable. Neither Meal Plans nor Dining Dollars can be used to purchase gift cards.

Unused Dining Dollar balances remaining on your Mane Card will roll over from fall semester to spring semester and expire on July 31st of each academic year for any semester a student is actively enrolled. At the end of the summer semester, any unused funds will be forfeited.

E-Commerce & Gift University

Family and friends: order a gift for your student to pick up on campus. Treat them to a Healthy Snack Pack or Birthday Party Pack! Visit https://una.sodexomyway.com/shop/ to place your order today.

Powered by 1-800-FLOWERS.COM®, Gift University was founded in partnership with Sodexo as a way to send great gifts for any occasion. Both parents and students can enjoy sending and receiving care packages, tasty snacks, "just because" surprises, and much more! Visit https://una.sodexomyway.com/gifts/ to place your order or for more information contact UNA Dining Services at 256-765-5219.

Mindful Eating

UNA Dining features Mindful by Sodexo, offering a variety of healthy options including low-fat, vegan, and vegetarian food and beverages. Our residential dining facility features Mindful recipes, Sodexo's nutrition icons and nutritional tracking with MyFitnessPal.

Highlights include:

- Meals and entrees that fill the plate with less than 600 calories due to the use of more vegetables, fruits, whole grains and less fat
- Significantly reduced sodium in our soups to less than 700mg per 8-oz serving by replacing salt with more fresh herbs and spices
- Desserts with less than 200 calories and at least 1g of fiber due to the use of less refined sugar and more fresh fruits
- No trans-fat and less than 10% of calories from saturated fats in all our menu selections

Big flavor. Full Plates. Choices. Our approach is to make it an easy choice for our customers to enjoy a healthier lifestyle. If you need assistance finding the right types of foods for you, please contact Chef Jesse Thomas at Jesse.Thomas@Sodexo.com.

Special Events

The UNA Dining Team works diligently to coordinate fun events and special meals throughout the school year! Look for the calendars posted at each dining location on campus to stay up to date with upcoming events. Don't forget to keep an eye out on social media for @UNADining or visit www.una.sodexomyway.com for limited time offers and money saving opportunities.

Student LIFE

Student's Role & 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, the Assistant 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, posting privileges, a mailbox, or University Agency Account, 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 organiza-

tions 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 the first floor of the GUC for assistance with your organization's needs. For more information and resources, please visit una.orgsync.com.

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 RSO officers or advisors between these reports must immediately be made in OrgSync.

Send representatives to the mandatory RSO training 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.

Abide by all procedures defined in the approved constitution.

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 members of student organizations must be active, enrolled UNA students.

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 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.

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.

Student Government Association (SGA)

Location: GUC, Room 110
Phone: 256-765-4248 or 256-765-4207
www.una.edu/sga
www.una.edu/upc

Executive Branch

The SGA Executive Branch oversees the operation of all branches of SGA including communication, goals, training, finances, and record keeping. SGA meetings occur every Thursday at 3:30 p.m. in GUC 200.

Legislative Branch

The Student Senate and Freshman Forum make up the legislative branch of SGA. The purpose of the legislative branch is to discuss issues relevant to students, prepare legislation, and debate policy resolutions or initiatives related to the issues before casting a vote. Senate meetings occur every Thursday at 3:30 pm in GUC 200.

Programming Branch

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, first floor
Phone: 256-765-4248
www.una.edu/greeklife

Greek Life is committed to developing community leaders that pride themselves on interpersonal skills, fraternal values, and service to others. Being a member of a Greek letter organization provides opportunities through support at the collegiate level and continuing after graduation. Greek life is a lifelong commitment. Here at UNA, the community of Greek students is filled with leaders, scholars, and visionaries. Our community is continuously thriving.

There are three Greek councils. The National Panhellenic Association consists of four sororities: Alpha Delta Pi, Alpha Gamma Delta, Phi Mu, and Zeta Tau Alpha. The Interfraternity Council consists of seven fraternities, Alpha Tau Omega, Delta Chi, Kappa Sigma, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, and Sigma Chi. The National Pan-Hellenic Council consists of six organizations including Alpha Phi Alpha, Alpha Kappa Alpha, Delta Sigma Theta, Kappa Alpha Psi, Phi Beta Sigma, and Zeta Phi Beta.

