2016-2017 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

Student Financial Services is committed to providing student financial assistance to eligible students to help pay the costs associated with attending college. There are various types of student financial assistance that are available through our department. The Student Financial Services office assists students with application procedures and eligibility requirements.

- Administers Federal student aid (Pell/Direct Student Loans)
- Administers University and Endowed Scholarships
- Offers Financial Aid counseling
- Offers assistance with financial aid forms
- Provides a listing of external financial aid possibilities

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 with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise 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 in these classes 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

Student Engagement Center

Location: Guillot University Center, first floor
Phone: 256-765-4248; Fax 765-4904 www.una.edu/student-engagement

The Student Engagement Center 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 co-curricular 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. Our mission is to develop leaders and inspire success by getting students involved on campus.

Career Planning & Development

Location: Room 202, Guillot University Center
Phone: 256-765-4276
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, including clothing check-out from the Career Closet
- Job Search process (part-time, on- or off-campus; internships, co-ops and full-time; or Graduate school preparation)

Dates to Remember:

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

A variety of additional major specific events are also held throughout each academic year. 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 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. Students 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

Disability Support Services (DSS) provides academic support and appropriate reasonable academic accommodations to university students with qualifying, documented disabilities. Facilitating equal opportunities for success while maintaining the integrity of academic program requirements, DSS is committed to providing services consistent with ADA, ADAA (Amendments Act), and Section 504 of the Rehabilitation Act of 1973. The staff of Disability Support Services focuses on 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.

A student must request accommodations, provide relevant documentation, engage in an interactive process with the DSS office, 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 your needs for accommodations while attending UNA.

Services may include:

- Alternative Testing Program
- Liaison with other campus entities for specific accessibility issues and education
- Targeted study skills sessions
- Assistive Technology
- Alternative Formats
- Note Taking Assistance
- Information on navigating the university experience

Student Counseling Services

Location: 555 Oakview Circle (behind Kilby School)
Telephone: 256-765-5215 Fax: 256-765-5132
Email: counselingservices@una.edu

- Services are available to all actively enrolled students who have paid the Student Health and Wellness Fee.
- Counselors hold Alabama State Licenses within their discipline.
- Most services are completed by appointment and scheduled through the receptionist at **256-765-5215**.
- Outpatient mental health services include: Psychosocial Assessments, Individual and Group Counseling, Crisis Intervention, Group Psycho-Educational and classroom presentations, referrals to community resources.
- All documentation of student contact and session content are maintained in accordance with applicable ethical guidelines and all State/Federal legal mandates regarding confidentiality.

For additional information and appointments, call 256-765-5215.

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, Shoals Crisis Center, SafePlace, and several other agencies, the Center offers medical and counseling referrals to students, demonstrating to Women's Studies students a practical application of Women's Studies theories taught in the minor. The Women's Studies program offers interdisciplinary classes taught at the Center that examine women's experiences, contributions, struggles, goals, and triumphs as they are evident in a variety of academic disciplines.

The Center sponsors co-curricular activities and programs such as 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 builds associations and promotes cooperation between university programs and community agencies like raising money for the Shoals Crisis Center. The Center offers referrals, education, and

support around numerous issues with speakers from Shoals Crisis Center and the film series Citing Cinema, using these avenues to raise awareness. Finally, it embraces and celebrates the multicultural nature of women's lives across categories that include ethnicity, class, age, sexual orientation, and abilities.

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

Recreational Sports and Fitness Program

Location: Student Recreation Center
Phone: 765-6019 www.una.edu/recsports

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, and ping pong. 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 – Thursday 9:00AM – 4:00PM
Closed Friday, Saturday, and Sunday.
Closed for any UNA-observed holidays/breaks.

Office of Diversity and Institutional Equity (ODIE)

Location: Room 209, Guillot University Center
Phone: 765-6340
Email: odie@una.edu
Website: una.edu/diversity

The primary role of the Office of Diversity and Institutional Equity (ODIE) is to collaborate with the campus community to provide a welcoming and inclusive living and learning environment. ODIE provides leadership in developing initiatives to promote a campus culture where all are respected, valued and included. ODIE works with faculty, staff and students. Some of our office initiatives include:

- CultureFest (Welcome Week Event)
- Diversity Education Week
- Heritage Awareness Celebrations
- Diversity Student Ambassador Program
- Annual President's Diversity Award to Faculty and Students

Veterans Affairs

Location: Room 107, Guillot University Center
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, ODIE (Office of Diversity and Institutional Equity), 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 infor-

mational 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.

For any issues, questions, or comments, please email helpdesk@una.edu.

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 of 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, Student Engagement resources, student allocations, posting privileges, or University Agency Accounts, all student organizations must register with the Student Engagement Center and fulfill all annual requirements to remain in good-standing. Information provided through the registration process enables the

university to maintain communication with student leaders and to provide additional services as needed for leadership development.

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

The Student Engagement Center is committed to helping student organizations thrive at the University of North Alabama. Services include leadership training, officer resources, organizational consulting, and advice on activities planning and funding. Appointed Student Leadership Consultants (SLC) are adequately trained and available for peer-to-peer consultation and advisement for all RSOs and students looking to get involved in a campus organization. To schedule an appointment with a SLC or get additional assistance with your organization's needs, please consult the office at 256-765-4248 or visit the first floor of the Guillot University Center.

Recognition Policy

Recognized Student Organization (RSO) good-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 Student Engagement Center and follow the timeline listed below in order to be in good-standing on campus and utilize the available resources. For an organization to maintain university recognition, the following criteria must be met at the beginning of each academic year:

For organizations that are current:

- Update the RSO portal on OrgSync & schedule a meeting with a Student Leadership Consultant by October 1. Any changes in RSO officers or advisors must be made during this time. This also includes maintaining an up-to-date constitution and roster, both of which must be uploaded into the RSO's OrgSync portal. Organizations that meet these requirements will remain in good-standing for the entire academic year.
- Organizations that do not meet these requirements by October 1 will lose all resource privileges and recognition for the remainder of the fall semester.
- Organizations that do not meet these requirements by October 1 will have an opportunity to redeem their good-standing at the beginning of the spring semester. These organizations must update their RSO portal and schedule a meeting with a Student Leadership Consultant by February 15 to redeem their good-standing status.
- Any organizations that do not meet these requirements by February 15 will be deactivated and assumed to no longer function as a student organization.

