



Handbook

Table of Contents

2	<i>Student Guide</i>
6	<i>Student Services</i>
16	<i>Student Life</i>
22	<i>Living on Campus</i>
36	<i>Student Conduct</i>
41	<i>University Policies</i>
49	<i>Regulations and Procedures</i>
59	<i>Enrollment Info</i>
63	<i>Directory</i>

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

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 digital imaging, and 11) E-mail addresses.

Students who wish to withhold DIRECTORY INFORMATION may file

- 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

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

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

e Student Recreation Center houses the following:

- Two regulation basketball/volleyball courts
- Five badminton courts
- Two electronic dartboards
- Cardio Court with TRX SystemLocker rooms
-

Disability Support Services, Career Planning & Development, Student Conduct, Student Affairs Assessment and Sodexo. The GUC also houses the Lion's Den game room.

Any questions regarding use of the GUC should be forwarded to University Events, GUC 202.

Information Center and UC Banners

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

Information Technologies

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

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

University Dining Services

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

by delivering remarkable experiences.

Auxiliary Services

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

LIFE

In this section...

- 17 *Student's Role in Institutional Decision-Making*
- 17 *Student Organizations*
- 19 *Student Government Association:
Senate
University Program Council*
- 19 *Greek Life*
- 19 *Student Media*
- 20 *Leadership and Volunteerism*
- 20 *University Awards*

Student's Role and Participation in Institutional Decision-making

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

The Student Government Association (SGA) serves as the collective voice of the student body. The role and responsibilities of the association are described in detail in the SGA Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Director of Student Engagement maintain a close working relationship with the Student Government Association officers. In addition to the SGA, many other student organizations and groups

Contact Info

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

UNA's student media staffs produce award-winning publications — a weekly newspaper; a news website, and a yearbook — for the campus community. Students from all majors are encouraged to participate in the production of each publication; those with talent in the areas of journalism, English, business, art, and photography are especially sought. The student press supplies a learning atmosphere and practical

couple, or by siblings. Dependent children are permitted in Lion's Gate, Family Housing (bi-level) and Twin Oaks (single level).

Apartment Application Process

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

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

Eligibility

Apartment tenants must be full-time students: undergraduates must maintain twelve semester hours and graduates, nine semester hours. Any student whose

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

Lease Termination

The termination date of the lease is May 31. Terminating the lease or vacating the apartment prior to the recognized end of lease period will result in a forfeiture of the deposit. Early termination without prior permission by the Director of Housing could result in a fine of \$150 in addition to loss of deposit. Written notice to terminate does not imply that the tenant will not be held responsible for the remainder of the rent for the lease period. The tenant will need to submit the application for lease release and be approved by the Lease Review Committee. Please refer to <http://www.una.edu/housing> for details and the release application.

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

Maintenance and Repairs

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

If a maintenance problem occurs in your room or in a public area, please report the problem promptly and directly to the Housing staff. Problems should be reported using the online maintenance reporting system, TMA, which is found at <http://maintenancedb.una.edu:81/>. 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 the Residence Life staff on duty.

MicroFridge® Option

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

Pest Control

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. If you see evidence of pests, complete a maintenance request as soon as possible. Keep in mind that the pesticides used are only effective when combined with good housekeeping practices. Follow these guidelines: (1) Store all food in sealed containers. (2) Do not leave

food or dirty dishes lying around. (3) Empty liquid contents of cans and bottles into the sink before throwing them in the trash. (4) Empty the trash before leaving for the weekend or holiday.

Refrigerators

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

Smoking

All apartments are smoke-free facilities.

Trash

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

Department of Residence Life

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

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

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

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

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

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

- Marriage, with appropriate documentation.
- Required to move from the area to fulfill academic requirements such as internship, fieldwork, or student teaching; appropriate documentation must be submitted from a supervising faculty at least thirty (30) days before the semester.
- Ineligibility to continue enrollment due to failure to meet academic requirements.
- Graduation if not enrolling in graduate course.

remain in the Residence halls. Residence hall rooms may not be sublet to another person.

Entering the Residence Halls

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

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

Card Access to Buildings

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

Hall/Floor Meetings

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

Parking

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

Pets

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

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

Abandoned Items

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

Possible Charges

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

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

Disposal of Hazardous Materials

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

Personal Property Liability/Loss

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

Smoking

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

Public Areas/Restrooms

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

Bomb Threat

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

Fire Safety and Procedures

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

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

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

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

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

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

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

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

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

After evacuating the building, move to the designated meeting location (at least 100 feet from the building). Emergency personnel and equipment will be maneuvering around the building.

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

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

Tornado Safety and Procedures

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

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

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

The following locations have been identified as shelter areas:

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

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

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

The Big Six

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

hazardous chemicals.