Student Media

Student Media Building, 643 N Wood Ave.
The Flor-Ala executive editor 765-4364;
The Flor-Ala business manager 765-4427;
Student Media advisor 765-4426

UNA's student media staff produces 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 staff 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, first floor
www.una.edu/leadership-volunteerism
Phone: 256-765-4248

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. The Student Leadership Consultants (SLCs) work to provide students with opportunities for leadership growth throughout the year. They aim to help students 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.

Turris Fidelis Award

The Turris 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.

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

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 activities and programs 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 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 University Residences and the Office of Environmental Services and Housing Facilities Management. 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 University Residences. For all matters relating to application for and leasing of university apartments, please refer to the Environmental Services and Housing Facilities Management.

Department of University Residences

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 University Residences 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, are: **P**rofessional Excellence, **R**espect, **I**nquiry, **D**iversity, and **E**mpowerment.

The Department of University Residences 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 that includes Senior Resident Advisors, Resident Advisors, and House Managers.

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 Department of University Residences 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. Decisions are made on an individual basis. If you fall below the minimum number of hours required to live in the residence halls without gaining approval 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 February/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 interior wall and has a window facing the floor lounge. These rooms are reserved on a first come first serve basis with an emphasis given to stu-

dents with a documented need for special accommodations. The cluster style halls (Hawthorne, Covington, Appleby East & West) as well as our newest halls, Mattielou and Olive Hall 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 ensuring a private room. 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 and are strictly contingent upon availability.

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

Changing Rooms or Halls

Once a room or building assignment has been made, any request for change must be submitted in writing to University Residences using an official Room Change Request Form. An open room change process is held approximately two weeks after classes begin each semester. Requests are granted based on priority and available spaces. All room and building changes must be coordinated and approved by University Residences. Any student who makes an unauthorized move will be charged $150 for conducting an improper room change.

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, in all halls. Refer to your copy of the residence hall 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, the remaining residents have 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

- Residents that opt to not pay an additional private room charge should restrict personal belongings to the assigned half of room. If a student occupies both sides of the room they will be charged the full double as a single room fee.

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, sexual orientation, or national origin.

Maintenance and Repairs

See page 31.

Residence Hall Safety

The Department of University Residences 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. Remember, your personal safety is our primary concern, but we need your help. University Residences work closely with the University Police to promote personal 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. Propped doors make it easier for unauthorized persons to enter the building. For the safety of yourself and others in the residence halls, do not prop open any reidence hall doors and close propped doors when you see them.

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

Residents are required to escort their guests at all times and are responsible for their actions. If you see an unescorted guest in the residence halls then contact a member of the University Residences staff for assistance. Do not let the person continue unescorted. The contact number for your specific Resident Advisor (RA) on duty is posted in the lobby and on each floor of the building.

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 50 feet from the building). Emergency personnel and equipment will be maneuvering around the building.
- Follow the directions of fire, police, and University Residences 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
- Mattielou and Olive Halls: Storm Shelter in Main Lobby
- Rice Hall, Rivers Hall: Mezzanine Area

Residence Hall Living

Damages, Vandalism, and Community Property

Each resident is responsible for the ongoing condition of his/her 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. University Residences staff conduct monthly health & safety inspections in all residence halls. During these health and safety inspections, University Residences 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 University Residences also reserves the right to confiscate, discard, hold or surrender to appropriate authorities any item in any room that violates University Residences 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/suite by University Residences for every resident. The resident must sign the inventory at the time of check-in. They will then have one business day to return the inventory thereby acknowledging the condition of the room/suite 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(s) 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.

When a resident checks out, University Residences 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 University Residences office or through the RA 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-swipe access. 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 University Residences. Any resident who finds his/her access card not working properly or loses an encoded ID card should notify the Department of Environmental Services and Housing Facilities Management as soon as possible.

Hall/Floor Meetings

Periodically throughout the semester, University Residences staff will hold hall/floor meetings. Your attendance at these meetings offers you the opportunity

to provide feedback and suggestions for University Residences programs, policies, and procedures. Meetings are held whenever an issue or concern needs to be addressed with the resident population as a whole as well as disseminating important information. 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.

Checking Out

All residents must check-out of the residence halls within 24 hours of their last final exam or by noon on the last day that the residence halls are open, whichever comes first. See a member of the University Residences 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 after the owner has moved out/vacated 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 Department of University Residences will dispose of the items.