Registering a New Organization

Students interested in forming a new organization at UNA should first contact the Student Engagement Center to schedule a consultation with a Student Leadership Consultant and obtain a copy of the RSO Handbook. The handbook is available on the Student Engagement Center website at www.una.edu/student-engagement under the "Files" link. Students are also recommended to facilitate a meeting to determine whether there is sufficient interest to form a new organization. The organization must 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:

- Schedule a one-on-one consultation with a Student Leadership Consultant
- Create a roster of at least 10 full-time enrolled students who wish to be members of the proposed organization. This roster should include first and last name, university e-mail address, contact phone number, and student L-number. All students listed on the roster must have a minimum of 2.0 cumulative GPA.
- Obtain agreement of a full-time faculty or staff member to serve as the organization's advisor.
- Create a constitution under which the organization will operate. This constitution should be approved by a majority of the chartering students.
- Register as a new organization on OrgSync. Once the Student Engagement Center has approved the new organization, it is entitled to all of the rights and privileges of a Recognized Student Organization (RSO) and must follow the proper steps to maintain good-standing with the university. All new RSOs must wait one semester after approval before the group is eligible to request Student Allocation Funding.
- RSO registration applications will be reviewed twice a year. Student groups wanting to begin for the fall semester must have met with a SLC and submitted their OrgSync registration application by October 1. Student groups wanting to begin for the spring semester must have met with a SLC and submitted their OrgSync registration application by February 15.

Contact Info

Contact information for Recognized Student Organizations is available from the Student Engagement Center, 256-765-4248 or 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. The executive branch maintains office hours in the Student Engagement Center.

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 the Student Engagement Center.

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 Student Engagement Center. UPC meetings occur every Monday at 3:30pm.

Greek Life

Location: Guillot University Center, Student Engagement Center
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, Omega Psi Phi, 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, news website, mobile site, yearbook, and SOAR magazine — 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 to eliminate social issues and create positive change. Each semester the Student Engagement Center works to provide information and opportunities for students to get connected in the surrounding community and on campus. There are student organizations whose mission is to create active citizens and large scale annual service events such as Lions Lend a Hand, Martin Luther King Service Day, and the Make Your Mark campaign that bring students together to give back to their community while developing leadership skills, networking with other students and community leaders, and utilizing their interests and talents to contribute to the UNA community and around the world.

All students are encouraged to focus on their leadership skills while at UNA

whether it be by getting involved in a RSO, serving as an Alternative Break Site Leader, or attending a monthly leadership workshop. The Student Leadership Consultants (SLCs) are available 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. SLCs are trained to connect students with campus opportunities that fit with their interests, majors, and personalities and that will provide them with unique leadership experiences.

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.

Lion's Cup

The Lion's Cup Award is given to the Registered Student Organization that has shown active involvement on campus during the 2015-2016 academic year. Recipients will be chosen based on hosted events, university service, development opportunities, and involvement in campus sponsored events. Organizations that want to be considered for the award may submit an application with their outlined involvement and photos or other documents supporting their events and activities. The recipient will be chosen by a panel of university professional faculty and staff members.

Outstanding Volunteerism, Individual

The Outstanding Volunteerism for an Individual Award is presented to a student who has contributed their time to bettering the UNA and surrounding communities. The recipient is selected not only for the number of volunteer hours they have completed, but also for the quality of the service they have provided to the community. Individuals that would like to be considered for the award may submit an application with their outlined volunteer efforts and photos or other documents supporting their volunteer work. The recipient is selected by a faculty/staff panel.

Outstanding Volunteerism, Group/RSO

The Outstanding Volunteerism Award for a Group/RSO is presented to a student organization who has contributed their time to bettering the UNA and surrounding communities. The recipient is selected not only for the number of volunteer hours they have completed, but also for the quality of the service they have provided to the community. Groups/RSOs that would like to be considered for the award may submit an application with their outlined volunteer efforts and photos or other documents supporting their volunteer work. The recipient is selected by a faculty/staff panel.

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: Professional Excellence, Respect, Inquiry, Diversity, and Empowerment.

The Department of University Residences is composed of professional staff (Director, Assistant Director for Student Conduct, Assistant Director for Success Initiatives, Area Coordinators, Coordinator of Occupancy & Business Management, Senior Administrative Assistant) and paraprofessional staff (Graduate Assistants, Senior Resident Advisors, Resident Advisors, and House Managers).

One of the many advantages of living in a residence hall is that there are always opportunities to become involved. Residents will find social, recreational,

community service, and educational programs designed to support 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 and we look forward to helping with your residential needs.

Abandoned Items

Public areas of the residence halls, including lounges, community bathrooms, hallways, etc. are not intended for storage of personal belongings. If students leave their personal belongings in these areas the items will be considered abandoned property and may be removed or disposed of by staff.

Items left in residence hall rooms after the owner has moved out/vacated the residence hall, or relocated to another room, and items not marked as to ownership will be declared abandoned. When possible, a written notification will be sent via UNA email 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. The University of North Alabama and Department of University Residences are not responsible for any items left in the residence halls.

ADA Doors

Certain halls are equipped with ADA entrances/exits that can be utilized by students needing special accommodations. Please submit a written request, in writing, to University Residences at liveon@una.edu to receive approval for access to the door in your assigned residence hall. Otherwise, residential students are prohibited from using ADA doors and may be subject to the disciplinary process if found in violation of this policy.

Advertising Policy

University Residences must approve flyers, posters, and other advertising. Advertising is restricted to events, programs, and information directly related to or sponsored by an official university organization, department, etc. Items promoting the consumption of alcohol will not be posted. Please provide enough copies for each residence hall and/or floor. Currently, we would need approximately 75 copies for each floor or 8 copies for each hall. Please submit your materials approximately seven (7) working days prior to the event to allow sufficient time to get your material approved, distributed, and posted. Once approved, University Residences staff will post signage. Items not approved will be removed from the residence halls.

