

THE UNIVERSITY OF SOUTH ALABAMA LOWDOWN



2014-2015



The Lowdown

A STUDENT HANDBOOK

A joint Publication of Student Government Association and
Division of Student Affairs

University of South Alabama
Mobile, Alabama 36688-0002

Editors
Riley Davis
Greta Washington

Although the contents of this handbook represent the most current information at the time of publication, changes may be made with respect to the information contained herein without prior notice.

Mission

The mission of the University of South Alabama is to offer high-quality programs of teaching, research, public service, and health care that create, communicate, preserve, and apply knowledge in service to the people of Alabama as citizens in a global community.

Student Affairs Mission

Student Affairs supports the teaching, research, public service and health care mission of the university by providing high-quality programs, facilities and services that will encourage and enhance the personal and academic growth and development of our students in a diverse and global society.

Vision

Our vision is to become a preeminent comprehensive university that is recognized for its intellectual, cultural, and economic impact on the health and well-being of those we serve as leaders and citizens in a global community.

Table of Contents

Academic Calendar	10-13
Phone Directory	14-21
Student Statistics	22-24
Vice Presidents	25
Deans	25-26
Board of Trustees	27
USA Spirit	27-28
Fight Song – South	28
Fight Song – Jaguar Pride	28
Campus History	29-30
Institutional Accreditation and Licensing	30-31
Traditions	31-32
Homecoming	31
Spring Fling	31
International Spring Festival	31
Oozeball	31
African-American Awareness Observance	31
National Engineers Week	32
Get on Board Day	32
Student Services	32-34
USA Bookstore	32
Campus Recreation	32-33
Career Services	34
Counseling and Testing Services	34-35
Dean of Students Office	35
Dining Services	35
Disabilities, Services for Students with	35
Financial Aid, Office of	36
Insurance	36
Office of Multicultural Student Affairs	36
Orientation	36
Post Office	36-37
Public Relations	37
Publication Services	37
Registrar	37-38
Safety and Environmental Compliance	38
Student Accounting	38
Student Center	38-39

Student Health Services.....	39-40
Substance Abuse Program	40-42
University Libraries.....	42-43
University Police Department	43
USA National Alumni Association.....	43
Veteran Affairs, Office of.....	44
 Student Organizations .	
New Organizations	45
Existing Organizations.....	45
Finances.....	45
On-Campus Accounts.....	45
Off-Campus Accounts	45-46
Conduct in Group Activities.....	46
Social Probation and Withdrawal of Recognition	46
 List of Student Organizations	47-50
Faith Based... ..	47
Greek Letter.....	47
Honor Societies.....	47
Professional	48-49
Special Interest	49-50
 USA Greek Life	51
SGA.....	51
Jaguar Productions.....	51
Student Code of Conduct.....	52-65
Academic Disruption Policy	65-67
Substance Abuse Policy	67-68
Legal Penalties for Alcohol and Drug Offenses.....	68-69
University Alcohol Policy.....	69-72
 Security Policies and Procedures.....	77-78
Crime Statistics Annual Report	77
Security Administration.....	77
Police and Security Departments.....	77-78
Substance Abuse and Weapons.....	78
Facilities/Grounds.....	78
 Sexual Harassment and Sexual Violence Policy.....	72-76
Statement of Policy.....	72
Definitions	73-74
Sexual Harassment	73
Evaluative Factors for Sexual Harassment Allegations	73
Sexual Violence.....	74

Assurance Against Retaliation.....	74
Confidentiality Provisions	74
Academic Freedom, the First Amendment, and Sexual Harassment	75
Responding to Sexual Harassment and Sexual Violence	75
Complainant’s/Victim’s Rights.....	76
Student Record Policy	78-82
General Policy	78
Definition of Student.....	78
Definition of Education Records	79
Public Information.....	79
Record Retention Location.....	79-80
Right of Access and Review by Student of Their Record.....	80
Student’s Right to Challenge the Content of Education Record	80-81
Waiver of Student Right to Review and Inspect Education Records	81
Releasing Education Records to Third Parties	81-82
Personnel Policies for Student Employees	82-90
Introduction	82
The Meaning of “Hourly Employment”	82-83
Hourly Wage Rates	83
Mandatory Direct Deposit of Paychecks	83
Appointments.....	83-85
Mandatory I-9 Policy.....	86
On-the-Job Injury	86-87
FICA Taxes	87
Graduation	87
Voluntary Services.....	87
Pay Policy and Procedure	87
Supervision	88
Grievance.....	88
Terminations	88-89
Summary.....	89-90
Policy of Non-Discrimination & Equal Access	90
Sale of Academic Materials	90-91
Copyright Policy for Students.....	91
Use of University Space, Facilities and Grounds	92-95
Expressive Activity.....	92
Interior.....	92-93
Exterior.....	93-95
Locations.....	93
University Speakers	94
Sound Equipment and Amplification	94
Litter and Unattended Displays	95

Posting Policy.....	95
Reservation Process.....	95
Criteria.....	95
Guidelines.....	95-96
Special Rules for Posting in the Student Center	96-97
Sheet Signs.....	97
Chalking.....	97
Solicitation Policy.....	97
USA Affiliated Groups	97
Non-USA Groups	98
Enforcement and Appeal	98
Housing and Residence Life Policies and Procedures.....	99-116
Residence Hall Information.....	99-102
Bicycles and other non-motorized vehicles	99
Campus Mail Box.....	99
E-mail.....	99
Garbage	99
Information and Meetings.....	99
Internet	100
Laundry Facilities.....	100
Maintenance	100
Meal Plans.....	100
Motorized Vehicles, Parking, and Traffic.....	101
Pest Control.....	101
Refrigerators/Microwaves.....	101
Security.....	101
Utilities.....	101-102
About Roommates... ..	102
Roommate Responsibilities.....	102
Roommate Rights.....	102-103
Roommate Agreements	103
Respect for Persons	103
Behavior and Conduct.....	103
Communication Issues	103-104
Guest Policy	104-105
Harassment Policy.....	105
Noise.....	105
Solicitation	105
Respect for Health, Safety, and Welfare.....	105
Alcoholic Beverages Policy	105-106
Cleaning Policy	106
Confiscation of Property.....	106
Cooking.....	106
Fire Safety Equipment.....	106-107

Health and Safety Inspections	107
Knives Policy	108
Loss of/Damage to Personal Property	108
Pets Policy	108
Potential Threat to Self or Others.....	108
Smoking Policy	108
Weapons Policy	108
Windows/Railings/Balconies/Roofs.....	108
Respect for Residence Hall Operations	109
Abandonment Policy	109
Administrative Removal	109
Assignments	109-110
Business Services Policy	110
Cancellation and Withdrawal	110
Check-Out Procedures.....	110
Consolidation Policy	110
Damages/Room Condition Forms.....	110-111
Furniture Policy.....	111
Fraternity and Sorority Housing Move-Over Policy.....	111
Lock Out Procedures.....	111
Lost Key Procedures	112
Non-Enrolled/Withdrawal from the University	112
Non-Payment.....	112
Occupancy Policy.....	112-113
Refunds.....	113
Room Changes	114
Room Decorating	114
Room Registration: Fall/Spring and Summer	114
Spring-Summer Break Policy.....	115
Housing Judicial Process.....	115
Reports	115
Procedure.....	115-116
Sanctions	116
Appeals.....	116
Registration Process.....	117-119
Program Requirements	117
The Role of Academic Advisors.....	117
Course Selection.....	117
Schedule Drafts.....	118
Advising Session	118
Registration.....	118
Registration Appointment Time.....	118
Payment of Fees.....	118
Adding or Dropping Courses.....	119

Withdrawals	119
Grades	119
Readmission to the University.....	119
Student Computer Policy	120
Illegal Activity	120
Strictly Prohibited Behaviors/Activities.....	120-121
Considerate Use.....	121
Violations/Consequences.....	121
Study Abroad Policy	121
USA Abroad Policy	121
Financial Aid for Study Abroad.....	121
Student Tailgating Policy.....	122
Traffic and Parking Regulations	123
General Information	123-124
Parking Permits and Vehicle Registration.....	124
Visitors	124
Students.....	124
Online Registration	124-125
Faculty/Staff and Designated Guests	125
Online Registration	125
Zone Parking Regulations.....	126
Resident Students	127
Commuter Students.....	127
Parking Designations	128
Student Spaces.....	128
Faculty/Staff Spaces	128
Handicap Spaces	128-129
Special Parking Permits	129
Motorcycle/Scooter Spaces.....	129
Timed Spaces	129
Mitchell Center Parking	129
Meisler Hall Parking	129
Patient Parking Spaces	130
Reserved Orange Spaces.....	130
University and Delivery Vehicle Parking.....	130
Dining Hall.....	130
Gravel Parking Lots	130
Violations, Fines, and Penalties.....	130-131
Wheel Lock and Towing	131
Payment of Fines.....	132
Appeals Process.....	132-133

Grievances.....	133
Student Complaint Guidelines and Contact Information	133
General Complaints	133-134
Sexual Harassment and Sexual Violence Complaints	134
Final Grade Grievances	134
Final Grade Grievance Procedure.....	134
Meet With Instructor	134
Filing the Grievance Form	135
Grievance Facilitator	135
Initial Grievance Review.....	135-136
College Grade Grievance Committees.....	136
Grade Grievance Committee Hearing.....	136
Appeal	136-137
Confidentiality.....	137
Student Academic Conduct Policy.....	138
Definitions	139
Committees.....	139
Procedures	139-144
SGA.....	145
Special Committees	146
Appropriations.....	146
Legal Affairs.....	146
Rules.....	146
Student Interests Division.....	146
Athletic Development Committee.....	146
Multicultural Affairs Committee.....	146
Non-Traditional Students Committee	146
Social Development Committee.....	146
Student Services Division	146
Inter-Presidents Council.....	147
Jaguars Involved in Volunteer Efforts (J.I.V.E.).....	146
University Safety and Improvements Committee	146
Internal Affairs/Support Division.....	147
Elections Committee	147
Governmental Affairs Committee	147
Public Relations/Advertising Committee.....	147
Recruitment Committee	147
Web Communications Committee.....	147
SGA Constitution.....	147-167
Article XIV – Board of Student Communications.....	159
Article XV – Student Programming Board/Jaguar Productions	160-164

Student Activities Board Operating Procedures	164
Title I. Definitions, Interpretations and Construction of Operating Procedures Chapter 100	164
Title II. Executive Branch	165
Title III. Programming Board.....	166
Title IV. Funding	167
 SGA Code of Laws	 167
Title I. Definitions, Interpretations, and Construction of and Compliance with the Laws.....	167
Title II. Executive Branch	168-171
Title III. Legislative Branch	171-177
Title IV. Judicial Branch.....	177-178
Title V. Election Laws.....	178-182
Title VI. Ethics.....	182-183
Title VII. Rules for the Allocation of SGA Funds	183-187
Title VIII. Administration	187-189
 Quick References.....	 190-192

CALENDAR

FALL SEMESTER 2014

Registration for Continuing and Readmitted Students	April 7-June 8, Mon.-Sun.
Freshman 1 Orientation/Registration	June 9, Mon.
Freshman 2 Orientation/Registration	June 11, Wed.
Freshman 3 Orientation/Registration	June 16, Mon.
Freshman 4 Orientation/Registration	June 18, Wed.
Transfer 1 Orientation/Registration	June 20, Fri.
Freshman 5 Orientation/Registration	Jun 23, Mon.
Freshman 6 Orientation/Registration	Jun 24, Tues.
Freshman 7 Orientation/Registration	July 7, Mon.
Freshman 8 Orientation/Registration	July 9, Wed.
Transfer 2 Orientation/Registration	July 11, Fri.
Freshman 9 Orientation/Registration	July 14, Mon.
Freshman 10 Orientation/Registration	July 16, Wed.
Transfer 3 Orientation/Registration	July 18, Fri.
Freshman 11 Orientation/Registration	July 21, Mon.
Freshman 12 Orientation/Registration	July 22, Tues.
Adult Orientation/Registration	July 25, Tues.
Baldwin County Orientation/Registration	July 31, Thurs.
Open Registration for All Eligible Students for Fall 2014	Aug. 1-11, Fri.-Mon.
Registration for New Fall 2014 Graduate Students	Aug. 1-11, Fri.-Mon.
15% of all tuition & fees including housing and meals due	Aug. 4, Mon.
Registration schedule cancelled if 15% payment is not received by August 4th (Students with awarded Financial Aid that exceeds 15% of tuition and fees and students participating in the Tuition Payment Plan will be excluded)	Aug. 5, Tues.
Financial Aid Bookstore charges begin	Aug. 11, Mon.
International Student Orientation	Aug. 12, Tues.
Residence Hall Check-In for students participating in August Orientation, 9:00 a.m. - 4:00 p.m.	Aug. 12, Tues.
Residence Hall Check-In for returning students, 9:00 a.m. - 4:00 p.m.	Aug.12-15, Tues.-Fri.
Orientation/Advising/Registration First-Time Freshmen	Aug. 12, Tues.
Orientation/Advising/Registration Transfer Students A-K	Aug. 13, Wed.
Orientation/Advising/Registration Transfer Students L-Z	Aug. 14, Thurs.
Open Registration for All Eligible Students	Aug. 15-17, Fri.-Sun.
Residence Hall Check-In for new students, 9:00 a.m. - 4:00 p.m.	Aug. 16, Sat.
JagFest	Aug. 16, Sat.
Residence Hall Check-In for new students, 1:00 p.m. - 4:00 p.m.	Aug. 17, Sun.
Classes begin	Aug. 18, Mon.
100% refund period begins on dropped courses and complete withdrawals (including housing)	Aug. 18, Mon.
Late Registration and Drop/Add (ends at 5:59 p.m. on August 20)	Aug. 18-20, Mon.-Wed.
Last Day to Add a Course (5:59 p.m.)	Aug. 20, Wed.
Last Day to Change to Audit (5:59 p.m.)	
Financial Aid Bookstore charges end	Aug. 20, Wed.
Balance of tuition and fees including housing & meals due if paying on campus	Aug.22, Fri.