Possible Charges

The following lists the charges that may possibly be assessed through the Department of University Residences, but not limited to:

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

Residence Hall Expectations

Disposal of Hazardous Materials

Students who use syringes for legitimate medical purposes, such as insulin injections, are required to notify University Residences 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 University Residences 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.

Smoking/Vaping

The University of North Alabama's Residence Halls are a smoke free enviornment. Smoking and the use of electronic cigarettes, vaporizers, etc. are prohibited in all residence halls and attached facilities. The use of tobacco products and electronic cigarettes and/or vaporizers within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

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. Guests are strictly prohibited from using restrooms on opposite gendered floors. There are public restrooms in the lobby of each residence hall available to guests.

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)

Activities Resulting in Disturbance, Distress, or Damage (1)

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.

Alcohol (2)

Alabama State Law prohibits the possession or consumption of alcohol by anyone under the age of 21. UNA and the Department of University Residences expect students and their guests to comply fully with these laws.

1. A resident who is 21 or older may possess alcohol and drink responsibly in his or her room as long as their roommate is also 21 or older. If one roommate is under 21, no alcohol is allowed in the room.
2. A resident who is 21 or older may drink in the room of another 21-year-old resident if that resident is present.
3. All guests must conform to the residence hall alcohol policy. Example: If a 21-year-old guest visits a room where the residents are not 21, no alcohol is allowed, even by the 21-year-old guest.
4. Anyone under 21 present in a room where an alcohol infraction has occurred will be considered in violation of the alcohol policy.
5. No alcohol, which is open, is allowed at any time in any public area of a residence hall by residents or their guests. Anyone under 21 may not possess alcohol in any public area of the residence hall. A public area may be a hallway, lounge, lobby, or any other area not contained in a specific residence hall room.
6. Any alcohol being transported by someone who is 21 or older must be completely covered from open view and be taken directly to the resident's room
7. Empty bottles or cans, bongs/funnels/mass drinking items, as well as other alcohol "decorations" may not be present in any room that has a resident under 21.

Anyone present in a room where a controlled substances infraction has occurred will be considered in violation of the controlled substances policy.

Fire Safety Equipment (3)

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 policy. 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 (4)

Students are not allowed to cook in residence hall rooms. With the exception of the microwave oven and Keurig type coffee makers, 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 appliance(s). The appliance will also be discarded and a fine will be levied against the student.

Flammable Liquids/Explosives (5)

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 (6)

The University of North Alabama's Residence Halls are a smoke free environment. Smoking and the use of electronic cigarettes, vaporizers, etc., are prohibited in all Residence Halls and attached facilities.

The use of tobacco products and electronic cigarettes and/or vaporizers within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

Candles, Incense, and Potpourri (7)

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 (8)

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 per resident. Guests under the age of 18 are not allowed visitation without permission from the designated Area Coordinator at least 24 hours in advance.

Guests (9)

Residents are responsible for the actions of their guests and are responsible for making sure their guests adhere to Residence Hall standards. Residents are responsible for their guests and making sure they adhere to residence hall and university policies. All parties could be subject to the student conduct process if policy violation is documented.

Escort (10)

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 (11)

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. Quiet hours are effective in each residence hall between 10pm-10am daily. Quiet hours are in effect 24 hours a day during the fall and spring finals period.

Advertising/Solicitation (12)

Flyers and other advertising must have approval through University Residences for posting in on-campus residential facilities under its jurisdiction or the Office of Student Engagement for other campus facilities. Once approved, flyers/

posters will be posted by University Residences staff within the residence halls. Solicitation is not allowed in the residence halls or university apartments. Flyers must be approved by the Department of University Residences 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 disposing of their own trash in appropriate exterior trash receptacales or by using a trash chute in buildings that have them. 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.

The Big Six

Within University Residences 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

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. University Residences 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)

Environmental Services and Housing Facilities Management

Location: Ground floor Rivers Hall (Entrance located to the left of Rivers Hall front doors)
Phone: (256) 765-4124
www.una.edu/housingfacilitiesmgmt

The Environmental Services and Housing Facilities' 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 Environmental Services and Housing Facilities is composed of the director, assistant director, supervisor, assistant supervisors, senior administrative assistant, 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 maintenance, renovations and repairs, security, billing, refunds, and budget. Environmental specialists are assigned to each residence hall. The Environmental Services and Housing Facilities Management Office maintains an open-door policy, so please drop by and meet the staff!