Alcohol Policy

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.

- A resident who is 21 or older may possess alcohol and drink responsibly in his/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.
- A resident who is 21 or older may drink in the room of another 21-year-old resident if that resident is present.
- All guests must abide by the residence hall alcohol policy.
- Anyone under 21 that is present in a room where a policy violation has occurred will be considered in violation of the alcohol policy.
- Alcohol is not allowed at any time in any public area of a residence hall. A public area may be a hallway, lounge, lobby, or any other area not contained in a specific residence hall room.

- Any alcohol being transported by someone 21 or older must be completely covered from open view and taken directly to the resident's room.
- Empty bottles, cans, bongs, funnels, mass drinking items, and other alcohol "decorations" are not allowed in any room that has a resident under 21.
- Anyone present in a room where a controlled substances policy violation has occurred will be considered in violation of the controlled substances policy.

Appliances & Electrical Items Policy

Because the University takes the safety of everyone in the residence halls very seriously, we cannot allow students to bring certain items into their room or into the building. During health and safety inspections, university officials will require the removal of prohibited appliances or materials including, but not limited to: all cooking appliances with the exception of microwave ovens (700 watts), refrigerators (up to 4.3 cubic feet) and Keurig style coffee makers, portable space heaters, halogen lamps, oil-based or wax electric air fresheners, candles, sunlamps, bicycles, combustible liquids, incense and incense burners, halogen lamps and lights, power tools, and camping stoves. All violations will result in confiscation of the appliance(s) and resident may be subject to the student conduct process. Please see www.una.edu/liveon for a more inclusive list.

Assignments

University Residences reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of facility, or unresolvable roommate incompatibility.

Blue Light Emergency Phones

There are bright blue phone poles located across campus that contact the University Police by pushing the red button in case of an emergency. Please see www.una.edu/police for additional information.

Cable/Television

Cable is provided by Apogee at no additional charge to residents. Residents are responsible for supplying a coaxial cable and televisions must be equipped with a QAM tuner. A channel guide is available at www.una.edu/liveon along with instructions for setup and troubleshooting.

Candles, Incense, and Scented Items Policy

Candles, incense, potpourri, scented burners, plug-ins, and any other item that generates heat and/or 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.

Card Access

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 Mane Card not working properly or loses their Mane Card should notify the Department of Environmental Services and Housing Facilities Management and/or Mane Card office as soon as possible.

Cohabitation

Cohabitation is not permitted in the residence halls. Cohabitation exists when a person who is not assigned to a particular room uses that room as if he or she were living there. Examples of this may include, but are not limited to, accessing the room while the assigned occupants are not present, utilizing a key to enter a room to which one is not assigned, keeping clothing and other items in the room, sleeping overnight in the room on a regular basis, and using the bathroom and

shower facilities as if they lived in that room. Residents are permitted to have a guest or guests spend the night for a maximum of three nights in any 30-day period. Cohabitation is defined as visitors residing with a resident, in a residence hall for more than a total of three (3) nights in a 30-day period. All overnight visitations must be consistent with any applicable roommate agreements. Any resident found having an individual living with them is subject to immediate termination of their residence hall contract. When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy.

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 the residence hall contract for additional details.

Contract Cancellation

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

- 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 enrolled in graduate courses during contract period.
- Marriage

Residents with a significant change in medical or financial status may complete a Contract Release Request (available at una.edu/liveon) and submit with supporting documentation. All requests will be reviewed monthly by an overseeing committee and subject to approval or denial. Notification of appeal status will be sent to the resident's official university email address.

Code Of Conduct

University Residences is committed to maintaining an environment in which the rights of all members of the residential community are protected while they are in pursuit of their educational aspirations. It is important that each resident becomes aware of and abides by the University of North Alabama Code of Conduct and other university regulations. Although each resident possesses certain individual rights and responsibilities, residents are obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. It is also important that members of the university community be willing to confront violations and the infringement of another person's rights by filing complaints with University Residences. University conduct officers determine the policy violations as they relate to university policy violations. These violations can be found in the University Student Handbook and the University Residences Guide to Residential Living, and the official university website. In addition to the standards and guidelines set in this Student Handbook, all 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 individuals residing in or visiting the residence halls.

Confiscation

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 policies and regulations as stated in this handbook, the website, the university catalog, or any other official university publication.

Consolidation

If a vacancy occurs in an assigned room, the remaining resident agrees to:

- Pay the additional fee necessary to occupy the room for the remainder of the semester as a private. Private rooms will be approved on a first-come, first-served basis and are contingent upon space and availability.
- Seek out another roommate and request a room change with someone that currently has no roommate.
- Allow the Area Coordinator to assign a new resident to the room or move to another room that has only one occupant.

Damage to Public Areas

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 floor or building 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.

Damage to Rooms

Each resident is responsible for the ongoing condition of his/her room and shall reimburse the University for any damages or loss of items. 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. Please see the Room Condition Report section for additional information on reporting damages upon arrival.

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.

Decorations

We encourage students to make your residence hall and room feel like your UNA home. However, there are decorative guidelines that must be followed in order to preserve the quality of residence hall rooms. Decorations e.g. pictures, posters, etc. may be attached using blue painter tape. Double-sided tape, 3M Command Strips, nails, and non-removable decals should not be applied to any surface. Do not attach items to the ceiling and refrain from using combustible materials e.g. cotton, paper, straw, etc. for safety reasons. Decorations are prohibited from obstructing sprinkler heads, smoke detectors, exits and signage, emergency lighting, or corridors.

Employment Opportunities

University Residences employs approximately 35-40 graduate and/or undergraduate Resident Advisors each year. The Resident Advisor application and interview process usually begins in January of each year and selected applicants are appointed positions for the following academic year. Additional information may be found at www.una.edu/liveon.

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. A valid Mane Card

programmed for entry to that building provides proof of residence in any residence hall. 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.

Finals Week

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.

Fines/Charges

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

Unauthorized room change and/or move: $150
Improper check-in/check-out: $150
Re-core room lock/key replacement: $35-$100
Smoking/Vaping in room/hall: $150
Cleaning Fee: Dependent upon need/condition of room/hall
Vandalism/Damages: Dependent upon labor/materials

Charges are subject to change as necessary. Please see una.edu/liveon for more information.