Assault: Rape/Sexual Assault and physical violence

Theft: Theft of property and possession of stolen property

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

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

extinguishers, smoke detectors, and pull stations.

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

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

toilets, water fountains, etc.

Fire Safety Equipment (2)

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

Cooking and Appliances (3)

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

Flammable Liquids/Explosives (4)

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

Smoking (5)

Smoking is not permitted in any residence hall. Students must confine smoking to designated smoking locations outdoors. Please refer to the official University Smoking Smoking mokining e 9 0 0g ir(4)TJT*[(v)6(e o)-mknenn nket ma and cigC.1(ette lighter10((ust co)5.1(b.1(o)5(hibi9(mitlineio)1 0g i0(ar)10.1(ded d a (4)dent.)]

CONDUCT

In this section...

- 37 *Who oversees student conduct issues?*
- 37 *Jurisdiction Statement*
- 37 *What is the university's policy and procedure for sexual misconduct?*
- 38 *How does the university address drug and alcohol issues?*
- 39 *What weapons are not allowed on campus?*
- 40 *What happens if I let someone else use my meal ticket?*

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

To view the full Code of Conduct procedures, please go to <http://www.una.edu/student-conduct/>

Jurisdiction Statement

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

Sexual Misconduct Policy

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

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

The presence of consent involves explicit communications and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity.

The use of coercion in instances of sexual misconduct involves the use of pressure, manipulation, substances, and/or force. The absence of "no" is not a "yes."

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

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

- Law Enforcement Officers of the Federal Government, state, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
- Campus food service knives.
- The President's Residence.

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

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

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

Misuse of Meal Tickets

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

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

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

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

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

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

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

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

Tobacco Use

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

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

The term "tobacco product" refers to any form of tobacco consumed by smok-

ing or non-smoking means.

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

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

Revised (06/12/1995) - 5/15/2000 - 3/15/2001 - 3/15/2002 - 3/15/2003 - 3/15/2004 - 3/15/2005 - 3/15/2006 - 3/15/2007 - 3/15/2008 - 3/15/2009 - 3/15/2010 - 3/15/2011 - 3/15/2012 - 3/15/2013 - 3/15/2014 - 3/15/2015 - 3/15/2016 - 3/15/2017 - 3/15/2018 - 3/15/2019 - 3/15/2020 - 3/15/2021 - 3/15/2022 - 3/15/2023 - 3/15/2024 - 3/15/2025

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 non-commercial 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 8 1/2" x 11".
6. No bulletin shall be posted on bulletin boards designated for limited use. Items on limited boards should be posted only by representatives of offices to whom the limited boards are assigned.

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

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

Anyone wishing to hang a banner anywhere on campus besides the Guillot University Center must secure approval from the Director of Student Engage-

ment, 107 GUC. Approval for banners in the Guillot University Center itself must be secured through the University Events Office.

Public Address System & Amplifiers

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

PROCEDURES

In this section...

- 53 *What are the tornado procedures?*
- 55 *What are Lion Alerts and do I need to review them?*
- 57 *Mail room regulations*

University Police, Public Safety,
Traffic, and Parking

Visitors—designated VISITOR SPACES ONLY.

Commuters—designated WHITE zone spaces only.

Residents—designated RED zone spaces only.

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

streets and walkways clear for emergency vehicles and personnel.

If requested, assist the University Police Department and/or the Building Coordinator.

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.

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.

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.

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.

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

ber. If a large mailing is expected, expedited handling can occur if the mailroom is notified two days in advance.

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

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

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

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

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

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

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

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

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

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

INFC

In this section...

60 What is involuntary withdrawal?

60 How does the university handle student enrollment for those with known behavior problems?

62 What is the reenrollment process if I'm suspended?

62 If I transfer, what is the disciplinary waiver policy?

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

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

Reenrollment Procedures from Suspension

Suspension from the University is assigned for a specified period of time and excludes the student from registration, class attendance, residence on campus, being on any property owned, operated or controlled by the university, and attendance at any event sponsored by the University. A student is not permitted on any campus of the University during the period of suspension unless specific permission is obtained from the Director of Student Conduct, the Vice President for Student Affairs, or his or her designee. Disciplinary suspension is recorded on the student's electronic educational record during the period of suspension. Students may apply for reenrollment through the Office of Student Conduct no later than four weeks prior to the semester in which they wish to enroll.

Transfer Student Disciplinary Waiver Policy

Applicants who have attended other colleges or universities will be considered as transfer students. Transfer student applicants must sign a disciplinary waiver form and have it sent to UNA from all institutions previously attended within the

Arts and Sciences - Dean

Business - Dean

Education - Dean

Nursing - Dean

***Baptist Campus Ministry
Christian Student Center
(Church of Christ)***

Episcopal Campus Ministries

Wesley Foundation (Methodist)