Summer of Service

The Environmental Services and Housing Facilities Management 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 Environmental Services and Housing Facilities Management.

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 application 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. Traditional-age new freshmen are required to live in the residence halls for their first academic year. The Environmental Services and Housing Facilities Management Office 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 Environmental Services and Housing Facilities Management, to remain in the apartments for the remainder of the semester.

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

No more than two single students are allowed to reside in an apartment. Both must be same gender. 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 Environmental Services and Housing Facilities Management 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 Environmental Services and Housing Facilities Management 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 and for utilities 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 Environmental Services and Housing Facilities Management office.

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 Environmental Services and Housing Facilities Management.

Residents of Mattielou, Olive, 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 restrooms. 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.

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 Environmental Services and Housing Facilities Management office. Apartment leases terminate May 31 but can be renewed each April. A tenant can also lease month by month if the tenant's lease term expires. This decision will be made by the Director of Environmental Services and Housing Facilities Management on a person by person basis. Notices will be delivered to tenants before spring break to notify them of the specified dates in April for renewing their leases.

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 Environmental Services and Housing Facilities Management 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 application for lease release and be approved by the Lease Review Committee. Please refer to http://www.una.edu/housingfacilitiesmgmt 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 Environmental Services and Housing Facilities Management for checkout.

Maintenance and Repairs

Apartment tenants should report needs pertaining to repairs, maintenance upkeep, and pests to the Environmental Services and Housing Facilities Management office. Emergency calls after hours and holidays are reported to UNA Police.

If a maintenance problem occurs in your residence hall room or in a public area, please report the problem promptly and directly to the Environmental Services and Housing Facilities Management staff. Problems should be reported using the online maintenance reporting system, TMA, which is found at http://maintenancedb.una.edu:81/ . 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.

For emergency maintenance and repair needs, you should call University Residences staff on duty.

Smoking

All apartments are smoke-free facilities.

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.

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 Environmental Services and Housing Facilities Management. MicroFridges® are rented on a first-come, first-served basis, determined by the application date.

Trash

All residents are responsible for disposing of their personal trash in the outside dumpsters or trash chutes. Environmental Specialists will not remove or collect trash in these buildings except for such common areas as the offices, kitchens, multi-purpose room, etc. Resident trash must be disposed of by residents regularly.

Student CONDUCT

Office of Student Conduct

Location: Guillot University Center, Room 201
Phone: 256-765-5012

Students Rights and Responsibilities

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

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

Philosophy

The University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At UNA, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, and respect.

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the University is not intended to punish

students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of UNA policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all UNA-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

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

The Code of Student Conduct applies to behaviors that take place on the campus, at UNA-sponsored events and may also apply off-campus when the Director of Student Conduct or designee determines that the off-campus conduct affects a substantial UNA interest[1]. A substantial UNA interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University;

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

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of UNA may seek resolution of violations of the Code of Student Conduct

[1] Adapted, with gratitude, from Penn State University.

committed against them by members of UNA community.

Core Values of Student Conduct

Integrity: UNA students adhere to personal, academic, and intellectual integrity.

Community: UNA students embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community.

Social Justice: UNA students value an environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Respect: UNA students respect the rights, dignity and property of all.

Responsibility: UNA students are given and accept a high level of responsibility to self, to others and to the community.

University Standards and Behavioral Expectations

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. The University encourages community members to report to UNA officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctions.

Integrity: *UNA students adhere to personal, academic, and intellectual integrity. Behavior that violates this value includes, but is not limited to:*

1) **Falsification**. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.

2) **Academic Dishonesty.** Acts of academic dishonesty such as cheating, plagiarism, and/or misrepresentation will be addressed as outlined in the Academic Honesty Policy;

3) **Unauthorized Access**. Unauthorized access to any UNA building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost UNA identification card or key;

4) **Collusion**. Action or inaction with another or others to violate the Code of Student Conduct;

5) **Trust**. Violations of positions of trust within the community;

6) **Taking of Property**. Intentional and unauthorized taking of UNA property or the personal property of another, including goods, services and other valuables;

7) **Stolen Property**. Knowingly taking or maintaining possession of stolen property;

Community: *UNA students embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community. Behavior that violates this value includes, but is not limited to:*

8) **Disruptive Behavior**. Substantial disruption of UNA operations including obstruction of teaching, research, administration, other UNA activities, and/or other authorized non-UNA activities which occur on campus;