Fire Safety & 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. Rendering a false alarm is considered a criminal offense. Failure to evacuate is not only a safety hazard, but is also a violation of University policy and state law. Failure to comply may result in the resident(s) being subject to the student conduct process. 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 doorknob. 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.

Fire Safety Equipment Policy

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 a ticket/fine may be issued.

Flammable Liquids/Explosives Policy

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.

Guests

Your guests are welcome in the residence halls provided they adhere to University policy during their visit. You are responsible for the conduct of your guests during their time on campus. Please refer to the Visitation Policy for all expectations related to visitation and guests.

Hall/Floor Meetings

University Residences staff will hold hall/floor meetings throughout the semester. 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 as well as disseminating important information. Please be aware of posted notice of meeting dates, times, and locations.

Hall Sports & Horseplay Policy

The Department of University Residences does not condone activities that could result in damage to a residence hall or accidental injury to residents and guests. The noise from these activities may also negatively impact the living community. Therefore, horseplay and sports activities which include, but are not limited to, food fights, water fights, running, hacky sack, hockey, in-line skating, skateboarding, bouncing balls, riding bikes, wrestling, remote control toy operation, and other athletic/sport-type activities are prohibited in the residence halls. Staff members reserve the right to confiscate equipment used in violation of this policy.

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 outside dumpsters and/or compactors and to keep hallways, baths, and all public areas neat and attractive. University Residences staff conduct health & safety inspections on the 2nd Tuesday and Wednesday of each month 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.

Internet

Wireless Internet is provided by Valley Business Solutions at no additional charge to residential students. Please contact resnetsupport@vbsolutions.net with any concerns or service issues.

Keys

Each resident is provided a key to his/her room. If a resident is 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. Report any lost or stolen key to University Residences immediately.

Maintenance and Repairs

If a maintenance problem occurs in a residence hall room or in a public area, please report the problem promptly and directly to the Environmental Services and Housing Facilities Management staff. Maintenance should be reported using the online maintenance reporting system, TMA, which is found at http://maintenancedb.una.edu:81/ and signing in with the user id: student and password: request. Submitting a request with the online TMA system will allow for a more immediate response to the maintenance problem. For emergency maintenance and

repairs, call the University Residences staff on duty.

Nondiscrimination Policy

The University of North Alabama is committed to a policy of nondiscrimination and assignments will be made without regard to race, religion, creed, ethnicity, sexual orientation, or national origin.

Occupancy

Residents are only allowed to occupy a room if they have an official assignment for that room. Residents found to be in violation of this policy may be subject to immediate termination of the residence hall contract and forfeit his/her right to remain in the residence halls. Residence hall rooms may not be sublet to another person. Additionally, residents should only occupy their half of room. If a resident is found to be occupying both sides of the room then they will be charged the full double as a single room fee.

Parking

Residence Hall students should purchase residential parking decals. Any questions regarding proper decal can be answered by the UNA Police Department. Residents are not allowed to utilize departmental parking spots of Olive, Rivers, and Rice Hall as indicated by signage.

Personal Property Liability/Loss

The University of North Alabama and the Department 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. You should obtain private insurance if your possessions are not covered.

Pets Policy

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.

Private Rooms

Private rooms are available dependent upon space and availability. Private rooms will not be granted until all current students have been accommodated. Current rates are available at www.una.edu/liveon.

Public Areas/Restrooms

Bathroom facilities in each traditional residence hall are designated by gender. Residents and guests may only use facilities designated for their gender. Guests needing to travel between floors in order to use such facilities must be escorted by their host to the bathroom door. Public restrooms for guests are also available in the lobby of all buildings.

Public Area Usage Policy

Residence hall spaces are reserved for the exclusive use of the staff and residents of that building.

Public Area Decorations Policy

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 Policy

Possession of stolen property, including city, county, or state government property, such as road signs, is not permitted and a violation of state law and university policy. 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 other official means. Stolen or unauthorized property is subject to confiscation.

Quiet Hours/Courtesy Hours Policy

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 cour-

tesy and consideration by complying with the request. 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. Courtesy hours are in effect 24 hours a day, seven days a week. 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.

RA on Duty

Each residence hall has an RA on Duty between 4:30pm and 7am during the week and 24 hours per day on the weekend. Duty phone numbers are posted throughout each residence hall and on every entry door.

Reclaim 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 reclaim 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 following academic year (not applicable to Mattielou & Olive). Publicity for this event will begin at the beginning of spring semester and occurs in late February/early March. Current residents electing to live on campus after the official reclaim period will be responsible for the $150 application fee and will be assigned a room during the fall assignment period in late July.

Required Hours/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 submit a written request to the appropriate Area Coordinator for permission 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 required to increase your course load or move out of the residence halls. Any resident who departs 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.

Room Changes

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 approved and coordinated by University Residences. Any student who makes an unauthorized move will be charged $150 for conducting an improper room change.

Room Condition Report

A room inventory is initiated for each room by University Residences. Residents will be contacted via UNA email with specific directions and will have one business day to complete the room condition report 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, lobbies, 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 departs their residence hall room, 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.

Room Entry

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, wellness checks, or for any other valid cause. Written notification will be left each time a room is entered by University Residences staff.

Roommate Conflicts/Mediation

If there is one factor that is the most important determinant of roommate success, that factor is communication. This communication begins at the beginning of each year when University Residences staffs distribute "roommate contracts". This helps initiate the discussion of topics that commonly cause conflict between roommates, such as study and sleep hours, television and computer usage, guests, etc.

Safety & Security

The Department of University Residences staff wants your college experience to be educational, fun, and most importantly safe. We are committed to providing a secure environment where residents can pursue their academics while learning about themselves and others in the community. However, residents must be aware of their environment and make decisions that help to ensure the safety of themselves and their community.

- Do Not Prop 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 residence hall doors and close propped doors when you see them.
- Always Lock Your Room: It is imperative that you lock your room door each and every time you leave as well as when sleeping. Report any lost or stolen keys to the University Residences office immediately.
- Escort Your Guests: 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.