Balance of tuition & fees including housing & meals due if paying on-line	Aug. 24, Sun.
Refunding financial aid credit balances to students begins	Aug. 25, Mon.
50% refund period begins on dropped courses and complete withdrawals (including housing)	Aug. 25, Mon.
All registration schedules released if payment deadline not met	Aug. 25, Mon.
Reinstatement Period	Aug. 26-29, Tues.-Fri.
No refunds after this date	Aug. 31, Sun.
Labor Day Holiday for students, faculty, staff and administration	Sept. 1, Mon.
Last day for Spring Semester 2015 degree applications	Sept. 5, Fri.
Priority readmission deadline for Spring Semester 2015	Sept. 19, Fri.
Time Tickets Posted for Spring 2015 Registration	Sept. 25, Thurs.
Spring Semester 2015 advising for continuing and readmitted students	Sept. 25 - Oct. 10, Thurs.-Fri.
Fall Break for Students	Oct. 6-7, Mon.-Tues.
Last day for faculty reports on incomplete grades (undergraduate and graduate)	Oct.10, Fri.
Spring Semester 2015 Registration for continuing and readmitted students	Oct. 13 - Jan. 6, Mon.-Tues.
Last day to drop from a course (4:59 p.m.)	Oct. 24, Fri.
Last day to withdraw from University (4:59 p.m.)	
Theses/dissertations first submission deadline to Office of the Graduate Dean by 5:00 p.m.	Oct. 27, Mon.
Theses/dissertations due in the Office of the Graduate Dean by 5:00 p.m.	Nov. 14, Fri.
Thanksgiving Holidays for Students (includes weekend classes)	Nov. 26-Nov. 30, Wed.-Sun.
Thanksgiving Holidays begin at noon on Wednesday for faculty, staff and administration	Nov. 26-28, Wed.-Fri.
Registration for New Spring 2015 Graduate Students	Dec. 1-Jan. 6, Mon.-Tues.
Last day of classes	Dec. 4, Thurs.
Exam Preparation Day	Dec. 5, Fri.
Final Examinations	Dec. 8-11, Mon.-Thurs.
15% of all Spring 2015 tuition and fees including housing and meals due	Dec. 9, Tues.
Registration for Spring 2015 cancelled if 15% payment not received by December 9th (students with awarded financial aid that exceeds 15% of tuition and fees and students participating in tuition payment plan will be excluded)	Dec. 10, Wed.
Residence Hall check-out deadline for students not enrolling Spring Semester 12:00 noon	Dec. 12, Fri.
Commencement	Dec. 13, Sat.
Residence Hall Check-out for Graduating Students, 12:00 noon	Dec. 14, Sun.
Final grade web entry due by 10:00 a.m.	Dec. 15, Mon.
Holidays for staff and administration	Dec. 24- Jan. 1, Wed.-Thurs.
SPRING SEMESTER 2015	
15% of all tuition and fees including housing and meals due	Dec. 9, Tues.
Registration schedule cancelled if 15% payment is not received by December 9th (Students with awarded Financial Aid that exceeds 15% of tuition and fees and students participating in the Tuition Payment Plan will be excluded)	Dec. 10, Wed.
Faculty, staff and administration return to work	Jan. 2, Fri.
International Student Orientation	Jan. 6, Tues.
Residence Hall Check-In 9:00 a.m. - 4:00 p.m.	Jan. 6, Tues.
Financial Aid bookstore charges begin	Jan. 7, Wed.
Orientation/Advising/Registration for First-Time Freshmen	Jan. 7, Wed.
Orientation/Advising/Registration for Transfer Students	Jan. 8, Thurs.
Open Registration for Spring 2015	Jan. 9-11, Fri.-Sun.

Classes begin	Jan. 12, Mon.
100% refund period begins on dropped courses and complete withdrawals (including housing)	Jan. 12, Mon.
Late Registration and Drop/Add (ends at 5:59 p.m. on January 14)	Jan. 12-14, Mon.-Wed.
Last day to add a course (5:59 p.m.)	Jan. 14, Wed.
Last day to change to audit (5:59 p.m.)	
Financial Aid Bookstore charges end	Jan. 14, Wed.
Martin Luther King Holiday for faculty, staff, and administration	Jan. 19, Mon.
Balance of tuition and fees including housing and meals due	Jan. 20, Tues.
50% refund period begins on dropped courses and complete withdrawals (including housing)	Jan. 21, Wed.
Refunding financial aid credit balances to students begins (refunds)	Jan. 21, Wed.
All registration schedules released if payment deadline not met	Jan. 21, Wed.
Reinstatement period	Jan. 22-23, Thurs.-Fri., Jan. 26-27, Mon.-Tues.
No refunds after this date	Jan. 27, Tues.
Last day for Summer Term 2015 degree applications	Feb. 6, Fri.
Mardi Gras Holiday for students, faculty, staff and administration	Feb. 17, Tues.
Last day for faculty reports on incomplete grades (undergraduate and graduate)	Feb. 23, Mon.
Spring Break for students (includes weekend classes)	Mar. 2-8, Mon.-Sun.
Priority readmission deadline for Summer and Fall 2015 terms	Mar. 6, Fri.
Time Tickets posted for Summer/Fall 2015 Registrations	Mar. 16, Mon.
Summer/Fall Semester 2015 advising for continuing and readmitted students	Mar. 16-27, Mon.-Fri.
Theses/dissertations first submission to Office of Graduate Dean by 5:00 p.m.	Mar. 23, Mon.
Last day to drop from a course (4:59 p.m.)	Apr. 3, Fri.
Last day to withdraw from University (4:59 p.m.)	
Summer 2015 Registration for continuing and readmitted students	Apr. 6-May 19, Mon.-Tues.
Fall 2015 Registration for continuing and readmitted students	Apr. 6-June 3, Mon.-Wed.
Theses/dissertation due in the Office of the Graduate Dean by 5:00 p.m.	Apr. 10, Fri.
Last day of classes	Apr. 30, Thurs.
Exam Preparation Day	May 1, Fri.
Final Examinations	May 4-7, Mon.-Thurs.
Registration for New Summer 2015 Graduate Students	May 4-19, Mon.-Tues.
Residence Hall Check-Out deadline for students not enrolling summer term 2:00 p.m.	May 8, Fri.
Commencement	May 9, Sat.
Residence Halls Closed (Check-Out deadline of 12:00 noon for residents not assigned for Summer)	May 10, Sun.
Final grade web entry due by 10:00 a.m.	May 11, Mon.
Summer Transition (Spring residents assigned for Summer move to summer room assignment)	May 12, Tues.
SUMMER SEMESTER 2015	
Financial Aid bookstore charges begin	May 19, Tues.
International Student Orientation	May 19, Tues.
Residence Hall Check-In 9:00 a.m. – 4:00 p.m.	May 20, Wed.
Orientation/Advising/Registration for First-Time Freshmen	May 20, Wed.
Orientation/Advising/Registration for Transfer Students	May 21, Thurs.
Open Registration for Summer 2015	May 22-25, Fri.-Mon.
Memorial Day Holiday for faculty, staff and administration	May 25, Mon.
Classes for Full/First Term begin	May 26, Tues.

100% refund period begins on dropped courses and complete withdrawals for Full/First Terms (including housing)	May 26, Tues.
Late Registration and Drop/Add Summer 2015 (ends at 5:59 p.m. on May 29th)	May 26-28, Tues.-Thurs.
Last day to add a course Summer 2015 (5:59 p.m.)	May 28, Thurs.
Last day to change to audit Summer 2015 (5:59 p.m.)	
Financial Aid bookstore charges end	May 28, Thurs.
All tuition, fees, housing and meal plan balances are due in full. (\$50 Late payment fee assessed May 30th)	May 28, Thurs.
50% refund period begins on dropped courses and complete withdrawals for First Term	May 29, Fri.
Last day for Fall Semester 2015 degree applications	May 29, Fri.
Refunding financial aid credit balances to students begins (refunds)	June 1, Mon.
No refunds after this date for First Term classes	June 2, Tues.
50% refund period begins on dropped courses and complete withdrawals for Full Term (including housing)	June 2, Tues.
All registration schedules released if payment deadline not met	June 2, Tues.
Reinstatement Period	June 3-5, Wed.-Fri.
No refunds after this date for Full Term classes	June 8, Mon.
Last day to drop a First Term class (11:59 p.m.) Last Day to withdraw from University if taking all First Term classes (11:59 p.m.)	June 9, Tues.
Theses/dissertations first submission deadline to Office of Graduate Dean by 5:00 p.m.	June 22, Mon.
Classes end for First Term classes	June 22, Mon.
Exam day for First Term classes	June 22, Mon.
Second Term classes begin	June 23, Tues.
Final web grade entry (First Term classes) due by 10:00 a.m.	June 25, Thurs.
50% refund period begins on withdrawals for Second Term courses	June 26, Fri.
Fall Semester 2015 advising for continuing and readmitted students	June 30-July 7, Tues.-Tues.
No refunds after this date for Second Term courses	June 30, Tues.
Last day to drop from a Full Term course (11:59 p.m.)	June 30, Tues.
Last day to withdraw from University (Full Term) (11:59 p.m.)	
Fourth of July Holiday for students, faculty, staff and administration	July 3, Fri.
Last day for faculty reports on graduate and undergraduate incomplete grades	July 6, Mon.
Last day to drop a Second Term course (4:59 p.m.)	July 7, Tues.
Theses/dissertation grades due in the Office of Graduate Dean by 5:00 p.m.	July 10, Fri.
Last day for Full Term/Second Term Classes	July 20, Mon.
Final Examinations for Full Term/Second Term classes	July 21-24, Tues.-Fri.
Residence Hall Check-Out deadline for students not enrolling for Fall Semester 12:00 noon	July 25, Sat.
Final web grade entry (Full Term and Second Term classes) due by 10:00 a.m.	July 28, Tues.

Phone Directory

UNIVERSITY OF SOUTH ALABAMA MAIN CAMPUS

307 University Blvd., N., Mobile, AL 36688-0002460-6101

ACADEMIC AFFAIRS

Dr. G. David Johnson, Senior Vice President, AD 300.....460-6261
 Dr. Charlie Guest, Associate Vice President, AD 300460-6261
 Dr. B. Keith Harrison, Associate Vice President, AD 300.....460-6261
 Bobbie Hancock, Assistant to Senior Vice President, AD 300.....460-6261
 Paula B. Medveal, Faculty Resource Specialist, AD 300460-6261
 Tina Hancock, Faculty Records Specialist, AD 300460-6261
 Nicole Cohron, Executive Assistant I, AD 300.....460-6261
 Brenda Upchurch, Administrative Assistant, AD 300460-6261

ACCOUNTING-UNIVERSITY

Main Office Number460-6241
 G. Scott Weldon, Assistant Vice President,
 Financial Affairs, AD 380460-7442
 Polly Stokley, Contoller, AD 380461-1403
 James Brown, Assistant Contoller, AD 380.....460-6588
 Alisha Banks, Accounting Supervisor, AD 380.....460-6652
 FAX.....460-6647

ACCOUNTS PAYABLE

Ranita Richburg, Manager, Accounts Payable, AD 260460-6191
 FAX.....461-1518

ADMISSIONS

Norma Jean Tanner, Director of Admissions, MH 2500.....460-6141
 Brenda Hinson, Director, International Student Services/
 Admissions, MH 2200.....460-6050
 Toni Ge, Director, International Marketing, MH 2200460-7689
 FAX.....414-8213

AFRICAN-AMERICAN STUDENT ASSOCIATION

Justin Walker, President, SC 120460-2869

ALLIED HEALTH PROFESSIONS, PAT CAPPS COVEY COLLEGE OF

Dr. Richard Talbott, Dean, HAHN 3042.....445-9250
 Dr. Julio Turrens, Associate Dean, HAHN 3042445-9250
 Joanna Bowen, Financial Operations Specialist, HAHN 3042445-9255
 Deborah H. Tittle, Administrative Assistant445-9250
 FAX.....445-9259

ACADEMIC ADVISORS

Karen LaSarge, HAHN 3028445-9260
 Jay Hunt, HAHN 3028445-9260
 FAX.....445-9397

BIOMEDICAL SCIENCES

Dr. William B. Davis, Chair, HAHN 4021445-9265
 FAX.....445-9269

CARDIORESPIRATORY CARE

William Wojciechowski, Chair, HAHN 3137445-9284
 FAX.....445-9291

EMERGENCY MEDICAL SERVICES

Charles Erwin, Chair, CCCB 0400461-1832
 FAX.....461-1823

OCCUPATIONAL THERAPY

Dr. Marjorie Scaffa, Chair, HAHN 2027445-9222
 FAX.....445-9211

PHYSICAL THERAPY

Dr. Dennis Fell, Chair, HAHN 2011445-9330
 FAX.....445-9238

PHYSICIAN ASSISTANT STUDIES

Dr. Diane Abercrombie, Chair, HAHN 3124.....445-9334
 FAX.....445-9336

RADIOLOGIC SCIENCES

Dr. Charles W. Newell, Chair, HAHN 3015.....445-9346
 FAX.....445-9347

SPEECH PATHOLOGY AND AUDIOLOGY

Dr. Robert Moore, Chair, HAHN 1119.....445-9378
 Speech and Hearing Center, HAHN 1119445-9378
 FAX.....445-9377

ALUMNI RELATIONS

Karen Edwards, Director, AH460-7084
 Jessica Callahan, Assistant Director, AH460-7084

Nick Lawkis, Associate Director, AH460-7084
 FAX.....460-6558

ARTS AND SCIENCES, COLLEGE OF

Dr. Andrzej Wierzbicki, Dean, HUMB 118460-6280
 Dr. S. L. Varghese, Associate Dean, HUMB 118460-6280
 Dr. Eric Loomis, Associate Dean, HUMB 110460-7811
 Dr. Robert L. Coleman, Assistant Dean, HUMB 118460-6280
 Krista Foley, Administrative Assistant, HUMB 118.....460-6282
 Dr. Nancy Howell, Director, Academic Advising, AHS 345.....460-7904/
 460-7233

Dr. Crystal Thomas, Manager, Arts and Sciences Instructional

Support and Development, HUMB 110.....460-6280
 Charlene Lamonte, Financial Operations Analyst, HUMB 110.....460-6280
 Carla Martin, Financial Operations Specialist, HUMB 118.....460-6280

AFRICAN-AMERICAN STUDIES

Dr. Kern Jackson, Director, HUMB 240.....460-6146

AIR FORCE STUDIES

LTC Eric Wittendorfer, Chair, AHS 147460-7211
 CPT John S. Brewer, Jr., AHS 147460-7211
 TSGT Angela Proctor, AHS 147.....460-7211
 SSGT Dewayne Cannon, AHS 147.....460-7211
 FAX.....460-7601

BIOLOGY DEPARTMENT

Dr. Timothy Sherman, Chair, LSCB 124.....460-6331
 FAX.....414-8220

CHEMISTRY DEPARTMENT

Dr. David Forbes, Chair, CHEM 223.....460-6181
 FAX.....460-7359

COMMUNICATION DEPARTMENT

Dr. James Aucoin, Chair, EGCB 100.....380-2800
 FAX.....380-2850

DRAMATIC ARTS DEPARTMENT

Dr. Lawrence Tatom, Chair, PAC 1052.....460-6305
 FAX.....460-1511

EARTH SCIENCES

Dr. Sytske Kimball, Chair, LSCB 136460-6381
 FAX.....461-1487

ENGLISH DEPARTMENT

Dr. Steven Trout, Chair, HUMB 240460-6146
 FAX.....460-1517

FOREIGN LANGUAGES AND LITERATURE DEPARTMENT

Dr. Eleanor ter Horst, Chair, HUMB 322460-6291
 FAX.....460-7130

GENDER STUDIES

Dr. Martha Jane Brazy, Director, HUMB 344460-6146

GENERATIONAL STUDIES, CENTER FOR

GERONTOLOGY

Dr. Roma Hanks, Director, HUMB 36.....460-6347

HISTORY DEPARTMENT

Dr. Clarence Mohr, Chair, HUMB 346.....460-6210
 FAX.....460-6750

INTERNATIONAL STUDIES

Dr. Susan McCready, Director, HUMB 322460-7161

MARINE SCIENCES

Dr. Sean Powers, Chair, LSCB 25460-7136
 FAX.....460-7357
 Dauphin Island Sea Lab861-2141