9) **Rioting**. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;

10) **Unauthorized Entry**. Misuse of access privileges to UNA premises or

unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a UNA building;

11) **Damage and Destruction**. Intentional, reckless and/or unauthorized damage to or destruction of UNA property or the personal property of another;

12) **IT and Acceptable Use**. Violating the University Acceptable Use and Computing Policy, found online at: http://www.una.edu/its/policies.html

13) **Gambling**. Gambling as prohibited by the laws of the State of Alabama. (Gambling may include lotteries, sports pools and online betting activities);

14) **Weapons**. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including the storage of any item that falls within the category of a weapon in a vehicle parked on UNA property[2] (for more information, see Weapons Statement at http://www.una.edu/student-conduct/policies/weapons-statement.html);

15) **Fire Safety**. Violation of local, state, federal or campus fire policies including, but not limited to:

a) Intentionally or recklessly causing a fire which damages UNA or personal property or which causes injury.

b) Failure to evacuate a UNA-controlled building during a fire alarm;

c) Improper use of UNA fire safety equipment; or

d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UNA property. Such action may result in a local fine in addition to UNA sanctions;

Social Justice: ***UNA students value an environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:***

16) **Discrimination**. Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

17) **[Unwelcome] Harassment**. Any unwelcome conduct based on actual or perceived status including: [sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the reporting party and community.

a) Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when [unwelcome] harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities[3].

18) **Retaliatory Discrimination or Harassment**. Any intentional, adverse

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[3] Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.

[3] This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.

action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.

19) **Bystanding**.

a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;

b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

20) **Abuse of Conduct Process**. Abuse or interference with, or failure to comply in, UNA processes including conduct and academic integrity hearings including, but not limited to:

a) Falsification, distortion, or misrepresentation of information;

b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;

c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;

d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;

e) Failure to comply with the sanction(s) imposed by the campus conduct system;

f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: ***UNA students respect the rights, dignity and property of all. Behavior that violates this value includes, but is not limited to:***

21) **Harm to Persons**. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

22) **Threatening Behaviors:**

a) *Threat*. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

b) *Intimidation*. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

23) **Bullying and Cyberbullying**. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

24) **Hazing**. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

25) **Intimate Partner/Relationship Violence**. Violence or abuse by a person in an intimate relationship with another;

26) **Stalking**. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;

27) **Sexual Misconduct**. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Sexual Misconduct Policy at http://www.una.edu/student-conduct/policies/sexual-misconduct-policy.html);

28) **Public Exposure**. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: ***UNA students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:***

29) **Alcohol**. Use, possession, or distribution of alcoholic beverages or paraphernalia (e.g. Alcohol Containers, Bong/Funnel/Hose, etc.) except as expressly permitted by law and the University's Alcohol Policy (See the University's Statement and Regulations Regarding Alcoholic Beverages at Social Functions (See policies at http://www.una.edu/alcoholEDU/una-alcohol-awareness-and-education/social-policy-for-organizations-regarding-alcoholic-beverages.html);

30) **Drugs**. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. (See Alcohol and other Drug Statement at http://www.una.edu/alcoholEDU/una-alcohol-awareness-and-education/expected-conduct-for-students---alcohol-and-other-drugs.html); 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 owned, operated, and/or controlled housing facilities operate on a "no tolerance" drug standard. As such, students found in drug violation who reside in these facilities will be removed/evicted from the residence.

31) **Prescription Medications**. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

32) **Failure to Comply**. Failure to comply with the reasonable directives of UNA officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

33) **Other Policies**. Violating other published UNA policies or rules, including all Residence Hall policies;

34) **Health and Safety**. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

35) **Violations of Law**. Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.

Overview of the Conduct Process

Possible violations of University policy and/or the Code of Student Conduct may be reported by any member of the University community. 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 or assigned University Conduct Officer determines whether a possible violation occurred.
- If determination is made in the affirmative, the Responding Party 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 University Conduct Officer.
- 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.
- If the responding party admits responsibility, the Conduct Officer will render a finding that the individual is in violation of the Code of Student Conduct and will implement sanctions.
- If the Responding Party denies responsibility, a full investigation begins and, where applicable, written statements and/or interviews will be requested from wit-

nesses, and involved parties.

• Based upon the investigation and the preponderance of evidence, the conference will ultimately result in a finding of responsible or not responsible.