Smoking Policy

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.

Social Media

University Residences can be found on Facebook, Twitter, and Instagram by searching #liveonuna. Please contact liveon@una.edu with any official requests.

Solicitation & Selling Policy

Door-to-door sales or solicitation in the residence halls is not permitted. Sales are defined as any effort to offer a product or service in return for money, goods, or other services. Solicitation is defined as any effort to ask for donations or contributions of money, goods, or series. If anyone is found selling or soliciting in the resi-

dence halls, they will be escorted out and may face disciplinary action. Residential rooms are to be used solely for residential purposes. Residents are not permitted to operate businesses out of their rooms or to publicly list room numbers in commercial ads or other business announcements.

Special Accommodations

Special accommodations may be available to students providing the appropriate documentation and meet the following criteria: a documented disability, chronic medical condition, or psychological condition. A licensed medical or psychological professional must verify the resident's condition and complete the Verification of Medical/Physical Condition Form available at www.una.edu/liveon. The Department of University Residences, UNA Health Services, and Disability Support Services will review documentation. Please submit any request for accommodations in a timely manner.

Summer Housing

A separate application and contract are required to reserve a space in summer residence halls during May, 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.

Tornado Safety & 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.

"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

The Big Six

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: 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

Trash Removal Policy

Students are responsible for disposing of their own trash in appropriate exterior trash receptacles or interior trash chutes. Students found to have disposed of any waste inappropriately may be processed through student conduct.

Vents and Windows Policy

Closing or covering vents is prohibited in all residence halls. It is also prohib-

ited to enter or exit a residence hall through a window or pass any item in or out of the window.

Visitation Policy

A guest is someone who visits a residence hall at the invitation of the resident inviting him/her as a guest. Guests are permitted in a residence hall room if all occupants consent and they are to be escorted at all times. 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. Residents are responsible for the actions of their guests and ensuring that they abide by all applicable policies and regulations. University Residences reserves the right to distinguish visitors from residents and revoke privileges in the event of inappropriate activities/behaviors at any point during the visit.

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, environmental cleaning for academic and residential buildings, security, billing, refunds, and budget. Environmental specialists are assigned to each residence hall and academic buildings. 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

One apartment complex is conveniently located within walking distance of the entire campus and are offered at economical rates. 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 either two/four 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 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 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/trash chutes, 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. 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 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. 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 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;

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

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, 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 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.

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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.

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) **Dating Violence**. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

a) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

b) For the purposes of this definition:

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

26) **Domestic Violence**. A felony or misdemeanor crime of violence committed:

a) By a current or former spouse or intimate partner of the victim;

b) By a person with whom the victim shares a child in common;

c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

e) By any other person against an adult or youth victim who is protected.

27) **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

a) Fear for the person's safety or the safety of others; or

b) Suffer substantial emotional distress.

c) For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicated to or about a person, or interferes with a person's property.

28) **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/titleix);

29) **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:***

30) **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);

31) **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.

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

33) **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;

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

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

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

37) **Traffic/Parking Policy**. Violation of traffic and parking rules and regulations including, but not limited to:

a) Repeated or flagrant violations of the rules as set forth in University Traffic and Parking Regulations.

b) Tampering with, removal, or theft of wheel locks, barricades, traffic cones or traffic control devices.

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 his/her designee, does an initial inquiry to determine whether the alleged behavior may be a violation of the Code of Student Conduct or other university policy.
- 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 witnesses, 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 and/or the student may be charged with failing to comply and may be suspended until they do appear.

• In cases of sexual misconduct and/or other violations that fall under Title IX (sexual harrassment, sexual assault, stalking, domestic violence, relationship violence), the Title IX Coordinator or his/her designee does the initial inquiry and assigns investigators if the case moves forward. For more information on Title IX investigations, see https://www.una.edu/titleix/policies-and-procedures.html.

• If during a Title IX investigation it is determined that there is not a Title IX violation, there may still be a violation according to the University Student Code of Conduct or other University Policies and the individual may be sanctioned accordingly.

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 and/or the case in related to possible Title IX violations.

• 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, and/or other possible Title IX violations,

[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.

both the Reporting Party and Responding Party may appeal the finding of an investigation. Title IX appeals are heard by the Equity Resolution Panel (See https://www.una.edu/titleix/policies-and-procedures.html)

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:

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 and/or other Title IX violations, an Equity Resolution Panel. 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 or Equity Resolution Panel 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 and/or Title IX Coordinator 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.

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[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.

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 counseling or substance abuse screening, writing a letter of apology, etc.

8) *Educational Program:* Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

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 University Residences or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing. Regular probationary meetings may also be imposed.

11) *UNA Housing Reassignment:* Reassignment to another UNA housing facility. University Residences 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, University Residences 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 University Residences 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 or his/her designee and terms of this conduct sanction may include, but are not limited to, the following:

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

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

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 suspen-

sion. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct or his/her designee. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct or his/her designee. This sanction may be enforced with a trespass action as necessary.

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) email 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 or his/her designee 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
Shoals Crisis Center	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. Freshmen students 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.

Approved by University Executive Council 8/25/14

Tobacco and Smoking Policy

It is the policy of the University of North Alabama to provide a "tobacco-free" and "smoke-free" environment for students, faculty, staff and visitors. The use of tobacco products or vapor products will be prohibited within all university facilities. The use of tobacco and smoking 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. The term "smoking" refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use.

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

Revisions approved by the Executive Council, 06/29/2015

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; 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 a formal grievance/due process hearing or 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 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 grievance committees. Persons appointed to grievance committees who deem themselves disqualified by reasons of bias or interest may be excused. The grievant or accused shall have the right of challenge of committee appointments for cause and if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall designate one member of the committee to act as chair

or may appoint an additional ex officio non-voting member to act as chair. The committees may adopt, for governance and operation, supplemental rules and regulations not in conflict with this resolution.