Ruth Carmichael, Associate Professor

Jeffrey Krause, Assistant Professor

Just Cebrian, Professor

Kelly Dorgan, Assistant Professor

Ken Heck, Professor

John Valentine, Professor

MATHEMATICS/STATISTICS DEPARTMENT

Dr. Madhuri Mulekar, Chair, ILB 304.....460-6264
 FAX.....460-7969

MILITARY SCIENCE DEPARTMENT

LTC Judson Gillett, Chair, AHS 124460-6341
 LTC Timothy Rey, Instructor, AHS 124.....460-6341

MUSIC DEPARTMENT	
Dr. Greg Gruner, Chair, PAC 1072.....	460-6136
FAX.....	460-7328
Marching Band	
Dr. William Petersen, Director, PAC 1071.....	460-6136
FAX.....	460-7328
PHILOSOPHY DEPARTMENT	
Dr. John Coker, Chair, HUMB 124.....	460-6248
PHYSICS DEPARTMENT	
Dr. S.L. Varghese, Chair, ILB 115.....	460-6224
FAX.....	460-6800
POLITICAL SCIENCE/CRIMINAL JUSTICE DEPARTMENT	
Dr. Nader Entessar, Chair, HUMB 226.....	460-7161
FAX.....	460-6567
PSYCHOLOGY DEPARTMENT	
Dr. Larry Christensen, Chair, UCOM.....	460-6371
FAX.....	460-6320
PSYCHOLOGY TEACHING CLINIC	
Dr. Elise Labbe-Coldsmith, Coordinator, UCOM 2000.....	460-7149
SOCIOLOGY/ANTHROPOLOGY/SOCIAL WORK DEPARTMENT	
Dr. Roma S. Hanks, Chair, HUMB 16.....	460-6347
FAX.....	460-7925
Archaeology Museum	
Barbara Fillion, Associate Director, ARC 3.....	460-6106
Center for Archaeological Studies	
Dr. Greg Waselkov, Director, ARC 235.....	460-6563
Social Work Program	
Dr. Valerie Bryan, Program Director, HUMB 34.....	414-8041
VISUAL ARTS DEPARTMENT	
Mr. Jason Guynes, Chair, VAB 172.....	460-6335
FAX.....	414-8294
ATHLETICS	
ADMINISTRATION	
Dr. Joel Erdmann, Director, AA 35.....	460-7121
Sharmyn Wall, Executive Assistant I, AA 35.....	460-7121
Hal Williams, Associate Athletic Director, Facilities and	
Event Manager, AA 35.....	460-7858
Daniel McCarthy, Assistant Athletic Director, Compliance and	
Student Services, AA 35.....	460-7121
Jinni Frisbey, Senior Women Administrator, AA 35.....	445-9551
FAX.....	460-6505
ACADEMIC SERVICES	
Jason Kelly, Director, AA 35.....	460-6072
FAX.....	460-7336
ATHLETIC BUSINESS OFFICE	
Business Manager, HPELS 1065.....	460-6547
FAX.....	460-6042
ATHLETIC DEVELOPMENT	
Beth Schiavoni, Assistant Director,	
Athletic Development for Annual Giving, AA 35.....	461-1366
FAX.....	460-1375
EQUIPMENT	
John Singletary, Assistant Athletic Director,	
Equipment, HPELS 1056.....	460-7135
FAX.....	460-7270
TICKET INFORMATION	
FAX.....	461-1872
FAX.....	461-1675
SPORTS MEDICINE	
Jinni Frisbey, Assistant Athletic Director, Sports Medicine, SWA	
AA 35.....	445-9551
BASEBALL	
Mark Calvi, Head Coach, AA 35.....	460-6876
BASKETBALL - MEN	
Matthew Graves, Head Coach, AA 35.....	460-6104
BASKETBALL - WOMEN	
Terry Fowler, Head Coach, AA 35.....	460-7961
CHEERLEADERS/DANCE TEAM/MASCOTS	
Meredith Ivy, Coach.....	460-6268
Bre Kucera, Coach.....	460-6268
CROSS COUNTRY/TRACK & FIELD - MEN & WOMEN	
Paul Brueske, Head Coach, AA 35.....	460-7656
FOOTBALL	
Joey Jones, Head Coach, FFH.....	445-4004
GOLF - MEN	
Ben Hannan, Head Coach, AA 35.....	460-6213
GOLF - WOMEN	
T.J. Jackson, Head Coach, AA 35.....	460-6446
SOCCER - WOMEN	
Graham Winkworth, Head Coach, AA 35.....	414-8253
SOFTBALL	
Becky Clark, Head Coach, AA 35.....	460-6227
TENNIS - MEN	
Nick Brochu, Head Coach, AA 35.....	460-6873
TENNIS - WOMEN	
Jaco Keyser, Head Coach, AA 35.....	460-6266
VOLLEYBALL	
Amy Hendrichovsky, Head Coach, AA 35.....	460-7124
ATTORNEY	
Jean W. Tucker, Senior Attorney, AD 140.....	460-6294
Kristin Dukes, Associate Attorney, AD 140.....	460-6294
Andrea L. Lowry, Contracts Administrator, AD 140.....	460-6294
Beth Bachman, Legal Assistant, AD 140.....	460-6294
Patricia M. Bixler, Executive Assistant I, AD 140.....	460-6294
FAX.....	460-7541
BALDWIN COUNTY	
Dr. Cynthia L. Wilson, Director, USA Baldwin County Campus.....	928-8133
FAX.....	928-8212
BOOKSTORE	
Brian Catlin, Director.....	460-7012
FAX.....	460-7551
Supply Department.....	460-7016
Textbook Department.....	460-7011
Tradebooks.....	460-2973
Health Sciences Bookstore.....	460-7316
BUDGET	
Kelly Peters, Assistant Vice President, Budgeting, AD 353.....	460-6653
BUSINESS, MITCHELL COLLEGE OF	
Dr. Bob G. Wood, Jr., Dean, MCOB 106.....	460-6419
FAX.....	460-6529
Dr. James Hardin, Associate Dean, MCOB 104.....	460-7907
Mary Ellen Beasley, Administrative Assistant, MCOB 103.....	460-6418
Marie Bullock, Financial Operations Specialist, MCOB 108.....	460-6419
ACCOUNTING	
Dr. Thomas Noland, Chair, MLRC 120.....	460-6144
CENTER FOR REAL ESTATE STUDIES	
Dr. Don Epley, MCOB 126.....	460-6735
ECONOMICS AND FINANCE	
Dr. Kenneth Hunsader, Chair, MCOB 330.....	460-7171
GRADUATE STUDIES	
Dr. Mohan Menon, Director, MCOB 104.....	460-6180
LEARNING RESOURCE CENTER	
414-8067	
MANAGEMENT	
Dr. Donald Mosley, Chair, MCOB 347.....	460-6411
MARKETING	
Dr. Mohan Menon, Chair, MCOB 354.....	460-6412
MELTON CENTER FOR ENTREPRENEURSHIP	
Dr. Mark Weaver, Director, MCOB 123.....	460-6702
STUDENT ADVISING OFFICE, MCOB 110	
460-7167	
FAX.....	460-7083
BUSINESS OFFICE - UNIVERSITY (see Accounting-University)	
CAMPUS INVOLVEMENT-ORGANIZATIONS(see Student	
Activities-Organizations/Greek Affairs)	
CAMPUS MINISTRIES	
Baptist Campus Ministries.....	344-5904
Keith West.....	460-6611
Campus Outreach	
Brian Allred.....	461-1627
Catholic Student Center	
Rev. Fr. Alex Valladres.....	343-3662

Chi Alpha		Todd Culp, Superintendent of Custodial Services, MSHP.....	460-2276
Mason Corwin	344-4897	FAX	460-7934
Presbyterian		DEAN OF STUDENTS	
Ms. Molly Broders.....	554-6777	Dr. Michael Mitchell, Assistant Vice President, Student Affairs/ Dean, SC.....	460-6172
The Gathering		Judy Friedhoff, Administrative Assistant, SC	460-6172
Dr. Joel Lewis.....	648-3441	FAX.....	460-6157
United Methodist (Wesley Foundation)		DEVELOPMENT AND ALUMNI RELATIONS	
Dr. Barry Nowlin.....	460-6263	Dr. Joseph F. Busta, Jr., Vice President, MTH.....	460-7616
CAMPUS RECREATION		Sheila Davis, Executive Assistant I, MTH	460-7616
Dr. Philip Theodore, Director, SRC	460-6065	FAX	460-7647
Brian Allred, Assistant Director, Field House	461-1627	ADVANCEMENT SERVICES	
CAREER SERVICES CENTER		Kim Peterson, Director, MTH.....	414-8026
Bevley White-Green, Director, MH 2100	460-6188	FAX.....	461-1776
FAX	460-6091	ALUMNI RELATIONS	
CENTER FOR ACADEMIC SERVICE LEARNING AND CIVIC ENGAGEMENT		Karen Edwards, Director, AH	460-7265
Karen Peterson, Co-Director, SC 139	460-6116	FAX	460-6558
CENTRAL UTILITIES		CHILDREN'S & WOMEN'S HOSPITAL DEVELOPMENT	
Heating and Air Conditioning Service (24 Hrs.)	460-7047	Beth Mattei, Director, CWH	415-1636
Chris Portella, Assistant Director, CPLT	460-7048	FAX.....	415-1622
Eddie Greene, Superintendent, Electrical Distribution Sys., CPLT... ..	460-7215	ESTATE PLANNING	
COMPUTER SERVICES CENTER		Angela Dunn, Associate Director, Planned Giving, DSB.....	460-7906
Chris Cannon, Executive Director, Information Technology, CSC.....	460-6161	HEALTH SCIENCES DEVELOPMENT	
FAX.....	460-7844	Racheal Banks, Director, DSB.....	460-7481
COMPUTING, SCHOOL OF		HOSPITAL DEVELOPMENT	
Dr. Alec Yasinsac, Dean, SH, Ste 2106	460-6390	Travis Grantham, Director, MMM.....	461-1775
Dr. Harold Pardue, Director of SOC Graduate Studies, and Coordinator of IS Program, SH, Ste 2105	460-7634	FAX.....	461-1776
Angela Clark, Coordinator of IT Program, SH, Ste 2308	460-1600	MEDICAL ALUMNI ASSOCIATION - DEVELOPMENT	
Dr. Tom Johnsten, Coordinator of CS Program, SH, Ste 2310.....	460-7361	Racheal Banks, Director, Health Sciences Development, DSB.....	460-7481
Patty Lynn, Administrative Assistant, SH, Ste 2104.....	460-7641	FAX.....	460-6278
Vickie Speed, Academic Records Specialist, SH, Ste 2305.....	460-7360	MITCHELL CANCER INSTITUTE - DEVELOPMENT	
Deana Neal, Financial Operations Specialist, SH, Ste 2103.....	460-7450	Kelly McCarron, Director, DSB	445-8423
FAX.....	460-7274	UNIVERSITY DEVELOPMENT	
CONTINUING EDUCATION AND SPECIAL PROGRAMS, SCHOOL OF		Joshua Cogswell, Director, DSB.....	460-7839
Dr. Vaughn Millner, Dean, AHE 101.....	460-6283	FAX.....	461-1776
Dr. Jeanette Manders, Associate Dean, AHE 101	460-6283	DINING SERVICES	
INTERDISCIPLINARY STUDIES (Adult Degree Program and Interdisciplinary Degree Program)		Dining Services Office, SC 232	460-6296
Dr. Joycelin Finley-Hervey, Interim Chair, AHE 214	460-6263	FAX	461-1340
Advisors Main Office.....	460-6263	Catering	460-7948
CENTER FOR CONTINUING EDUCATION AND CONFERENCE SERVICES		FAX	461-1662
SHAC 2515	405-9930	Dial-A-Menu, Campus	460-6383
FAX.....	405-9931	Fresh Food (New Dining Hall).....	414-8115
Emergency Response Training.....	405-9929	FAX	414-8093
Road Scholar (formerly Elderhostel)	405-9929	EDUCATION, COLLEGE OF	
Special Courses (non-credit)	405-9928	Dr. Richard L. Hayes, Dean, UCOM 3600	380-2738
Seminars and Workshops.....	405-9929	Dr. Andrea Kent, Associate Dean, UCOM 3600	380-2738
Summer Camps	405-9930	Dr. Wanda Green, Associate Dean, UCOM 3600.....	380-2738
DEVELOPMENTAL STUDIES		Darlene Eaton, Administrative Assistant, UCOM 3600.....	380-2604
Leslie Whiston, Interim Co-Chair, AHE 205.....	460-7155	Regina McCreary, Financial Operations Spec., UCOM 3600	380-2872
Jeremy Daughtry, Interim Co-Chair, AHE 201	460-7155	FAX.....	380-2748
ENGLISH AS A SECOND LANGUAGE (ESL)		ACADEMIC DEPARTMENTS	
Sylvia Koestner, Director, AHE 224.....	460-7165	HEALTH, PHYSICAL EDUCATION & LEISURE STUDIES	
INTERNATIONAL EDUCATION		Dr. John Kovaleski, Chair, HPELS 1007.....	460-7131
Holly Hudson, Interim Director, AHE 120	460-6283	FAX.....	460-7252
Brianne Altier, Coordinator, International Education.....	460-7053	LEADERSHIP AND TEACHER EDUCATION	
Donna Pigg, Immigration Coordinator.....	460-7053	Dr. Andre Green, Chair, UCOM 3600.....	380-2761
UNIVERSITY WRITING CENTER	460-6480	FAX.....	380-2758
COUNSELING SERVICES		PROFESSIONAL STUDIES	
Dr. Bob Hanks, Interim Director/Associate Director, Counseling and Testing, AHE 326	460-7980	Dr. James Stefurak, Chair, UCOM 3600	380-2861
FAX	460-7492	FAX.....	380-2713
CREDIT UNION		COLLEGE OF EDUCATION OFFICES	
103 Hillcrest Road	706-0255	ASSESSMENT AND EVALUATION	
FAX	706-0299	UCOM 3600.....	380-2738
USA Medical Center Location (Mon., Wed., Fri.)	471-7219	EDUCATIONAL CERTIFICATION & STUDENT SERVICES	
USA Children's & Women's Location (Thurs.)	415-1000	UCOM 3600.....	380-2737
CUSTODIAL SERVICES		FIELD SERVICES	
		Jennifer Simpson, Director, UCOM 3600	380-2738
		FAX.....	380-2748
		GRADUATE STUDIES AND RESEARCH	
		Dr. Abigail Baxter, Director, UCOM 3600	380-2738
		Katrina Thompson, Acad. Records Specialist, UCOM 3600.....	380-2000