• If the finding is responsible, the Responding Party may choose to either accept 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 Suspension to Permanent Expulsion from the University.

• In cases of accusation of violations of the Code of Student 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.

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

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 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 receive written notification of the decision of the student conduct conference or USCB hearing within ten (10) business days, barring unforeseen circumstances.

• 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 Suspension to Permanent Expulsion from the University.

In cases of alleged sexual misconduct, both the complainant and respondent may appeal the finding of an investigation. (See una.edu/titleix)

Appeals

A student found responsible for a Code of Student Conduct violation may only appeal a sanction of Removal from University Housing or Suspension to Permanent Expulsion from the University, with the exception of cases involving allegation of sexual misconduct. Appeals requests are limited to the following grounds:

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[4] Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.

[5] The Director of Student Conduct will consult with the chair of the original board to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

1) A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);

2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.[4] A summary of this new evidence and its potential impact must be included;[5]

3) The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Appeals shall be heard by the Vice President for Student Affairs or his/her designed Appeal Review Officer, or in cases of alleged sexual misconduct, an Appeal Board. A written request for an appeal by the student must be submitted to the Office of Student Conduct within three (3) business days[6] 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 Appeal Review Officer 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.

Sanctions

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

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

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

3) *Fines*: Reasonable fines may be imposed.

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

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

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

7) *Behavioral Requirement:* This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

8) *Educational Program:* Requirement to attend, present and/or participate

[6] Compution 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.

in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9) *Restriction of Visitation Privileges:* May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10) *UNA Housing Probation:* Official notice that, should further violations of Residence Life or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing. Regular probationary meetings may also be imposed.

11) *UNA Housing Reassignment:* Reassignment to another UNA housing facility. Residential Life personnel will decide on the reassignment details.

12) *UNA Housing Suspension:* Removal from UNA housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to UNA housing may be specified. Under this sanction, a student is required to vacate UNA housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, Residential Life personnel. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for UNA housing, the student must gain permission from Residential Life personnel (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

13) *UNA Housing Expulsion:* The student's privilege to live in, or visit, any UNA housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

14) *UNA Probation:* The student is put on official notice that, should further violations of UNA policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

15) *Eligibility Restriction*: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Conduct and terms of this conduct sanction may include, but are not limited to, the following:

a) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or

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

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

17) *UNA Expulsion:* Permanent separation from the University. The student is banned from university property and the student's presence at any UNA-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

18) *Other Sanctions:* Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

1) One or more of the sanctions listed above, specifically 1 through 18.

2) Deactivation, de-recognition, loss of all privileges (including status as a UNA registered group/organization), for a specified period of time.

Definitions

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

1) 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, except in cases alleging sexual harassment or misconduct. An attorney may serve an advisor only if the student has been charged with a felony offense, or in cases of sexual misconduct.

2) Reporting Party (or Complainant) - The party bringing the complaint, who may be a student, employee, visitor, or guest.

3) Administrative Conduct Officer (AHO) - A person who is responsible for facilitating student conduct cases. This individual is the Director of Student Conduct or his/her designee.

4) 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.

5) 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.

6) Responding Party (or Respondent) - The person who is alleged to have violated the Code.

7) 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.

8) 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.

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

10) University Official - Any person employed by the University, whether paid or volunteer, performing assigned administrative, professional, or staff responsibilities.

11) 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.

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 Code of Student 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

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). 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 Code of Student Conduct violation for Failure to Comply.

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.

Alcohol and Other Drugs

UNA's Code of Student 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. See also Parental Notification and Medical Amnesty Policies

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.

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 Student 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 Student 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.

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
- 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.

Title IX

Title IX Coordinator

Location: Guillot University Center, Room 207
Phone: 256-765-4223 www.una.edu/titleix

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, below are some resources to contact.

Resources and Reporting

Confidential Resources:

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on campus or local resources as listed below:

Student Counseling Services	256-765-5215
University Health Services	256-765-4328
Women's Center	256-765-4328
Rape Response	256-767-1100 (hotline) 256-765-0025 (office)
Safe Place (domestic violence)	256-767-6210 (hotline) 256-767-3076 (office)

Formal Reporting:

If a reporting party would like the University to investigate an incident, the reporting party may speak with:

UNA Police	256-765-4357
Title IX Coordinator	256-765-4223
Deputy Coordinator, Student Conduct	256-765-5012
Deputy Coordinator, Human Resources	256-765-4291
Deputy Coordinator, Athletics	256-765-4788
Deputy Coordinator, University Ombudsman	256-765-5224

On-Line Reporting:

https://www.una.edu/titleix

Local Reporting Resource:

One Place of the Shoals 256-284-7600

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

Education

UNA has chosen to use Haven as an on-line educational tool to educate students on the issues associated with sexual assault and relationship violence. All new students attending the UNA must complete this module. Freshman will be required to show proof of completion in their FYE course. Transfer students will need to complete this module but will not be required to show proof of completion through an academic course.