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

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

The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain all the facts in the dispute, and to come to a conclusion as to whether or not the grievant has just cause for complaint. In grievances that are contractual in nature, the committee's role is to determine whether or not the grievant has had all the benefits of the procedures afforded by the rules and regulations of the University, and whether or not the decision that forms the basis for the complaint was the result of adequate consideration in terms of the relevant standards of the University, school, and department. The Committee shall be guided in its decisions only by the evidence presented at the hearing.

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

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

Notices, Posters, and Banners

All items to be posted must conform to University 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 8½" 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 Student Engagement Center 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, GUC Student Engagement Center. 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 of North Alabama Police Department

The mission of the University of North Alabama Police Department is to protect life and property of the University Community. University Police Officers are on duty 24 hours a day, 7 days a week enforcing federal, state, and municipal laws, as well as university rules and regulations.

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

The University of North Alabama Police Department is vested with full police power to serve the University Community, have authority in University related matters throughout the State of Alabama, and have cooperative agreements with other law enforcement agencies throughout the State. All traffic regulations 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.

Reporting On-Campus Crimes and Other Emergencies

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

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

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

UNA students requiring non-emergency medical care may contact the Student Health Center at 256.765.4328. Students seeking counseling services may contact the Counseling Center at 256.765.4328, or the Women's Resource Center at 256.765.4380.

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

See also: Prevention and Reporting of Sexual Assaults for specific reporting procedures regarding victims of sexual assaults.

All employees, staff or faculty who become aware of an allegation of violation of university policy, student code of conduct, civil or criminal law should report

the allegation to their supervisor or senior campus administrator. The following people with "significant responsibility" for student and campus activities, known as Campus Security Authorities, must report potential criminal activity of which they are aware: academic deans, directors of admissions, career services, deans, program chairs, financial aid director, student account director, housing director, provost, human resources director, president, registrar, private security guards, associate provosts, as well as any assistants and associates.

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

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

Policy Statement: Voluntary Confidential Reporting

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

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

UNA Police Response to a Crime Report

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

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

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

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

Reporting Off-Campus Crimes and Other Emergencies

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

- Florence Police Department at 256.760.6500
- Muscle Shoals Police Department at 256.383.6746
- Sheffield Police Department at 256.383.1771
- Tuscumbia Police Department at 256.383.3121
- Lauderdale County Sheriff's Office at 256.760.5757
- Alabama State Troopers at 256.383.0877

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

Off-Campus Housing

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

Fringe Areas of Campus: While the City of Florence Police have primary jurisdiction and responsibility in all areas off-campus, UNA Police can and do respond to most incidents that occur in close proximity to campus. UNA Police have fringe patrol duties dedicated to providing additional law enforcement presence around the perimeter of campus. UNA Police regularly meet with and communicate with local law enforcement regarding the occurrence of crimes in the fringe areas. If you believe a crime has occurred in close proximity to campus, please report the crime to the City of Florence Police Department at 256.760.6500.

Daily Crime Logs/Summary of Criminal Incidents

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

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 by 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.

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 Chief of University Police.

What kind of alerts will be sent?

The system is only used to distribute information regarding emergencies that dictate immediate action.

Examples of alerts include severe weather, building evacuations, dangers

requiring lock-down or shelter-in-place, or other emergencies requiring immediate action. The message will direct you where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement.

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

Less urgent messages will be sent using the campus advisory 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.

Police Department's Mission Statement

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

Police Department's Vision

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

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

Training for new University of North Alabama Police Officers includes:

- 240 hours of orientation training
- 480 hours of training at the Alabama Peace Officers Standards and Training Academy
- 420 hours of field training and evaluation
- 1,040-hour probationary period

Afterwards, an officer attends approximately 60 hours of training every year.

UPD maintains 14 authorized sworn positions with arrest powers.

UPD patrol officers and dispatchers are on duty 24 hours a day, seven days a week.

256.765.4357 (HELP)

http://www.una.edu/police/

Protecting a diverse campus requires strong partnerships between campus law enforcement and each member of the community. Safety is everyone's responsibil-

ity."See It, Hear It, Report It".

Types, Frequency, and Descriptions of Crime Prevention Programs

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

Specifically, this guide:

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

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

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

Safety Presentations:

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

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

Printed Crime Prevention Materials:

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

Rape Awareness, Education, and Prevention:

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

Crime Stoppers:

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

Community Oriented Policing Program (COP):

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

UPD Web Site:

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

Community Awareness Programs:

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

UNA Transportation Services

Parking Regulations and Procedures

The following Traffic and Parking Regulations are effective December 1, 2015, and are subject to change. Any person, who owns, operates, and/or parks a motor vehicle on University of North Alabama (UNA) property submits fully to all rules and regulations outlined in this document. Faculty, Staff, and students are responsible for knowing the regulations governing the operation of motor vehicles at UNA as outlined in this publication. Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation. Failure to comply may result in university disciplinary action, fines, vehicle immobilization or impounding of vehicle.

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

Registration in itself is no guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. Parking for all permit holders is on a "first-come, first-served" basis only. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.

Policy Statement:

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

Authority:

These regulations are established by virtue of the authority vested in the Board

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

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

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

Statement of Accuracy:

As a result of the dynamic environment, every effort is made to ensure accuracy of information provided on written material such as maps or University signage. Many parking transactions and inquiries, including permits, citation payments and appeals, etc. may be found online at www.una.edu. One should consult the website for any recent updates pertaining to rules, regulations and announcements. This website will supersede any written material as a determining factor.

Reservation of Space

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

The policy for reserving space is as follows:

****All reserved parking requests must be made online at www.una.edu/police two (2) weeks prior to the event.** Any requests made after such time will be reviewed on a case by case basis. The two week period is necessary to ensure adequate space, personnel, and/or equipment is available to fulfill the request. If the reserved parking request required police personnel, the requesting department will be charged for personnel costs at the rate of $25 per hour for each officer. Requesting departments do have the option of scheduling their own personnel (staff or student workers) to man reserved parking areas. Reserved parking requests will not be accepted via email, telephone, or person to person.

General Parking Regulations:

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

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

If an employee has children or relatives in school at UNA who drive a vehicle displaying an employee permit, the student must purchase and display a 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.

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

Parking regulations are in effect 24 hours a day.

Bicycles—designated bicycle racks only.