MEDIA LAB CHECKOUT	
G. Tashbin, Coordinator of Technical Labs, UCOM 3600...	380-2873
STUDENT ADVISING CENTER	
Dr. Peggy Delmas, Director, UCOM 3600.....	380-2889
Academic Advisors, UCOM 3600.....	380-2889
SOUTH ALABAMA RESEARCH & INSERVICE CENTER (SARIC)	
Dr. Mary Michael Campbell, Associate Dir. UCOM 3600..	380-2741
FAX.....	380-2707
EDUCATIONAL TALENT SEARCH	
Harriett Burroughs, Coordinator, UCOM 5700	380-2620
EMERGENCY STUDENT LOANS	
Christopher Lynch, Interim Director, MH 2400	460-6494
ENGINEERING, COLLEGE OF	
Dr. John W. Steadman, Dean, SHEC 2114	460-6140
Dr. James E. Laier, Associate Dean, SHEC 2114	460-6140
Ronda Girardeau, Administrative Assistant, SHEC 2114.....	460-6140
Jennifer Averitt, Financial Operations Specialist, SHEC 2219.....	460-7440
FAX.....	460-6343
CHEMICAL	
Dr. Srinivas Palanki, Chair, SHEC 4134	460-6160
FAX.....	460-1485
CIVIL	
Dr. Kevin D. White, Chair, SHEC 3142	460-6174
FAX.....	460-1400
COMPUTER AND ELECTRICAL	
Dr. Mohammad S. Alam, Chair, SHEC 4122	460-6117
FAX.....	460-6028
GRADUATE STUDIES	
Dr. Thomas Thomas, Jr., SHEC 4127	460-7516
MECHANICAL	
Dr. David A. Nelson, Chair, SHEC 3128.....	460-6168
FAX.....	460-6549
ENROLLMENT SERVICES	
Christopher Lynch, Interim Director, MH 2400	460-6494
FAX	460-7023
FACILITIES MANAGEMENT	
Service Calls.....	460-7111
Central Plant Operator.....	460-7047
Randy Moon, Director, AD 001	460-6121
Susan Strunk, Assistant Controller and Facilities Finance Director, AD 001	460-7840
CENTRAL UTILITIES	
Chris Portella, Assistant Director, Utilities, CPLT	460-7048
Eddie Greene, Superintendent, Electrical Distribution Sys., CPLT ..	460-7215
ENGINEERING, DESIGN AND CONSTRUCTION	
Michael Mayberry, Associate Director, AD 001	460-7127
Buckley Kelley, Construction Project Manager, AD 001	460-7127
Ken Gates, Space Management, AD 001	460-7127
Karin Caswell, Manager, Interior Design, AD 001.....	460-7127
Vincent Walker, GIS Specialist, AD 001.....	460-7127
Alex Bertagnolli, Architectural Drafting Tech., AD 001.....	460-7127
MAINTENANCE AND GROUNDS	
Kenny Davis, Associate Director, Facilities, MSHP	460-7111
Ruben Miller, Assistant Director, Maintenance, MSHP	460-7111
Todd Culp, Superintendent Custodial Services, MSHP.....	460-2276
John Hancock, Associate Maintenance Superintendent, MSHP	460-7111
Lisa Hall, Maintenance Services Coordinator, MSHP.....	460-7111
Daniel Greer, Assistant Director, Construction/Renovations, CSB 104	460-7190
Gary Carley, Manager, Landscaping, B 1375.....	460-6356
OPERATIONS	
Assistant Director, Transportation Services, TSB.....	460-7768
Keith Parmer, Superintendent, USA SHAC Fac., SHAC 222B ..	434-3585
FACULTY CLUB	
Management	461-1632
FACULTY SENATE	
www.southalabama.edu/fsenate	
FINANCIAL AFFAIRS	
Business Office.....	460-6241
Stephen H. Simmons, Vice President, AD 170	414-8138
Robert K. Davis, University Treasurer, AD 170	414-8297
Carol B. Moore, Executive Assistant I, AD 170	414-8018
FAX.....	460-6131
FINANCIAL AID	
Marla Sklopan, Director, MH 1200	460-6231
FAX	460-6517
GOVERNMENTAL RELATIONS	
William "Happy" Fulford, Executive Director, AD 131	460-7277
FAX	414-8123
GRADUATE SCHOOL	
Dr. B. Keith Harrison, Dean and Associate Vice President for	
Academic Affairs, AD 300.....	460-6310
Sonya Logan, Associate Business Manager, AD 300	460-6310
Deanna Cobb, Administrative Assistant, AD 300.....	460-6310
FAX	460-1513
GRANTS ADMINISTRATION	
Gina Hedberg, Director, AD 200.....	460-7888
FAX	414-8296
GRANTS & CONTRACTS ACCOUNTING	
Main Office Number	460-6434
Tammy Silcox, Manager, AD 362.....	460-6437
GROUNDS	
Gary Carley, Manager, Landscaping, B1375	460-6356
David Wittner, Grounds Operations Superintendent, B1375	460-6356
FAX.....	414-8238
HEALTH SCIENCES	
Dr. Ronald D. Franks, Vice President for	
Health Sciences, CSAB 170.....	460-7189
Susan Sansing, Assistant Vice President, Health Sciences Financial Affairs, CSAB 269.....	460-7195
Julie Herman, Executive Assistant I, CSAB 170	460-7189
FAX	460-6369
DIVERSITY AND CULTURAL COMPETENCE	
Chante Hendrix, Diversity Coordinator, CSAB 140.....	414-8065
HEALTH SYSTEMS GRANTS ADMINISTRATION AND DEVELOPMENT	
Ashley Turberville, Director.....	460-6307
FAX	461-1595
Charlene Jordan, Assistant Director	460-7805
FAX	461-1595
HONORS PROGRAM	
Dr. Michael Doran, Director.....	461-1637
Pamela Chestang-Howard, Secretary V, SBT 1230.....	461-1637
FAX	460-7732
HOUSING	
Dr. Chris Vinet, Director, DLTC 110	460-6185
FAX	460-6143
James Bridgeforth, Associate Director, DLTC 110	460-6185
Buckley Kelley, Facilities and Operations Manager - Housing, DLTC 110	460-7085
Owen Gates, Coordinator, Housing Facilities and Services, DLTC 124	460-7584
Housing Maintenance Office	460-7655
Residence Hall Offices	
Beta/Gamma Area Office.....	460-6465
Delta Area Office	460-6315
Epsilon Area Office.....	460-7870
Greek Area Office	460-7759
New Hall	460-7926
Stokes Hall	460-6315
HUMAN RESOURCES	
Pamela Henderson, Assistant Vice President, Human Resources,	
TRP III 2200.....	460-6133
Gerald Gattis, Director, Human Resources Benefits/ Employee Relations, TRP III 2200	
Christi Padgett, Assistant Director, Compensation and HR Systems, TRP III 2200.....	460-6133
Paula Buerger, Manager EEO, TRP III 2200	460-6641
Janice Rehm, Human Resources Manager, USACW	415-1604
Anita Shirah, Human Resources Manager, USAMC.....	471-7325
Jenna Bond, Human Resources Aide III, TRP III 2200	460-6133
FAX.....	460-7483
Employee Assistance Program.....	460-1346
SouthFlex	460-7545
USA Health Plan	460-6133
INNOVATION IN LEARNING CENTER	
Jack Dempsey, Director, UCOM 3706.....	461-1888

INSTITUTIONAL EFFECTIVENESS	
Dr. M. Angela Coleman, Associate Vice President, AD 325.....	460-6447
Cecilia Martin, Director of Assessment, AD 325.....	460-6591
INSTITUTIONAL RESEARCH	
Dr. Gordon Mills, Director, Institutional Research, AD 325.....	460-7859
Reggie Reyes, Institutional Research Analyst I, AD 325.....	460-6516
INTERFRATERNITY COUNCIL	
Brigette Soderlind, Advisor, ASC 129.....	460-7003
INTERNAL AUDIT	
Ben Tipton, Executive Director/ Chief Financial Compliance Officer, AD 180.....	460-6588
Melba Long, Internal Auditor II, AD 180.....	460-6589
Brittney McAllister, Internal Auditor, AD 180.....	460-6536
Whistleblower Hotline.....	460-6393
FAX.....	461-1497
INTERNATIONAL ADMISSIONS	
Brenda Hinson, Director, MH 2200.....	460-6050
Tony Ge, Director, International Marketing, MH 2200.....	460-7689
FAX.....	414-8213
INTERNATIONAL PROGRAMS	
Dr. Jim Connors, Interim Director, AHE 320.....	460-6283
INTERNATIONAL SERVICES	
FAX.....	414-8213
JAG TRAN	
Main Office Number.....	460-7735
JAG TRAN Hotline.....	460-7777
Assistant Director, Transportation Services, TSB.....	460-7768
Cindy Montee, Transportation Coordinator, TSB.....	460-7746
Houston Finch, Diesel Mechanic, TSB.....	460-1343
LANDSCAPING	
Gary Carley, Manager, B 1375.....	460-6356
FAX.....	414-8238
LIBRARIES	
Dr. Richard Wood, Dean, University Libraries, LB 145.....	460-7021
Kitty Emery, Administrative Assistant, LB 145.....	460-7021
FAX.....	460-7181
BALDWIN COUNTY, USA LIBRARY	
Angela Rand, Assistant Librarian, Information Services.....	928-8133
FAX.....	928-8212
CHARLES BAUGH BIOMEDICAL LIBRARY (CAMPUS)	
HOURS.....	460-7043
Judy Burnham, Director, CBBL 326-B.....	460-6886
FAX.....	460-7638
Acquisitions.....	460-6888
Cataloging and Processing.....	460-6894
Circulation/Renewals/Reserve.....	460-7043
Computer Lab.....	460-8210
Health Information Resources Center (USA Medical Center).....	471-7855
Interlibrary Loan.....	460-6891
Instructional Service.....	414-8210
On-Line Search Service.....	460-7044
Photocopy Service.....	460-6891
Reference/Information.....	460-7044
Systems.....	460-6473
DOY LEALE McCALL RARE BOOK AND MANUSCRIPT LIBRARY	
Carol Ellis, Director, SHAC 722.....	434-3800
FAX.....	434-3622
MCOB LEARNING RESOURCE CENTER	
Marty Branch, Instructor, Librarian, MCOB 118.....	460-7998
MARX LIBRARY (CAMPUS)	
HOURS.....	460-7028
Acquisitions.....	460-7027
Administration.....	460-7021
Cataloging.....	460-7026
Circulation.....	460-7028
Collection Development.....	460-7033
Electronic Services.....	460-7938
Government Documents.....	460-7024
Instructional Media Center (IMC).....	460-7029
Instructional Services.....	460-6045
Interlibrary Loan.....	460-7034
Reference/Information.....	460-7025
Reserve.....	460-7028
Serials/Microform.....	460-7024
Systems.....	460-7924
LICENSING	
MAINTENANCE	
Kenny Davis, Associate Director, Facilities, MSHP.....	460-1488
Ruben Miller, Assistant Director, Maintenance, MSHP.....	460-2279
John Hancock, Associate Maintenance Superintendent, MSHP.....	460-6186
Lisa Hall, Maintenance Services Coordinator, MSHP.....	460-2277
USAHelp System (Maintenance Requests) http://www.usahelp.southalabama.edu	
Secretary V, MSHP.....	460-2213
Maintenance Emergencies (after 3:30 p.m. weekdays and holidays).....	460-7047
FAX.....	460-7934
MARINE ENVIRONMENTAL SCIENCES CONSORTIUM	
Dauphin Island Sea Lab.....	861-2141
FAX.....	861-7540
MEDICINE, COLLEGE OF	
Dr. Samuel J. Strada, Dean, MSB 2015.....	460-6041
FAX.....	460-6073
Nicole Schultz, Director, COM Faculty and Post-doc Affairs, MSB 2015.....	460-7708
Marcina Lang, Coordinator, COM Support Svcs, MSB 2015.....	461-1548
John Pannelli, Assistant Vice President for Medical Financial Affairs, CSAB 269.....	460-7195
ADMISSIONS	
Mark Scott, Director, CSAB 241.....	460-7176
ALUMNI AFFAIRS	
Racheal Banks, Director, Health Sciences Development and Alumni Relations, CSAB 247.....	460-6805
FAX.....	460-6278
BASIC SCIENCE GRADUATE PROGRAM	
Lanette Flagege, Academic Advisor, MSB 2366.....	460-6153
BIOCHEMISTRY AND MOLECULAR BIOLOGY	
Dr. William T. Gerthoffer, Chair, MSB 2180.....	460-6402
FAX.....	460-6850
BIOMEDICAL LIBRARY	
Judy Burnham, Director, CBBL 316.....	460-6885
FAX.....	460-6958
BIO-TECHNICAL SERVICES	
Marcina Lang, Coordinator, COM Support Svcs, MSB 2015.....	461-1548
Research Cytometry Lab Bryant Hanks, Medical Technologist, MSB 2226.....	460-7989
BUSINESS OFFICE	
Susan Sansing, Assistant Vice President, Health Sciences, Financial Affairs, CSAB 269.....	460-7195
FAX.....	460-6071
CELL BIOLOGY AND NEUROSCIENCE	
Dr. Glenn Wilson, Adjunct Professor and Director, Anatomical Gifts Program, MSB 1201.....	460-6765
FAX.....	460-6771
CENTER FOR HEALTHY COMMUNITIES	
Dr. Errol Crook, Director CSAB 104.....	414-8004
Dr. Martha Arrieta, Director of Research, CSAB 104.....	414-8001
CENTER FOR LUNG BIOLOGY	
Dr. Troy Stevens, Director, MSB 3340.....	460-7086
FAX.....	460-7452
Art in Science Program.....	460-7086
CENTER FOR STRATEGIC HEALTH INNOVATION	
Dr. Dan Roach, Assistant Dean, Director COM Medical Informatics TRP II 250.....	414-8172
Dr. David Wallace, Director, Preparedness Training, TRP III 1100.....	461-1804
FAX.....	461-1819
COMPARATIVE MEDICINE	
Dr. Jonathan Scammell, Chair, MSB 992.....	460-6239
FAX.....	460-7783
CONTINUING MEDICAL EDUCATION	
Sharrie Cranford, Director, Continuing Medical Education, CSAB 251.....	414-8080
FAX.....	414-8081