Students may access Haven on-line by following the steps below:

1. Log into UNA Portal at http://unaportal.una.edu/cp/home/displaylogin
2. Students go through Self Service Banner
3. Click the Student Tab
4. Scroll down to the Alcohol Edu and Haven link
5. Click the Haven button

Being an Active Bystander

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

UNA wants to be on the forefront when it comes to educating our students on what it means to be an active bystander. Bystander intervention education will be

provided throughout the academic year. In the meantime, students are encouraged to:

1. Recognize behaviors that might be high risk for violence or harm.
2. Attempt to help, but keep yourself safe. Methods of intervention may include:
    a. Checking in with the person to see if he/she is OK or needs help,
    b. Creating a distraction,
    c. Creating a delay, and/or,
    d. Calling for help.

University POLICIES

Accommodations for Disability

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, 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, gender, 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, gender, 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 sever, pervasive and objectively offensive.

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

Reports of alleged sexual harassment against students should be reported to the Title IX Coordinator. 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 Speakers Policy

The University of North Alabama is committed to fostering a learning environment where 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 by law.

Lawful and peaceful demonstration as an expression is permitted and protected. On the other hand, the University will not tolerate substantial disruption to its educational mission. Substantial disruption is defined to include any activity which, contrary to law:

- Denies the rights of other students, the faculty or the staff of the University.
- Substantially disrupts or obstructs educational and other essential activities and operations of the University.
- Substantially interferes with the right of peaceful dissent of others.
- 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.
- 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.

It should be understood that the application of this policy also takes situational factors and context into consideration. For example, conduct appropriate at a political rally might constitute a violation of this policy if it occurred within a classroom.

Any substantial 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 the 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 substantial 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 breezeways 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 be 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 (exclusive of grade appeals) through involvement of all concerned parties; informing all parties of their rights that are established by law; 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; and 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 Vice President of Enrollment Management.

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 griev-

ance 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 policy and be noncommercial in nature.

1. All items to be posted must conform to University policy and be noncommercial in nature.
2. 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.
3. Posters should not be posted for more than three weeks.
4. No more than one poster for a particular event or activity should be posted on a bulletin board.
5. The size of the items posted should be no more than 81⁄2" x 11".
6. 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.

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

Anyone wishing to use chalk to advertise on campus sidewalks must obtain approval from the Office of Student Engagement at least five days prior to the event. Publicity materials with adhesive or gummed surfaces are prohibited in all locations.

Anyone wishing to hang a banner anywhere on campus besides the Guillot University Center must secure approval from the Director of Student Engagement, 107 GUC. Approval for banners in the Guillot University Center itself must be secured through the University Events Office.

Public Address System & Amplifiers

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

Regulations & PROCEDURES

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.

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 University Police. 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 un-

paid 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 Lauderdale County District Court on the date shown on their citation if they wish to contest the citation. Payments for Uniform Traffic Citations are handled by the Lauderdale County District Court Clerk's Office.

Parking Violations

Persons receiving UNA parking citations may appeal through online appeal form. The form can be accessed on the web at una.thepermitstore.com. 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. Hawthorne 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/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 or 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 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 "Lion Alert" on the bottom of the front page of the UNA website, using your UNA Portal user name and password.

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

If you do not sign up with Lion Alert, you will still receive emergency messages via your official campus 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.

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

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

Where can I find additional information about emergency procedures or emergency situations?

Information about existing emergency procedures and emergency preparedness is posted at 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.

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 Logs/ Statistics" tab on the left side of the home page. You will also find other valuable tools like the Campus Security Guide, Emergency Management Website and 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. Only students living in residence halls will be automatically assigned mailboxes. 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 3½ 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 3½"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 3½ 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 mailroom.

Boxes that are assigned to employees and students currently enrolled must be checked regularly to prevent buildup of mail.