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

**Service and contractor employees will be issued RED zone or WHITE zone permits as requested by their supervisor.

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

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

Parking Designations:

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

Student Spaces:

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

7 a.m. to 4 p.m. – Freshman Commuters park in off campus lots and utilize the UNA shuttle service. Freshman commuters are not allowed to park on campus during regular business hours. Available off campus lots and shuttle routes are available at https://www.una.edu/police/bus-routes.html

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

Faculty/Staff Spaces:

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

Handicap Spaces:

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

Parking spaces designated for disabled persons are enforced 24 hours a day, seven days a week. Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation

fine. Handicap placards are subject to verification with the DMV. Handicap placards and license plates are non-transferable. Use of a handicap placard or plate by another individual is a misdemeanor and punishable by law.

Visitors:

Visitor Parking is located at the Harrison Plaza entrance of the University. Visitor parking permits may be obtained from UNA Transportation Services at no cost.

Motorcycle/Scooter Spaces:

Motorcycles and scooters must be registered with UNA Transportation Services and have a parking decal affixed to the vehicle, in plain view. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a motorcycle space.

Patient Parking Spaces:

Patient parking spaces are provided for patients of University Health Services. Students and employees are not permitted to park in patient parking spaces unless receiving treatment.

Motor Vehicle Registration:

**Employees and students operating a vehicle on the University of North Alabama property must be registered with the UNA Transportation Services division and a proper parking permit obtained. Vehicles must be registered online at https://www.una.edu/police/vehicle/. Once a vehicle is registered, a permit may be obtained from the UNA Transportation Services located in the GUC. Students are automatically charged for and issued a permit. Unused permits must be returned within 30 days of issuance. Student vehicles are registered once for the academic year (September-August) for a fee. One (1) registered vehicle is permitted for each student.

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

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

It is the student's responsibility to report to UNA Transportation Services 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 permits but they WILL NOT be sent to campus boxes.

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

Documents Needed to Obtain Parking Permit and Justification:

Tag Receipt /State Vehicle Registration

- This document is needed to verify that the vehicle(s) in question have a valid registration and that it matches the registration information submitted online. The information is also used for parking enforcement in order to verify/contact the legal owner in cases of emergency involving the vehicle.

Mane Card

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

Driver License

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

Written Assurance of Confidentiality:

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

Display of Parking Permit:

Permits must be affixed to the outside of the front windshield at the passenger side lower corner using the decals' self-adhesive or hung from the rear view mirror in a manner that is visible from the front of the vehicle. Permits must be visible at all times and should not be secured by tape or other methods. Parking permits not permanently affixed, hung from the rear view mirror, and/or placed on dashboards or other locations other than the passenger side lower front windshield will be cited for improper display.

Temporary Parking Permits:

Handicapped

Permanently handicaped 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 UNA Transportation Services upon presentation of a doctor's request. A temporary handicapped permit will only be issued for the period that the doctor states to be the expected period of disability. The permit must be renewed should the disability continue after the expiration date.

Conferences, Institutes, and Meetings

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

Borrowed, Rented, Loaned Vehicles, Permits Destroyed in Accident:

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 request a temporary parking permit for the vehicle while in use. Hanging permits will be provided by UNA Transportation Services 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. If your vehicle was involved in an accident resulting in the loss of the parking decal, UNA Transportation Services will issue you a letter for your insurance company requesting reimbursement. Final decisions rest with insurance carrier. Lost or stolen permits should immediately be reported. Replacements for lost, destroyed, or stolen decals will cost $25.00.

Violations, Fines, and Penalties:

Moving Violations

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

Parking Violations

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

Handicapped Parking $100

Parking in a Fire Lane $100

Parking in Prohibited Zone $20

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

Payment of Fines:

Fines may be paid in person to UNA Transportation Services by cash, check, or credit card. Payment instructions and additional information are provided on the back side of the citation.

Students not paying a fine or filing an appeal within ten (10) days of the date of the citation will be placed on "Financial Hold." A service charge of $10 for unpaid citation(s) will be assessed to clear unpaid citation(s) from "Financial Hold." Holds are removed at UNA Transportation Services 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).

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 found at https://www.una.edu/police/parking-ticket-appeals.php

It is the policy of the University Police Department – Transportation Services division that any appeals should be processed by the University Parking Committee. Handicap accessible and fire lane parking violations are non-appealable, $100 fines.

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.

The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation.

- Lack of knowledge of the Traffic and Parking Regulations
- Inability to find a proper parking space/no parking space available
- Inclement weather
- Late for class
- Parking illegally for a short period of time
- No permit displayed/failure to obtain proper permit
- Permit used by another person/operation of the vehicle by another person
- Parking illegally because other vehicles were doing the same
- Failure of officers to ticket previously for similar offense
- Disagreement with the Traffic and Parking Regulations
- Forgot or did not have time to appeal within the prescribed time frame
- Financial hardship

Additional Violations/Disciplinary Action:

Counterfeiting, altering, defacing, misusing, stealing, or transferring a permit from one person's vehicle to another person's vehicle for which no permit was issued or giving false information in an application for a permit will be referred to the 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 student accumulating five (5) or more parking violations will be referred to the University Hearing Officer for disciplinary action, employees will be referred to a supervisor.

Towing/Immobilization of Vehicles:

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

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

Definitions:

- Motor Vehicle- Any self-propelled conveyance, including motorcycles.
- Parked Vehicle - Any vehicle, occupied or unoccupied, utilizing a parking space, or illegally parked on the roadway.
- No Parking Zone - A space or location not designated for parking.
- Faculty/Staff - Any person employed by the University of North Alabama as defined by Human Resources who is working full-time, part-time, or on a contractual basis (Graduate Assistants and student workers do not qualify for faculty and staff parking privileges).
- Resident Student- Any student residing on campus and presently enrolled at the University of North Alabama for one or more credit-bearing, academic courses.
- Commuter Student – Any student residing off campus and presently enrolled at the University of North Alabama for one or more credit-bearing, academic course.
- Freshman Commuter – Any student classified as a freshman by the University Registrar's Office that commutes to campus.
- Visitor- Any person not enrolled at the University who is visiting or attending to business.
- University Property - All property owned by the University of North Alabama or properties used for the purposes of university parking by contract/agreement. UNA Police reserve the right to cite for unauthorized parking at off campus locations at the request of the property owner. Anyone who parks a vehicle on university property must have a parking decal properly displayed.
- No Parking Permit Displayed - The vehicle that is parked on campus does

not properly display a parking decal for the current school year.