DIVISION OF MEDICAL EDUCATION	USAMC, 10th Floor, Suite Q.....	665-8290
Judy Getty, Medical Student Education Specialist, MSB 1164461-1413	FAX.....	665-8299
EDUCATIONAL TECHNOLOGIES AND SERVICES	Clinic, 3 Mobile Infirmary Circle, Suite 312	665-8290
Joanne Brookfield, Multimedia Prod. Manager, MSB 1164....	OBSTETRICS/GYNECOLOGY	
USAMC, MSTN 201	Dr. David Lewis, Chair, CWEB Ste. 100.....	415-1566
EMERGENCY MEDICINE	FAX.....	415-1552
Dr. Frank S. Pettyjohn, Chair, USAMC, 10th Floor, Suite L...470-1649	Clinic, 1610 Center St., Ste. C	415-1496
FAX.....	Clinic, 1720 Center St., Suite 101	415-1496
Division of Clinical Research, MCSB 1640	ONCOLOGY, 1660 Springhill Avenue	665-8000
FAX.....	ORTHOPAEDIC SURGERY	
FACULTY AFFAIRS	Dr. Frederick Meyer, Chair, 2 MED PARK	665-8250
Dr. Mary Townsley, Dean, MSB 2015	FAX.....	665-8255
FAMILY MEDICINE	Clinic, 2 MED PARK.....	665-8200
Dr. R. Allen Perkins, Chair, SHAC 3414.....	FAX.....	665-8210
FAX.....	PATHOLOGY	
Family Medicine Center.....	Dr. J. Allan Tucker, Chair, UMC.....	471-7799
FAX.....	FAX.....	471-7884
GRADUATE MEDICAL EDUCATION	Cytopathology	471-7799
Dr. Samuel McQuiston, Assistant Dean, GME, MSTN 212....471-7779	Medical Genetics Laboratory	460-7700
Lynne Faile, GME Specialist, MSTN 212	Surgical Pathology	471-7473
FAX.....	PEDIATRICS	
HEALTH SERVICES FOUNDATION	Dr. David Gremse, Chair, SHAC 5309.....	434-3919
Becky S. Tate, Chief Executive Officer, MSTN 612.....	FAX.....	434-3980
Kitsy Bridges, Administrative Assistant, MSTN 614.....	Adolescent Medicine Clinic, SHAC 1365	434-3430
FAX.....	Children's Medical Center, SHAC 1600.....	434-3915
Health Services Business Office	Children's Specialty Center, SHAC 4th & 5th Floors	405-5147
461-1741	Midtown Pediatrics, SHAC 1430.....	434-3917
Harvey L. Ikner, Chief of Practice Operations, SHAC 4404 ...434-3453	Family Specialty Center Clinic, SHAC, 5th Floor.....	405-5344
Susan Gullede, Director, HSF Business Services,	Pediatric Business Office, SHAC 3226.....	434-3582
SHAC 4311	Pediatric Cardiology Clinic, SHAC 1730.....	434-3494
405-5385	Pediatric Developmental-Behavioral Medicine Center	
FAX.....	and Medical Genetics, 1707 Center St # 201.....	415-8561
434-3900	Pediatric Healthy Life Center, SHAC 1365	434-5038
Rebekah Bailey, Director of Compliance and Reimbursement,	PHARMACOLOGY	
MCSB 1145	Dr. Mark N. Gillespie, Chair, MSB 3370	460-6497
471-7836	FAX.....	460-6798
FAX.....	PHYSIOLOGY	
471-7825	Chair, MSB 3074.....	460-7004
Manager, HSF Staff Development, MSTN 609.....	FAX.....	460-6386
470-5870	PSYCHIATRY	
Tommie Carlisle, Jr., Coordinator - HSF Oper., MSTN 606 ...471-7938	Dr. Ronald Franks, Acting Chair	473-4423/450-4367
Howard Holcomb, Practice Director, SHAC 3228	Dr. Sandra Parker, Vice Chair and	
434-3583	Adjunct Associate Professor, (Altapointe)	473-4423/450-4367
FAX.....	FAX.....	450-4323
434-3669	PUBLIC RELATIONS	
Danny Rickert, Practice Director, CWEB 1017.....	Paul A. Taylor, Associate Director, MSTN 617	470-1682
415-1569	FAX.....	471-7843
Beverly Kellen, Practice Director, TRP 1200, SHAC 3414 ...460-7681	RADIATION SAFETY	
Gregory Shoemaker, Practice Director, 2 MED PARK.....	David Wiik, Radiation Safety Officer, CSAB 261	460-7063
665-8280	RADIATION THERAPY	
Vince Gill, Practice Director, MSTN 533	CCCB 135	460-7165
471-7113	RADIOLOGY	
Ron Ori, Practice Director, MSTN 301.....	Dr. Jeffrey Brandon, Chair, MSTN 301	471-7862
471-7863	FAX.....	471-7882
HEALTH SYSTEMS GRANTS ADMINISTRATION AND DEVELOPMENT	SICKLE CELL CENTER	
Ashley Turbeville, Director.....	Dr. Johnson Haynes, Director, MCSB 1530.....	470-5893
460-6307	FAX.....	470-5895
FAX.....	USA Physicians Group, Ste. 102, MSTN Bldg.....	470-5890
461-1595	Pediatric Clinic, SHAC 5th Floor	405-5147
MEDICINE	STUDENT AFFAIRS	
Dr. Errol Crook, Chair, MSTN 400-A	Dr. Susan LeDoux, Associate Dean, Medical Education and...460-7174	
471-7900	Student Affairs, MSB 1005	
FAX.....	FAX.....	460-6761
471-4891	Dr. Hattie M. Myles, Assistant Dean for	
Cardiology, 2451 Fillingim Street.....	Educational Enrichment, MSB 1005	460-7313
445-8242	Sharon Bull, Associate Director for Fin. Aid, MSB 1005	460-7918
Endocrinology, UCOM, Suite 6000A	Rhonda Smith, Associate Registrar - COM, MSTN 1005	460-7180
660-5787	Karen Braswell, Coordinator, COM Clinical Edu., MSTN 202....471-7145	
Gastroenterology, UCOM, Suite 6000B	STUDENT HEALTH SERVICES	
660-5555	Beverly Kellen, Practice Director, TRP III 1200	460-7151
IM Research	FAX.....	414-8227
471-7730		
Infectious Diseases		
471-7895		
Medical Education.....		
471-7891		
Nephrology, MSTN 503.....		
470-5843		
FAX.....		
471-7120		
Pulmonary/Critical Care Medicine, MSTN 102.		
470-5890		
Rheumatology, MSTN 102		
470-5890		
USA Physician Group, MSTN 102.....		
470-5890		
Sleep Medicine, MSTN 102.....		
445-9167		
MICROBIOLOGY/IMMUNOLOGY		
Dr. David Wood, Chair, LID 105.....		
460-6324		
FAX.....		
460-7931		
Laboratory of Infectious Diseases.....		
460-6339		
FAX.....		
460-7269		
NEUROLOGY		
Dr. Dean Naritoku, Chair, 4 MED PARK.....		
660-5108		
FAX.....		
660-5792		
Pediatric Neurology, 3 MED PARK, Suite 205.....		
660-5108		
Stroke Center, USAMC.....		
470-5801		
NEUROSURGERY		
Dr. Anthony Martino, Chair,		

SURGERY

Dr. William Richards, Chair, MSTN 721471-7993
FAX.....471-7002
Plastic Surgery, 1 MED Park, Ste. 100660-5763
Hand Surgery, 1 MED Park, Ste. 100660-5763
Ear, Nose and Throat
Speech and Hearing Center, USA Main Campus445-9378
MSTN Ste. 101445-8282
Bariatric Surgery, MSTN Ste. 101445-8282
Burn Surgery, MSTN Ste. 101445-8282
Colorectal Surgery, MSTN Ste. 101445-8282
General Surgery, MSTN Ste. 101445-8282
Pediatric Surgery, MSTN Ste. 101445-8282
Surgical Oncology Clinic, MCI445-8405
Fax.....445-8408
Breast & Endocrine Surgery, MCI.....445-8405

UNIVERSITY PHYSICIANS GROUP

UCOM 6000A660-5787

URGENT CARE

TRP 1200, Suite 1175414-8101
FAX.....414-8227

MITCHELL CANCER INSTITUTE

ADMINISTRATION

Dr. Ronald D. Franks, Interim Director.....445-9804
Mary Lou Bowers, Associate Director of Operations and Fin.....460-6993
Dr. Laurie B. Owen, Barbara Colle Chair and Associate Director for
Basic and Translational Sciences460-6993
Kenneth J. Bloch, Administrator, Interdisciplinary Research Cnt.460-6993
Priscilla Smith, Accounting/Business Manager445-9815
Margaret Sullivan, Deputy Director for Business Development
and Outreach445-8434
Shelly Allen, Executive Assistant I.....445-9804
FAX.....445-8383

BUSINESS DEVELOPMENT AND COMMUNITY OUTREACH

Margaret Sullivan, Deputy Director for Business Development
and Outreach445-8434
Susan Crutchfield, Manager, MCI Physicians and
Community Outreach.....445-9829

CANCER REGISTRY460-7160

FAX.....460-6531

CLINICAL TRIALS

Dr. Rodney Rocconi, Deputy Associate Director for
Clinical Research445-9861
Patricia Shaw, Manager, MCI Clinical Trials445-9870
FAX.....445-8353

GRANTS OFFICE

Terri Lefeaux, Financial Operations Specialist.....445-9828

GYNECOLOGIC ONCOLOGY SERVICE

Dr. Michael A. Finan, Chief, GYN Oncology Service665-8000
GYN Oncology Clinic665-8000
FAX.....665-8010

INTERDISCIPLINARY CLINICAL SERVICES

Dr. David Clarkson, Chief, Medical Oncology Service.....665-8000
Dr. Michael A. Finan, Chief, GYN Oncology Service665-8000
Dr. John R. Russell, Chair, Department of Radiation Oncology665-8000
Tracey Hammack, Chief of Nursing445-9667
Priscilla Smith, Accounting/Business Manager445-9815
Susan Stokley, Clinical Operations.....445-8430
FAX.....445-8383
Patient Appointment for All Clinics.....665-8000
FAX.....665-8010
PET/CT Services445-9616

INTERDISCIPLINARY RESEARCH CENTERS

Dr. Laurie B. Owen, Barbara Colle Chair and Associate Director,
Basic and Translational Science460-6993
Kenneth J. Bloch, Administrator.....460-6993
FAX.....445-8383
Judy Z. Miller, Senior Lab Manager460-6420
Biobank Facility445-9881
Flow Cytometry Core Lab.....445-8415
Imaging Core Lab.....445-8415
Proteomics/Mass Spectrometry Core Lab.....445-9882

MEDICAL ONCOLOGY SERVICE

Dr. David R. Clarkson, Interim Chief, Medical Oncology Svc...665-8000
Medical Oncology Clinic665-8000
FAX.....665-8010
Medical Oncology Clinic, Fairhope990-1850
FAX.....990-1851
PURCHASING/ACCOUNTING445-9830
FAX460-6994

RADIATION ONCOLOGY SERVICE

Dr. John R. Russell, Chair, Radiation Oncology Department...665-8000
Dina Repoll, Manager, Radiation Oncology435-2458
Radiation Oncology Clinic.....665-8000
FAX.....665-8010

TECHNOLOGY SUPPORT

Ken Sylvia, Manager, MCI Tech Support Group445-3745

MITCHELL CENTER

Victor Cohen, Manager, MC 2195461-1632
FAX461-1634
Ticket Office, MC 2193460-6047
FAX461-1675

MOULTON TOWER

Management461-1632

MULTI-CULTURAL STUDENT AFFAIRS

Dr. Carl Cunningham, Director, SC 120460-6895
FAX.....460-7107

NEW STUDENT ORIENTATION

Lauren Tholl, Manager, New Student Orientation, MH 2600.....460-7093
FAX460-6540

NEW STUDENT RECRUITMENT

MH 2500.....460-7725

NURSING, COLLEGE OF

Dr. Debra C. Davis, Dean, HAHN 3071445-9400
Dr. Rosemary Rhodes, Senior Associate Dean, HAHN 3073445-9400
FAX517-5377
Dr. Catherine Dearman, Associate Dean, HAHN 4081445-9400
Dr. Heather Hall, Associate Dean, HAHN 3085445-9400
Dr. Robin Lawson, Associate Dean, HAHN 3061445-9400
Kathy McKelvey, Financial Operations Spec., HAHN 3077445-9400
Dana Burleson, Administrative Assistant, HAHN 3078445-9400
FAX 445-9416

ADULT HEALTH NURSING

Dr. Valorie Dearmon, Chair, HAHN 4057445-9400
FAX.....445-5377

BALDWIN COUNTY CAMPUS517-5366

FAX517-5377

COMMUNITY/MENTAL HEALTH NURSING

Dr. James Harris, Chair, HAHN 3046445-9400
FAX.....445-9478

MATERNAL/CHILD HEALTH NURSING

Dr. Jackie Lollar, Chair, HAHN 4045445-9400
FAX.....445-9493

GRADUATE STUDIES

MSN - Gail Soles and Eric Light445-9400
FAX.....445-9416
DNP – Mary Phillips and Kristyn Seawell.....445-9400
FAX.....445-9416

RN-BSN TRACK

Leigh Holland, HAHN 3053445-9400
FAX.....445-9416
BSN - Mavis Jarrell, Kristyn Seawell and Eric Light445-9400
FAX445-9416

OPERATIONS & FACILITIES.....460-6121

PANHELLENIC

Brigette Soderlind, Advisor, ASC 129460-7003

PARKING MANAGEMENT SERVICES461-1481

FAX414-8083

PAYROLL

Robin Lankford, Manager, Payroll Accounting, AD 280460-6471
FAX460-7628

POLICE (See University Police)

POST OFFICE

Richard Rose, Postmaster414-8191

PRESIDENT

Dr. Tony G. Waldrop, President, AD 130.....	460-6111
Suzanne Goins, Executive Assistant II, AD 130.....	460-6111
Monica Curtis, Executive Assistant II, AD 130.....	460-6111
Frances Henson, Special Events Coordinator, AD 130.....	460-6111
Dr. John W. Smith, Special Assistant to the President, AD 130.....	460-6171
Barbara Shirvanian, Executive Assistant I, AD 130.....	460-6171
FAX.....	461-1537

PROPERTY/INVENTORY

Main Office Number.....	460-6150
FAX.....	460-7008

PUBLIC RELATIONS

Bob Lowry, Interim Director, AD 250.....	460-6211
Diane D. Nesmith, Executive Assistant I.....	460-6211
FAX.....	460-7827
Jennifer Z. Ekman, Interim Senior Associate Director, Hospital Marketing/Public Relations, CWH.....	415-1358
FAX.....	415-1001
Public Relations, UMC.....	471-7262
FAX.....	471-7288

PUBLICATION SERVICES

Nelson Singleton, Director, UCOM 6500.....	380-2828
Carol Nelson, Associate Director, UCOM 6500.....	380-2828
FAX.....	380-2834

PURCHASING

Robert Brown, Purchasing Agent, AD 245.....	460-6151
FAX.....	414-8291

QUALITY ENHANCEMENT PLAN (QEP)

Dr. Ronald Styron, Director, AD 346.....	460-7143
--	----------

REGISTRAR

Kelly Osterbind, University Registrar, MH 1100.....	460-6251
FAX.....	460-7738

RENOVATIONS

Daniel Greer, Assistant Director, Construction/ Renovations, CSB 104.....	460-7480
Susan Groom, Renovations Process Coordinator, CSB 104.....	460-7480
FAX.....	460-6380