An individual who misplaces or cannot remember the box combination can get the information at the mail room window computer 24/7 by signing on with his/her Portal ID.

The University of North Alabama Mail Room, maintained solely for the convenience of students, faculty, and staff, is not a United States Post Office. The mail room lacks sufficient staff to process commercial mass mailing by advertisers or others. Therefore, the University of North Alabama reserves the right to refuse to deliver, and to destroy, commercial mass mailing that utilizes the addresses of students, faculty, or staff contained herein.

Enrollment INFO

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 than 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 & 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 reen rolled 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, being on any property owned operated or controlled by the university, and attendance at any event sponsored by the University. 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 reenrollment through the Office of Student Conduct no later than four weeks prior to the semester in which they wish to enroll.

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.

Fall Term	*October 1*
Spring Term	*February 15*
Summer Terms	*July 20*

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
Vice-Presidents:			
Academic Affairs and Provost	G216	5041	4258
Business and Financial Affairs	G103	5003	4233
Student Affairs	GUC 207	5023	4223
University Advancement	Rogers Hall	5113	4670
Admissions	Coby Hall	5011	4608
Alumni Relations	Rogers Hall 104	5047	4201
Athletic Director	Flowers Hall-A	5052	4396
Bookstore	Commons 1st Floor	5034	4400
Business Office	G102	5001	4232
Information Technology Services	CC2001	5061	4210
Human Resources and Affirmative Action	G217	5043	4291
Institutional Research, Planning & Assessment	G226	5121	4221
Educational Technology Services	SH103	5005	4208
Facilities Administration & Planning	East Campus	5018	4274
Registrar's Office	G119	5044	4316
Sports Info. Director	Self Field House	5038	4595
Student Conduct	GUC 201	5243	5012
Title IX	GUC 207	5023	4223
University Communications	Rogers Hall	5026	4225
University Events	GUC 202	5068	4658
STUDENT SERVICES			
Career Planning and Development	GUC 202	5066	4276
Counseling Services	555 Oakview Circle	5192	5215
Disability Support Services	GUC 111	5008	4214
Diorama (yearbook)	Student Media Building	5296	5184
Greek Life	GUC 107	5033	4248
Housing	River Hall	5037	4124
International Affairs	Powers Hall	5058	4626
Library: Circulation/Reserves	Collier	5028	4241
Mail Room	GUC 1st Floor	5068	4658
Student Financial Services	Commons 318	5014	4278
Student Engagement	GUC 1st Floor	5033	4248
Student Recreation Center	SRC	5063	6019
The Flor-Ala (newspaper)	Student Media Building	5300	4364
University Health Services	Bennett Infirmary	5009	4328
University Police	Keller Hall	5067	4357
University Residences	Rice Hall	5057	5558

ACADEMIC OFFICES	*OFFICE*	*MAILBOX*	*EXT.*
Arts and Sciences - Dean	G217	5021	4288
Art	AB217	5006	4384
Biology	FSB428	5048	4394
Chemistry and Industrial Hygiene	FSB304	5049	4622
Communications	CB105	5007	4247
Criminal Justice	WH007	5194	5045
English	WH113	5050	4238
Entertainment Industry	122 W. Tombigbee St.	5060	4342
Foreign Languages	W209	5074	4390
Geography	W129	5064	4246
History and Political Science	WA107	5019	4306
Interdisciplinary Studies	G318	5168	5006
Mathematics	MB101	5051	4286
Military Science/Army ROTC	W-Annex	5024	4271
Music and Theatre	M143	5040	4375
Physics and Earth Science	SET Bldg 285	5065	4334
Psychology	W209	5074	4390
Social Work	SH538	5029	4391
Sociology	SH559	5010	4200
Business - Dean	R309A	5013	4245
Accounting and Business Law	K330	5056	4332
Computer Information Systems	K230	5076	4734
Economics and Finance	K345	5055	4270
Management and Marketing	K131	5017	4938
Education - Dean	SH548	5031	4252
Elementary Education	SH510	5045	4251
Counselor Education	SH415	5107	4763
Health, Physical Education, & Recreation	FH301	5073	4377
Human Environmental Sciences	FSB109	5030	4313
Kilby School	KS	5035	4303
Secondary Education	SH502	5046	4575
Nursing - Dean	SH210	5054	4311
Traditional Program	SH312	5054	4980
Online BSN/MSN Program	SH223	5127	4936

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