- Improper Parking - The following violations are enforced 24 hours each day. Vehicles found in violation of the following infractions are subject to being booted or towed at the owner's expense: Parking on sidewalks, grass, and yellow curbs; in a crosswalk or loading zone; double parking; blocking handicap access ramps, dumpsters, and reserved spaces is prohibited. Double parking is defined as illegal parking that consists of a vehicle parked with its tire or tires crossing into another designated parking space. Also defined as the parking of a vehicle in a non-designated area, to the side, or behind another parked vehicle, and blocking another vehicle.
- Obstructing Traffic Flow - Vehicle is parked in a manner that creates a traffic hazard or obstructs vehicle or pedestrian traffic flow.
- Parking in Handicap Zone - A vehicle is parked in a space that is designated by signs, lines, or other method as to reserve a space for persons with special needs.
- Improper Decal Display - A citation for improper display will be issued for decals not permanently affixed to the inside of the front windshield at the passenger side lower corner using the decals' self-adhesive. Decals must be visible at all times and should not be secured by tape or other methods. Parking decals not permanently affixed and/or placed on dashboards or other locations other than the passenger side lower front windshield will be cited for improper display. Temporary permits must be displayed on the rearview mirror. Motorcycle decals should be attached near the rear license tag, in an area that is plainly visible.
- Boot Immobilizer - The boot immobilizer is a device that may be applied to vehicles found in violation of University Parking Rules and Regulations. The boot immobilizer will be removed once the owner of the vehicle is identified, outstanding parking citations are paid, and the owner purchases a parking decal. (Unauthorized removal or tampering of the boot immobilizer will result criminal prosecution.)
- Reserved Parking Zone - These parking spaces are located in the visitors lot or may be designated by traffic cones, barricades, marked with regulatory signs, or have personnel assigned to secure the area. Unauthorized vehicles parked in reserved parking zones may be towed from University property at the owner's expense.

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 when the building is open 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 then be referred to the Vice President for Student Affairs for further intervention. If the student's behavior occurs in the absence of any violation of Code of Conduct, the Vice President for Student Affairs will investigate the situation and the effect of behavior(s) on the student and the University community.

The Vice President may choose to conduct a personal interview with the student or to assemble the Campus Assistance Referral and Evaluation (CARE) Team in order to gather more information. The CARE Team will consist of the CARE Team Case Manager, Vice President for Student Affairs, Director of Student Conduct, University Police Chief, Director of Student Counseling Services, Director of University Health Services, Director of University Residences, Director of Disability Support Services, Academic Affairs Representative, Office of International Affairs Representative, and may include other ad hoc members from the campus community. The CARE Team will determine a course of action to address the individual student's behavior. The CARE Team action plan may include the students 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/her designee to address the following:
   A. In detail, the nature of the individual's activities since incarceration, commitment, treatment, or applied sanctions.
   B. The reasons why the applicant feels he/she should be admitted or reenrolled to the University.
   C. The reasons why the individual believes he/she would be able to abide by the rules and regulations of the University if permitted to enroll, and;
3. Depending upon the nature of the facts with respect to the applicant's history, special requirements may be stipulated such as, but not limited to, a personal review, a psychiatric or psychological evaluation by University counseling staff or a comprehensive diagnostic/treatment report from a duly recognized mental health practitioner of the University's choice.

Reenrollment Procedures from Suspension

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

Transfer Student Disciplinary Waiver Policy

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

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	BG 110	5004	4211
Vice-Presidents:			
Academic Affairs and Provost	BG 216	5041	4258
Business and Financial Affairs	BG 103	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	Self Field House	5052	4396
Bookstore	Commons 1st Floor	5034	4400
Business Office	BG 102	5001	4232
Diversity and Institutional Equity (ODIE)	GUC 209	5177	6340
Educational Technology Services	SH 103	5005	4208
Facilities Administration & Planning	East Campus	5018	4274
Human Resources and Affirmative Action	BG 217	5043	4291
Information Technology Services	CC 2001	5061	4210
Institutional Research, Planning & Assessment	BG 326	5121	4221
Registrar's Office	BG 119	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 107	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 166	5033	4248
Housing	Rivers 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 Center	GUC 166	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	BG 217	5021	4288
Art	AB 217	5006	4384
Biology	SET 390	5048	4394
Chemistry and Industrial Hygiene	SET 471	5049	4622
Communications	SET 471	5007	4247
Criminal Justice	WH 007	5194	5045
English	WH 113	5050	4238
Engineering Technology	SET 166	5080	4439
Entertainment Industry	122 W. Tombigbee St.	5060	4342
Foreign Languages	W 209	5074	4390
Geography	W 129	5064	4246
History and Political Science	WHJ 107	5019	4306
Interdisciplinary Studies	BG 318	5168	5006
Mathematics	MB 101	5051	4286
Military Science/Army ROTC	W-Annex	5024	4271
Music and Theatre	M 143	5040	4375
Physics and Earth Science	SET Bldg 285	5065	4334
Psychology	W 209	5074	4390
Social Work	SH 538	5029	4391
Sociology	SH 559	5010	4200
Business - Dean	R 309A	5013	4245
Accounting and Business Law	K 330	5056	4332
Computer Information Systems	K 230	5076	4734
Economics and Finance	K 345	5055	4270
Management and Marketing	K 131	5017	4938
Education - Dean	SH 548	5031	4252
Elementary Education	SH 510	5045	4251
Counselor Education	SH 415	5107	4763
Health, Physical Education, & Recreation	FH 301	5073	4377
Human Environmental Sciences	FSB 109	5030	4313
Kilby School	KS	5035	4303
Secondary Education	SH 502	5046	4575
Nursing - Dean	SH 210	5054	4311
Traditional Program	SH 312	5054	4980
	SH 223	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