RESEARCH ADMINISTRATION

Lynn Chronister, Vice President for Research, AD 200.....	460-6333
Sandra Corry, Executive Assistant I, AD 200.....	460-6333
FAX.....	460-7955

GRANTS ADMINISTRATION

Gina Hedberg, Director, AD 200.....	460-7888
FAX.....	414-8296

RESEARCH COMPLIANCE AND ASSURANCE OFFICE

Dusty Layton, Director, CSAB 120.....	460-6625
Assistant Director, CSAB 118.....	460-6509
Institutional Biosafety, CSAB 118.....	460-6509
Danny Housley, IACUC Compliance Specialist, CSAB 128.....	460-6863
SuzAnne Robbins, IRB Compliance Specialist, CSAB 138.....	460-6308

SPONSORED PROGRAMS

Steve Croft, Assistant Director, AD 200.....	460-6456
FAX.....	460-7955

TECHNOLOGY AND RESEARCH PARK

Ker Ferguson, Director, TRP II, Suite 150.....	460-6384
FAX.....	461-1774

TECHNOLOGY TRANSFER

Reggie Taylor, Associate Director, TRP II, Suite 150.....	460-7932
FAX.....	461-1774

RISK MANAGEMENT

Connie Cook, Director, CSAB 216.....	460-6232
FAX.....	460-6074

SAFETY AND ENVIRONMENTAL COMPLIANCE

William L. Guess, Director, CSAB 332.....	460-7070
FAX.....	460-7278

SCHOLARSHIPS

Christopher Lynch, Interim Director, MH 2400.....	460-6494
---	----------

SERVICE LEARNING CENTER, SC 240.....**SPECIAL STUDENT SERVICES**

Andrea Agnew, Assistant Dean of Students, Student Services, PTCL.....	460-7212
--	----------

SPONSORED PROGRAMS

Director, AD 200.....	460-6456
Steve Croft, Assistant Director, AD 200.....	460-6456
FAX.....	460-7955

SPORTS MEDICINE CENTER

Dr. John Kovaleski, Coordinator, HPELS 1171.....	460-6088
Dr. Albert W. Pearsall, Medical Director, HPELS 1171.....	460-6088

STUDENT ACADEMIC SUCCESS AND RETENTION

Dr. Nicole T. Carr, Director, ASC.....	460-6475
Amanda Hernatic, Assistant Director, ASC.....	460-6985

STUDENT ACCOUNTING

Donna Robinson, Assistant Vice President, Financial Affairs, MH 1300.....	460-6195
Rick Schaffer, Manager, Student Acctg. and Bursar, MH 1300.....	460-6195

STUDENT ACTIVITIES-ORGANIZATIONS/GREEK AFFAIRS,

SC 101.....	460-7003
FAX.....	414-8256

STUDENT AFFAIRS

Dr. John W. Smith, Vice President, Student Affairs, AD 130.....	460-6171
Barbara Shirvanian, Executive Assistant I, AD 130.....	460-6171
FAX.....	461-6157

STUDENT CENTER

Krista Harrell-Blair, Associate Dean of Students, Campus Life, SC 101.....	460-6452
Information Desk.....	460-7090
Student Activities-Organizations/Greek Affairs.....	460-7003
SouthCenter Services: ID Cards, Room Reservations, Computer Lab.....	460-6077
University Programs/Jaguar Productions.....	460-7144
FAX.....	414-8223

STUDENT GOVERNMENT ASSOCIATION

President, SC 214.....	460-7191
------------------------	----------

STUDENT HEALTH SERVICES

Beverly Kellen, Practice Director, TRP III 1200.....	460-7151
FAX.....	414-8227

STUDENT RECREATION CENTER.....**TECHNOLOGY AND RESEARCH PARK**

Ker Ferguson, Director, TRP II, SUITE 150.....	460-6384
FAX.....	460-7955

TELECOMMUNICATIONS

Robert Taylor, Manager.....	460-7114
FAX.....	460-7625

TESTING SERVICES

Dr. Bob Hanks, Interim Director, AHE 326.....	460-7051
FAX.....	460-7492

TICKET OFFICE, MC 2193.....

FAX.....	461-1675
----------	----------

TRAVEL, AD 380.....**UNIVERSITY PHYSICIANS GROUP, UCOM, Suite 6000A.....****UNIVERSITY POLICE**

Zeke Aull, Chief of Police, Beta Gamma.....	460-6312
FAX.....	460-6425

UNIVERSITY PROGRAMS/JAGUAR PRODUCTIONS

Director, SC 130.....	460-7144
FAX.....	414-8223

UNIVERSITY WRITING CENTER

AHE 207.....	460-6480
--------------	----------

UPWARD BOUND

Rochelle Johnson, Coordinator, PTCL.....	460-7321
--	----------

USA POLLING GROUP.....

FAX.....	461-1433
----------	----------

USA WEATHER AND EMERGENCY HOTLINE.....**VANGUARD AND JAG TV**

Manager, Student Media, FCS 14.....	460-6442
Editor, Vanguard, FCS 14.....	460-6442
FAX.....	414-8293
General Manager, Jag TV, Delta 2, Room 202.....	461-1515
FAX.....	461-1532

VENDING.....**VETERANS AFFAIRS**

Robert L. Dean, Veterans Affairs Coordinator, ASC 1345.....	460-6230
---	----------

WEATHER CENTER

Pete McCarty, Manager, Coastal Weather Research Center, MC 1623.....	460-7281
FAX.....	460-7886

WEATHER AND EMERGENCY HOTLINE.....**WEB SERVICES**

Amy Hutchings, Manager, CSC.....	460-7395
FAX.....	460-7844

USA Student Statistics

Fall Semester 2013

By Academic Division

	Number	Percent
Covey College of Allied Health Professions	2,123	14.1
College of Arts and Sciences	3,772	25.0
Mitchell College of Business	1,453	9.6
College of Education	1,643	10.9
College of Engineering	1,267	8.4
College of Medicine	346	2.3
College of Nursing	3,575	23.7
School of Continuing Education & Special Programs	275	1.8
School of Computer & Information Sciences	572	3.8
Graduate School	39	0.3
TOTAL	15,065	100.0

By Level

	Number	Percent
Lower Division	5,382	35.73
Upper Division	5,842	38.78
Unclassified	83	0.55
Graduate I	2,966	19.69
Graduate II	500	3.32
First Professional	292	1.94
TOTAL	15,065	100.0

By Ethnic Background

	Number	Percent
White	9,947	66.03
African American	3,019	20.04
Hispanic American	366	2.43
Asian American	506	3.36
Pacific Islander	36	0.24
Native American	126	0.84
Nonresident Alien	456	3.03
Multiracial	302	2.00
Unknown	307	2.04
TOTAL	15,065	100.0

By Gender

	Number	Percent
Male	5,806	38.54
Female	9,259	61.46
TOTAL	15,065	100.0

By Enrollment Status

	Number	Percent
Full-Time	12,028	79.84
Part-Time	3,037	20.16
TOTAL	15,065	100.0

NOTE: 246 medical residents not included in computations.

First-Time Students by State
Fall Semesters 2009 through 2013

STATE	Number of Students				
	2009	2010	2011	2012	2013
Alabama	2,948	2,979	3,044	3,001	2,808
Alaska	1	1	3	1	4
Arizona	4	4	7	8	10
Arkansas	6	8	8	8	14
California	12	2	21	17	22
Colorado	6	5	10	6	9
Connecticut	0	1	0	3	2
Delaware	1	0	2	1	1
District of Columbia	0	0	0	1	0
Florida	187	228	267	250	270
Georgia	65	59	41	47	89
Hawaii	2	1	3	1	6
Idaho	2	4	1	4	2
Illinois	18	4	6	12	14
Indiana	18	4	3	4	6
Iowa	3	1	0	1	1
Kansas	4	2	2	1	2
Kentucky	5	7	7	6	6
Louisiana	85	54	60	38	61
Maine	2	1	1	0	0
Maryland	6	6	7	7	9
Massachusetts	3	4	2	3	8
Michigan	7	15	5	2	6
Minnesota	6	3	2	5	8
Mississippi	494	407	428	380	436
Missouri	10	5	9	3	7
Montana	2	0	0	1	0
Nebraska	0	2	0	1	2
Nevada	6	1	3	5	4
New Hampshire	0	1	1	3	1
New Jersey	2	4	4	6	5
New Mexico	3	5	2	4	4
New York	2	4	6	3	2
North Carolina	17	21	12	31	35
North Dakota	0	1	0	1	0
Ohio	15	11	9	8	13

Oklahoma	11	18	25	24	54
Oregon	1	2	2	5	4
Pennsylvania	10	2	2	4	17
Rhode Island	2	0	0	0	1
South Carolina	8	7	7	15	24
South Dakota	0	1	0	1	3
Tennessee	11	14	20	19	25
Texas	31	28	40	39	54
Utah	2	5	7	4	6
Vermont	1	2	0	0	2
Virginia	18	9	14	20	17
Washington	4	3	7	6	6
West Virginia	1	2	1	1	2
Wisconsin	7	2	3	8	6
Wyoming	0	1	0	2	0
Puerto Rico	1	0	0	0	0
Virgin Islands	0	0	0	0	1
Armed Services & Other Locales	0	0	1	0	0
Foreign*	165	154	133	71	108
TOTAL	4,215	4,105	4,238	4,092	4,197

First Time Students from Alabama

Number	2,948	2,979	3,044	3,001	2,808
Percent of total	69.9	72.6	71.8	73.3	66.9

First Time Students from Other States

Number	1,102	972	1,061	1,020	1,281
Percent of total	26.1	23.7	25.0	24.9	30.5

First Time Students from Other Countries

Number	165	154	133	71	108
Percent of total	3.9	3.8	3.1	1.7	2.6

* Non-resident alien students (students with permanent visas) are reported under the applicable state of residence.

University of South Alabama Vice-Presidents and Deans

Vice Presidents

Dr. Joseph F. Busta, Jr., Vice President for Development and Alumni Relations
MTH 210, Mobile, AL 36688-0002
251-460-7616

Ms. Lynne Chronister, Vice President for Research
AD 200, Mobile, AL 36688-0002
251-460-6333

Dr. Ron Franks, Vice President for Health Sciences
CSAB 170, Mobile, AL 36688-0002
251-460-7189

Mr. Stan Hammack, Vice President for Health Systems
UMC – Suite 2110, Mobile, AL 36617-2293
251-471-7118

Dr. B. Keith Harrison, Associate Vice President for Academic Affairs and
Dean of Graduate School
AD 301, Mobile, AL 36688-0002
251-460-6310

Dr. G. David Johnson, Senior Vice President for Academic Affairs
AD 300, Mobile, AL 36688-0002
251-460-6261

Mr. Steve Simmons, Vice President for Financial Affairs
AD 170, Mobile, AL 36688-0002
251-414-8138

Dr. John W. Smith, Vice President for Student Affairs/Special Assistant to President
AD 130, Mobile, AL 36688-0002
251-460-6171

Deans

Dr. Debra Davis, Dean, College of Nursing
HAHN 3071, Mobile, AL 36688-0002
251-445-9404

Dr. Richard L. Hayes, Dean, College of Education
UCOM 3614, Mobile, AL 36688-0002
251-380-2738

Dr. Vaughn Milner, Dean, School of Continuing Education and Special Programs
AHE 101, Mobile, AL 36688-0002
251-460-6283

Dr. Michael Mitchell, Assistant Vice President for Student Affairs/Dean of Students
SC 245, Mobile, AL 36688-0002
251-460-6172

Dr. Bob G. Wood, Jr., Dean, Mitchell College of Business
MCOB 106, Mobile, AL 36688-0002
251-460-6902

Dr. John Steadman, Dean, College of Engineering
SHEC 2110, Mobile, AL 36688-0002
251-460-6140

Dr. Samuel Strada, Dean, College of Medicine
MSB 2015, Mobile, AL 36688-0002
251-460-6041

Dr. Richard Talbott, Dean, Pat Capps Covey College of Allied Health Professions
HAHN 3038, Mobile, AL 36688-0002
251-445-9254

Dr. Andrzej Wierzbicki, Dean, College of Arts and Sciences
HUMB 118, Mobile, AL 36688-0002
251-460-6280

Dr. Richard J. Wood, Dean, University Libraries
LB 145, Mobile, AL 36688-0002
251-460-7021

Dr. Alec Yasinsac, Dean, School of Computing
SHEC 2106, Mobile, AL 36688-0002
251- 460-6390

UNIVERSITY OF SOUTH ALABAMA BOARD OF TRUSTEES

The University of South Alabama, operating as a state institution of higher learning and financed in part by public funds, is governed by a Board of Trustees composed of sixteen members: three (3) from Mobile County; five (5) from the State at large; two (2) from the United States at large; one (1) from each of the following state senatorial districts, or combinations thereof, as those districts existed in 1963: (1) sixteenth and seventeenth districts comprising Monroe and Wilcox counties, and Butler, Conecuh and Covington counties, respectively; (2) nineteenth and twentieth districts comprising Choctaw, Clark and Washington counties, and Marengo and Sumter counties, respectively; (3) Twenty-first District comprising Baldwin and Escambia counties; (4) twenty-third, twenty-fifth, and thirtieth districts comprising Dale and Geneva counties, Coffee and Crenshaw counties, and Dallas and Lowndes counties, respectively; and the (5) Thirty-fifth District comprising Henry and Houston counties; and the Governor, who shall be ex officio President of the Board and who shall appoint members to serve on the Board of Trustees, by and with the advice and consent of the Alabama Senate.

In its discretion, the Board of Trustees, as a public body corporate, may prescribe courses of instruction and rates of tuition and fees; set salaries or compensation; confer such academic and honorary degrees as are conferred by institutions of like character; and may do all that is necessary and considered in the best interest of the Institution in carrying out its mission. The Executive Committee is authorized to transact business on behalf of the Board, as set forth in the Board bylaws. The Board vests with the University President full management authority over institutional operations and maintenance. Authority vested with administrative officers, faculty, student committees and internal political bodies is granted by the Board of Trustees to the Executive Committee and President, and from the President to respective individuals or constituencies.

USA Spirit

There are certain pervading animating principles that are essential for a community of scholars to maintain if they are to be dedicated to personal and academic excellence.

Becoming a member of the University of South Alabama's community necessitates that the spirit of a truly civilized community be fully embraced.

As a member of the University community....

I will practice the spirit of integrity, which embraces the personal and the academic.

...a commitment to this ideal means I do not cheat or plagiarize in class, games, or sports; lying, deceit, excuse making, and infidelity or disloyalty in personal relationships will not occur.

I will respect the spirit of equality, which upholds the dignity of all persons.

...a commitment to this ideal means I will not compromise or demean the dignity of individuals or groups, including hazing, intimidation, teasing, baiting, insulting, harassing, and discrimination. Instead, I will uphold the worth of all individuals.

I will respect the spirit of privacy, which protects the property and personal rights of all persons.
...a commitment to this ideal means I will not steal, destroy, misappropriate, damage, or desecrate property which is not my own. One's right to privacy supports giving all persons the right to go wherever they lawfully would like to go and express themselves freely.

I will uphold the spirit of diversity, which celebrates differences and discourages bigotry.
...a commitment to this ideal affirms support for equal rights regardless of one's age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation.

I will demonstrate a spirit of service, which compels concern for others.
...a commitment to this ideal means I will give of my time to others without thought of personal gain or recognition and that on occasions, I will find the needs of others more important than my own.

I will practice the spirit of stewardship, which seeks to conserve the earth's resources and to properly use all resources at my disposal.
...a commitment to this ideal means I will conserve the campus' environment and will use the resources provided me wisely, not wasting where I can conserve, not expecting others to pick or clean up.

I will exercise a spirit of involvement, which necessitates the application of talents and knowledge.
...a commitment to this ideal means that I will be a member of the University community by helping it solve its problems, working with other students to improve campus life, rather than complaining about, criticizing, or attacking those who are involved.

When one embraces the Spirit of South Alabama by joining the community, it behooves that person to exemplify and encourage behavior which promotes integrity, equality, privacy, diversity, service, stewardship, and involvement.

Fight Song: South

South! Alabama,
We're the pride of the red, white, blue
Loyal, strong, and faithful,
To our Alma Mater true.
South! Alabama,
We will cheer you to win the day.
For it's J-A-G-U-A-R-S for
U-S-A!

Fight Song: Jaguar Pride

We're the mighty JAGUARS
Stand up and cheer,
In our colors we take pride;
On to vic'try lead us
Year after year
We will stand here side by side
Through the years we've prov'n
Our glory and fame.
Honor be to the victor's name,
U-S-A FIGHT!
FOR THE RED, WHITE & BLUE, GO JAGS!

Campus History

The University of South Alabama was created by an act of the Alabama Legislature in May 1963, and first opened its doors in June of 1964. In 1969, the Legislature passed a resolution calling for establishment of a medical school at the University. The first Dean of the new college was appointed in 1971 and the charter class entered the College of Medicine in January 1973. The Mobile General Hospital was transferred to the University in 1970 and was renamed the University of South Alabama Medical Center in 1975. In the Fall of 1984, the University established a branch in Baldwin County, with courses offered in Bay Minette and Fairhope.

The University of South Alabama is the principal public institution of higher learning in the central Gulf Coast region. The University is at the center of a region which has a population of more than one million and, with the next closest public institution almost 200 miles away, is strategically located to meet the needs of Southwest Alabama and the coastal region.

The University of South Alabama is a state-assisted comprehensive university governed by a seventeen-member Board of Trustees. Twelve members are appointed from the southern part of the State and three are appointed from the state-at-large. The State Superintendent of Education and the Governor are ex-officio members of the Board of Trustees. Trustees are appointed by the Governor, with the advice and consent of the Senate, to serve twelve year, staggered terms.

The University of South Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; telephone (404) 679-4501, to award baccalaureate, master's, doctoral, and doctor of medicine degrees.

In addition to the Southern Association, the University of South Alabama has programs accredited by the following organizations:

Accreditation Board for Engineering and Technology: BS programs in Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical

Accreditation Review Commission on Education for the Physician Assistant

American Association of Nursing, Commission on Collegiate Nursing Education

American Chemical Society

American Occupational Therapy Association Accreditation Council for Occupational Therapy Education

Commission on Accreditation American Psychological Association

Commission on Accreditation for Respiratory Care

Commission on Accreditation in Physical Therapy Education American Physical Therapy Association

Committee on Accreditation of Allied Health Education Programs

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

Computing Accreditation Commission of ABET: BS programs in Computer Science, Information Systems, and Information Technology

Council on Academic Accreditation in Audiology and Speech-Language Pathology

Council on Social Work Education

Joint Review Committee on Education in Radiologic Technology

Liaison Committee on Medical Education

National Accreditation Association for the Clinical Laboratory Sciences

National Association of Schools of Music

National Council for Accreditation of Teacher Education

The Association to Advance Collegiate Schools of Business

Institutional Accreditation and Licensing

The Southern Association of Colleges and Schools (SACS) Commission on Colleges is the recognized regional accrediting body in the eleven U.S. Southern States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees. The University of South Alabama was initially accredited in 1968 with the most recent Reaffirmation of Accreditation in 2013. The next Reaffirmation is scheduled for 2023. See Member, Candidate, and Applicant List.

Contact information for SACS is:

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033
Phone: (404) 679-4500 Fax: (404) 679-4558

Authority and oversight of Alabama's public institutions of higher education is vested in each institution's Board of Trustees as referenced in the Alabama Constitution and legislative acts as cited in the Code of Alabama of 1975. Complaints to the University of South Alabama Board of Trustees should be addressed to:

University of South Alabama Board of Trustees
c/o Ms. Monica Curtis
307 University Blvd., Room 130
Mobile, AL 36688

The Alabama Commission on Higher Education (ACHE) is the coordination board for higher education in the state. The Commission exercises no governing and limited regulatory authority over Alabama's public institutions. Ala. Code § 16-5-1 et seq. (1975).

Contact information for ACHE is:

Alabama Commission on Higher Education
100 North Union Street
Montgomery, AL 36104-3758
Telephone: (334) 242-1998 Fax: (334) 242-0268

Traditions

ANNUAL CAMPUS EVENTS

Homecoming

The most celebrated week-long event of the year....all facets of University life are involved in the fall celebration. Spirit contests, Homecoming Court Elections, a major show, and the football game- everyone gets caught up in the excitement.

Spring Fling

Sponsored by Jaguar Productions, Spring Fling is a week in late Spring that is chock full of fun, day and night, with diverse music, contests, games, and other fun things to do.

International Spring Festival

An annual tradition at South Alabama! The goals of the festival are to promote international interest and knowledge through the efforts of both foreign and American students, faculty, and staff, and to increase the importance of international affairs. Traditional events include the Parade of Flags, Food Fest, International Dance, Exhibits of the World and Talent Show. The festival provides a fascinating window of the world that's fun, informative, and delicious!

Oozeball

"Get Down and Dirty" with The Southerners, the University ambassador group, during Oozeball- co-ed volleyball played in eight inches of goeey mud. The event originated in 1989 and will be played in April. It is a unique and memorable event that includes 6-8 person teams. South Alabama students, faculty, staff and alumni are eligible to participate. Applications are available in March at the Office of Alumni Relations. For other information contact the Office of Alumni Relations at 460-7084.

African-American Awareness Observance

The Martin Luther King, Jr. Birthday Celebration begins the annual African-American Awareness Observance. The King celebration includes a luncheon, a memorial on-campus march and rally, and a keynote speaker. African-American Awareness programs continue throughout the Spring semester with a wide array of speakers, panels, entertainers, and other activities. Student academic organizations join in the goal of promoting an appreciation for and understanding of the contributions of African-Americans.

National Engineers Week

National Engineers Week is an annual event to bring public attention to the work and contributions of the nation's engineers. The College of Engineering celebrates the week by introducing local middle school students to engineering concepts during Open House, where students participate in hands-on demonstrations and experiments. Engineering students end the week by participating in E-Day, where there are activities such as a career fair with local companies, a cookout, and competitions between the various disciplines.

Get on Board Day

Get on Board Day is an opportunity for USA's 300+ student organizations to reach out to new and returning students, letting them know about each organization's purpose and goals. Held in early Fall in the Student Center, the day is sponsored by the Office of Student Activities. Organizations reserve tables, set up displays, and have the opportunity to recruit new members. USA students are able to visit with club officers and advisors, ask questions, and learn about the many opportunities to get involved in student life.

Student Services

USA Bookstore

In the Student Center, the newly remodeled USA Bookstore is your source for all your campus needs. At the bookstore, you will find new and used textbooks, as well as the supply materials necessary for all of your courses.

To help you show your school spirit, an assortment of emblematic giftware and fashion sportswear is also offered.

Other products and services offered:

Test Preps	Greeting Cards
JAGWEAR!!	Class Rings
Office Products	Dorm Room Supplies
Computer Software	Calculators/Electronics
Laptop Computers	Medical Diagnostic Equipment

Regular store hours: 8:00 a.m.-6:00 p.m., Monday and Tuesday. 8:00 a.m.-5:00 p.m., Wednesday, Thursday, and Friday. "Rush" hours and summer hours will be posted at the Bookstore entrance.

University Financial Aid, Visa, MasterCard, Discover, and American Express are accepted.

For additional information please call (251) 460-7012, or visit our website at: www.southalabama.edu/bookstore.

Campus Recreation

Campus Recreation is an exciting world of fun and fitness! Campus Recreation offers a wide array of activities ranging from highly competitive sports to individual fitness programs. There is

always something to do when you choose to participate in Campus Recreation, and it is a great way to socialize in a friendly, wholesome environment. Whether it's open recreation, fitness, outdoor adventures, or sports clubs...Campus Recreation activities are designed to bring out the very best in each participant. Remember, no matter what activities you choose, you will be the winner! Of course, the showpiece of Campus Recreation is the Student Recreation Center – check out the great offerings.

The Student Recreation Center at the University of South Alabama is a state-of-the art 116,000 sq. ft. facility that is a focal point for campus life. Opened fall semester 2010, it houses multi-purpose athletic courts, a cardiovascular theater, a weight room containing both machines and free weights, heated swimming pools and a spa, saunas, racquetball courts, multi-purpose rooms for activities such as aerobic classes and martial arts, a rock climbing wall, a refreshments facility featuring smoothies and other healthy treats, and a children's play area. Students simply present their Jag Card for admission. Faculty, staff, and alumni must purchase memberships in order to enjoy all that is offered. These memberships are affordable and will allow access to all of the great facilities and equipment found in the Student Recreation Center.

For more information about the Student Recreation Center, visit our website at www.southalabama.edu/campus or call (251) 460-6065. Contact numbers for the department are:

Intramurals:	(251) 461-1627	Southfit:	(251) 460-7268
Outdoor Adventures:	(251) 460-6214	Sports Clubs:	(251) 460-6214
Aquatics:	(251) 460-6460	Marketing & Membership:	(251) 460-6293

Jag Bike Program

Tired of fighting campus traffic in your car? Go Green (and Red/White/Blue) and ride a Jag bike from building to building and enjoy the most convenient parking on campus.

A bicycle rental program for USA students, staff, and faculty is being run by Campus Recreation out of the Outdoor Adventures Cabin located behind the Student Recreation Center. Bikes may be rented here for as little as \$5 per semester. Already have a bike? We perform free maintenance on all bikes to keep you running safe.

Cabin hours: Monday – Friday 3 p.m. to 6 p.m. Always open EXCEPT during school holidays. Sorry, no phone lines to the cabin.

Bike Donation Program: Leaving school and no longer want your bike? Please donate it to the Jag bike program and help others to “keep on biking.”

Unclaimed Bikes: Bikes that are abandoned and left on campus at the end of each semester will be rescued, fixed up and become part of our Jag bike fleet. If you did not abandon your bike and/or we mistakenly usurped your bike, we will happily return it to you.

Directions to Cabin: Old Shell Road to Cleverdon (at the light directly across from where Hillcrest ends on Old Shell). Drive 75 yards down Cleverdon to Fincher (first street on the right). Drive 300 yards down Fincher; Outdoor Adventures Cabin is 100 yards past Faculty Clubhouse on the left.

Career Services

Explore. Experience. Engage.

We provide comprehensive career planning including assistance with exploring careers and academic majors, gaining real-world work experience prior to graduation, and obtaining permanent employment and planning for graduate school.

Career Exploration

Our advising staff is available to assist students and alumni who are undecided about their career plans or academic majors. We offer services including one-on-one advising, administering career-related assessments and online resources to help you research career options that fit your interests, skills, values, personality, and abilities.

Cooperative Education and Internship Program

The Cooperative Education (Co-op) and Internship Program provides an avenue for students to work in jobs directly related to their area of study. Students gain professional, major-related work experience while pursuing their education. Co-op and Internship students apply classroom knowledge in the field, confirm career objectives and build a professional network. These experiences can often lead to stronger job prospects at graduation. Co-op students typically rotate full-time semesters of work and school. Internships consist of one or more semesters in which students explore professional work in their major.

Job Search and Post-Graduate Plans

Career Services offers services to graduating students seeking career-related employment or those planning to pursue graduate or professional school. Our office maintains Jaguar Job Link, an on-line career management system that allows students to search and apply for jobs, make resumes available to employers, and participate in the on-campus interviewing (OCI) program. We also offer various career-related seminars and events including annual career fairs, a mock interview program, resume writing assistance, help researching and applying to graduate schools, and much more!

Career Services, 2100 Meisler Hall
M-F, 8:00 a.m. – 5:00 p.m., 251-460-6188
www.southalabama.edu/careerservices
www.facebook.com/usacareerservices
<https://twitter.com/usacareerservices>
<http://www.pinterest.com/usacareerservices>

Counseling and Testing Services

326 Alpha Hall East, 555 University Boulevard North
Monday-Friday, 8:00 a.m. – 5:00 p.m.
(Closed during holidays)
(251) 460-7051

Services Provided:

- Individual, relationship, and group counseling
- Career testing, interpretation, and counseling
- Substance abuse assessment, counseling, and education
- Sexual assault counseling

- Outreach educational programs on a variety of topics
- Consultation for faculty and staff on mental health issues
- Standardized test administration and proctoring of other academic/special examinations
- Referrals to other mental health providers and/or resources when appropriate

Dean of Students Office

Located in Suite 245 of the Student Center, the Dean of Students Office is a central point for all student concerns. The office is here to help make the educational experience for students a meaningful and memorable one. The Dean of Students Office strives to facilitate cooperation among students, faculty and administrators. The Dean of Students Office provides direction and works in conjunction with other Student Affairs offices, programs, and services to help ensure the retention, academic progress, and graduation of USA students.

For more information or an appointment, call the Dean of Students Office at (251) 460-6172.

Dining Services

South Alabama Dining Services is delighted to be the complete source for all of your campus dining needs. With locations open from 7 a.m. to 2 a.m., South Alabama Dining Services provides widespread dining opportunities to accommodate any dining desire! Meals, snacks, coffee, or convenience items, South Alabama Dining Services is here to serve you.

Conveniently located near the residence halls and Greek housing, the Fresh Food Company offers countless options to satisfy any craving. Our all-you-care-to-eat facility is open everyday of the week, and features cuisine freshly cooked before your eyes. Head down to the first level of FFCo. to visit Java City, the perfect stop before early morning classes and late night studying.

Other campus dining locations include: Einstein Bros. Bagels (Health Sciences), Fresh Market Smoothies (Student Rec. Center), Velma's Deli Corner (Administration Building), the Delta Deli (Delta Commons), the Marketplace Food Court (Student Center) which features Chick-Fil-A, Quiznos, Pizza Hut, and Burger Studio. Also, visit our newest Java City location on the first floor of the Student Center.

Visit www.SouthAlabamaDining.com for more information on our newest locations and for information on meal plans. College can be tough, dining should be easy!

Catering: Specializing in accommodating Student Organizational needs, South Alabama Catering is sure to have just what you are looking for. Providing the smallest of snacks to the most elegant of meal services, South Alabama Catering will prepare exactly what you want for the prices you want. Visit www.usacatering.catertrax.com to place on order or give us a call at 251-460-7948.

Services for Students with Disabilities

The University provides services to students who have a physical, emotional, or learning disability. Students in need of accommodations in or out of the classroom due to a disability should contact the Office of Student Disability Services, located at 5828 Old Shell Road, (251) 460-7212.

Additional information can be found at www.southalabama.edu/dss.

Office of Financial Aid

The Office of Financial Aid, located in Meisler Hall, Suite 1200, subscribes to the principle that the purpose of financial aid is to provide assistance to student who, for lack of funds, would otherwise be unable to attend college. Financial aid is awarded according to each individual's need in relation to college costs. Awards may include grants, loans, and part-time employment, which may be offered to a student singly or in various combinations.

The financial aid staff is dedicated to the principle that each student must receive personal attention with complete confidentiality.

Students may obtain general financial aid information at www.southalabama.edu/finaid, as well as their individual financial aid at PAWS (<http://paws.southalabama.edu>).

Insurance

All students should have medical insurance. This information is available on the USA website under the Department of Student Health. Click on Student Health Insurance Plan. Students are encouraged to purchase this policy if they do not have other medical insurance.

Office of Multicultural Student Affairs

The Office of Multicultural Student Affairs (OMSA) is located in the Student Center, Suite 120. This office was created to assist in the personal development and retention of Minority students at the University of South Alabama through academic support, mentoring and cultural programming. The following organizations report to the OMSA office: African- American Student Association (AASA), Men of Excellence (MOX), Women of Excellence (WOX), Abenefoo Kuo Honor Society (ABK), NAACP, Unity and Spectrum, National Pan-Hellenic Council (Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta and Sigma Gamma Rho Sorority).

Join us on Facebook at USA Office of Multicultural Student Affairs and follow us on Twitter and Instagram @omsausa. For more information, e-mail omsa@southalabama.edu or call 251-460-6895.

Orientation

The Southbound Orientation program is designed to assist new undergraduate students in their transition to the University of South Alabama. It includes academic advising, preparation of the class schedule and registration information, as well as a variety of other information about USA: academic policies, student activities, and other student services.

Southbound Orientation is held every semester and is a mandatory program for all new undergraduates except those who are classified as: Audit only or USA online only. An orientation fee is charged to all students who are required to attend. For additional information, please contact the Office of New Student Orientation at (251) 460-7093 or visit us online at www.southalabama.edu/orientation.

Post Office

The University of South Alabama Post Office is essentially a Contract Station operating under U.S. Postal Service guidelines and a mail room operating under the University of South Alabama policies and procedures.

The contract station is staffed by University of South Alabama employees, who are familiar with all areas of postal operations, and are qualified to handle almost any task. Up-to-date domestic manuals are maintained and used for reference purposes. Drop boxes and window service consist of

selling postal supplies and accepting letters, flats, and parcels for mailing. Departmental mail pickup and delivery service is provided by means of an established route. The campus mail room will process all departmental mail, domestic and foreign, except C.O.D., which must be handled with the U.S. Post Office.

All students who live on campus are required to have a personal post office box to receive mail, thus the Post Office box number is the student's campus address.

For additional information, please call (251) 414-8191 or visit our website at www.southalabama.edu/postoffice.

Public Relations

The Office of Public Relations serves as a publicity outlet for student events, honors and other newsworthy occasions. Public Relations writes and distributes news releases for news media, campus e-mail, social media, and the internet. If possible, please submit items of interest at least four weeks prior to the event.

Submissions may be sent to pubrel@southalabama.edu, brought or mailed to the Office of Public Relations, Room 250, Whiddon Administration Building, or call (251) 460-6211. For more information, please visit our website, www.southalabama.edu/publicrelations/.

Publication Services

The Office of Publication Services is located in University Commons (UCOM) on the corner of University Boulevard and Old Shell Road. This department services the printing and copying needs of students, faculty, and staff on an individual, departmental, or organizational basis. Publication Services provides the latest techniques in composition, creative design and layout, camera work, and one to multicolor offset printing.

Publications Services also provides walk-in cash copy orders while you wait. All directional and informational signage, as well as, plaques and name tags are produced in our department. Large format printing can be created up to 60 inches wide. Lamination is also available for materials up to 42 inches wide.

The quality and effectiveness of a publication can be enhanced by consulting with staff artists early in the design stages. Consultation also allows Publication Services to share valuable timesaving and cost-effective tips with the customer.

Publication Services creates printed material tailored to meet specific needs, including newsletters, directories, handbooks, posters and flyers, wall clings, gallery wraps, and more. For further information or to schedule an appointment, call (251) 380-2828.

Office of the Registrar

The Registrar's Office, located in Meisler Hall, Suite 1100, provides academic service for graduate and undergraduate students at the University. The Registrar's Office is responsible for major functions such as registration and drop/add (change of courses), grade reporting, transcript production, final degree check, commencement, distribution of diplomas, determination of academic honors, enrollment certifications, degree verifications, address and name changes, change of residency status and the schedule of classes.

The Registrar's Office is charged with the responsibility of maintaining the integrity of the students' academic records, i.e., ensuring the confidentiality, accuracy, and security of the University's academic record system. To access the Registrar's website, go to www.southalabama.edu/registrar.

Safety and Environmental Compliance

The University of South Alabama strives to assume a safe environment for its faculty, staff, students and others who may visit or work at any of the University's properties. In support of this policy, the University will give high priority, appropriate support, and take proactive measures to eliminate hazards where possible, or to reduce to acceptable limits, environmental and occupational hazards.

Faculty, staff, and students have an obligation to take all reasonable precautions to prevent injury to themselves or to their fellow employees, visitors, patients and/or students. They are expected to follow approved policies and procedures, which apply to their activities, and to check with their supervisors when they have any concerns regarding potential hazards.

The President has delegated to the Director of Safety and Environmental Compliance, the responsibility and authority for assuring overall compliance with applicable safety and environmental standards University-wide. The Department of Safety and Environmental Compliance is responsible for working with and through academic and service units by identifying and assisting in resolving safety and environmental problems, recommending standards, evaluating and reporting on the status of compliance with standards, providing technical and support services, recommending necessary changes, documenting, analyzing, and developing training resources.

Reminder to students to make sure their emergency contact information is kept current with their PAWS account. Students will be able to update their information through the University's main web page "Alert" tab on the top toolbar.

For additional information regarding our department and its programs, call 460-7070.

Office of Student Accounting

The Office of Student Accounting is located in Meisler Hall, Suite 1300, and provides a variety of financial services to students. The office is responsible for implementing tuition and fee policies approved by the University Board of Trustees.

Services provided by the Student Accounting Office include cashing out-of-town checks for students (\$25.00 limit – must be prior to two weeks preceding the end of any term), providing a location and mechanism for the payment of tuition and fees, disbursing of financial aid funds to students, administration of third party tuition contracts along with Perkins and institutional loan programs of the University, and providing students with copies of student accounts and 1098T forms.

For a review of your student account and services offered by the Office of Student Accounting, please visit our website at www.southalabama.edu/studentaccounting.

Student Center

The Student Center is truly the center of it all on the University of South Alabama campus. The Student Center refers to both the building itself and the department. The Student Center staff believes engagement in educationally purposeful activities, in and out of the classroom, is critical in a student's learning and personal development. Our department, comprised of Student Activities,

Greek Life, University Programs and Student Center Services, enriches the campus life experience by providing quality programs, services, and facilities focused on student engagement, student learning, and student success.

Offices located in the Student Center include:

FIRST FLOOR: Associate Dean of Students, Student Activities, Greek Life, Jaguar Productions, Student Center Services, Multicultural Student Affairs, Meeting Rooms, Lounge spaces, P.O.D., and JAVA City.

SECOND FLOOR: Assistant Vice President of Student Affairs and Dean of Students, Student Government Association, CASLE, Ballroom, Meeting Rooms, Dining Services, Food Court, and the Bookstore.

Student Center Services: consists of the Jag Card ID office, computer lab, and reservations office. The computer lab is available to all currently enrolled students. There is no fee for the use of computers, but a minimal per page charge for printing.

The Jag Card: the student identification card and is required of all enrolled students. The uses for the ID card are meal plan, library access, student rec center, athletic events, and discount tickets from Jaguar Productions.

Reservations: the Student Center has a ballroom and several meeting rooms that are available for meetings and events. To check availability and what we offer, visit www.southalabama.edu/studentcenter.

Food Court: is located at the front entrance of the Student Center. Dining options include Quiznos, Chick-Fil-A, Burger Studio, Pizza Hut, as well as fresh salads, snacks, and sweet treats.

Student Health Services

The Student Health Center is located in Suite 1200 of the USA Technology and Research Park, Building III. Student Health Services are available during each semester to all students enrolled at the University.

The center is staffed by MDs, PAs, and RNs on Monday, Wednesday, and Friday from 8 a.m. to 5 p.m. and Tuesday and Thursday from 9 a.m. to 5 p.m. when school is in session. A physician is available for appointments Monday through Friday. For appointments, call 460-7151 between 8 a.m. and 5 p.m.

Ambulatory care services are available at the Student Health Center. Students are strongly encouraged to obtain insurance for medical services, specialty referral and/or hospitalization.

Student Health Center Services include:

- **Outpatient visits:** the health center staff is prepared to evaluate all ambulatory problems. For appointments, call 460-7151.
- **Laboratory Tests:** available through the laboratory Monday through Friday from 8:00 a.m. to 5:00 p.m.
- **X-Rays:** available through the Radiology Department Monday through Friday from 8:00 a.m. to 5:00 p.m.

- Allergy Injections: students must supply their own medications with written instructions from M.D. Subject to approval by the Student Health Center physician.
- Immunizations: available at Student Health Center or the Mobile County Board of Health.
- GYN Services: a Provider is available by appointment to provide routine gynecologic care including pap tests, STD tests, breast exams, pregnancy testing, and contraception counseling. A deposit is required at the time the appointment is made. This is applied to charges incurred at the time of your visit.
- STD Screening & Counseling: sexually transmitted disease (including HIV) evaluation, education counseling, and treatment are available.
- Physical Exams: exams required by the University can be performed by appointment through the Student Health Center.
- Health Education: a variety of health promotion and wellness programs are available through Student Health.
- Rape Hotline: The Student Health Center number (460-7151) serves as an assault hotline 24 hours a day for those seeking assistance from the Victims Advocacy Program.

Substance Abuse Program

The Substance Abuse Program is committed to providing the University of South Alabama community with educational and prevention programs related to substance abuse. Counseling, outreach programs, and consultation services are provided to increase knowledge and awareness of alcohol and other drug issues and decrease the negative consequences associated with high risk drinking and illegal drug use. The program advocates the protection of the legal rights of students as they relate to alcohol and drug laws.

The Substance Abuse Program has the following educational goals:

1. Disseminate information to members of the University community about common substances of abuse and the harmful effects associated with their use and/or misuse.
2. Convey to students who choose to abstain from alcohol the acceptability of that choice and educate students who choose to drink about the responsible use of alcohol.
3. Provide members of the University community with information about signs of substance abuse and addiction and resources available to assist with these disorders.
4. Educate students about University and government imposed penalties for alcohol and other drug violations.

The Substance Abuse Program, a part of USA Counseling and Testing Services, provides a variety of services to students. These services include the following: Substance Abuse Assessments, Individual and Group Counseling, Alcohol and Drug Awareness/Education Programs, Consultation with faculty and staff, and Referral Services. The Program maintains a website at www.southalabama.edu/counseling which enables students to obtain additional information about alcohol and drugs. An online alcohol assessment is also accessible through this site. The Program conducts periodic alcohol and drug surveys to assess current patterns of alcohol-drug use. The services of the Substance Abuse Program are confidentially provided. Students who would like to receive assistance or further information are invited to contact this office at (251) 460-7980. The Substance Abuse Program is located in Alpha Hall East, Room 326.

Types of Drugs and Health Risks: A Brief Summary

- I. Alcohol is a central nervous system depressant. Short-term effects of excessive alcohol intake may include impaired judgment and coordination, distorted vision, slurred speech, nausea, and blackouts. Death from alcohol poisoning begins to be a possibility if the blood alcohol level reaches .30. The long-term health risks of heavy drinking include hypertension, stroke, cirrhosis of the liver, heart problems, brain and nerve damage, sexual dysfunction, and stomach ailments.
- II. Tobacco contains nicotine, which is both a stimulant and a sedative to the central nervous system. It is known to be a very addictive substance. Smokers become physically and psychologically dependent. The long-term health risks of smoking cigarettes include emphysema, heart disease, stroke, and cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, and bladder.
- III. Marijuana contains THC (Delta-9-tetrahydrocannabinol), which accounts for most of its psychoactive or mind altering effects. The short-term effects of using marijuana include sleepiness, memory and concentration problems, impaired motor coordination, increased heart rate, dry mouth and throat, and decreased social inhibitions. The long-term effects of using marijuana include impaired lung functioning, sexual problems, breast tissue development in men, and possible immune system damage. Fake or synthetic marijuana products have been sold illegally in recent years by names such as "Blaze", "Spice", "K2 Summit", "Genie", "Solar Flare", and "Fire n Ice". These products contain dried plant material and various chemical additives that are believed to mimic the effects of marijuana. Those who smoke these products may experience adverse effects such as agitation, anxiety attacks, an extremely elevated heart rate, increased blood pressure, vomiting, tremors, disorientation, and seizures. The long-term effects of habitual use of these products are currently unknown.
- IV. Stimulants increase the activity of the central nervous system. Examples include amphetamines, methamphetamines, cocaine, and crack, which cause short-term elevations in mood, self-confidence, energy, heart rate, and blood pressure. Potential difficulties associated with the more powerful stimulants such as these include possible physical addiction, psychoses, severe depressions, and anxiety syndromes such as panic attacks and obsessions. Additional health risks include seizures and cardiac arrest.
- V. Hallucinogens are substances that distort perception of reality. The most well known hallucinogens are lysergic acid diethylamide (LSD), mescaline and phencyclidine hydrochloride (PCP). Under the influence of these drugs, the senses of direction, distance, and time become disoriented. They can produce unpredictable, erratic, and violent behavior in users that sometimes lead to serious injury and death. In large doses, LSD can cause convulsions, coma, heart and lung failure, and even death.
- VI. Sedatives/Tranquilizers are drugs used to reduce anxiety and tension. In some cases, they are used as sleep aids as well. Like alcohol, these drugs are central nervous system depressants. Examples include barbiturates such as Amytal, Nembutal, and Seconal, as well as benzodiazepines such as Ativan, Halcion, Librium, and Xanax. Rohypnol, a date rape drug, also falls into this category. Although specific effects may vary according to the particular drug, these drugs typically induce a state of relaxation and drowsiness. At high

doses, dizziness, slurred speech, impaired coordination, and amnesia may occur. Health hazards include risk for addiction and coma and/or death from overdose.

- VII. Narcotics are painkillers or analgesics. These drugs include morphine, heroin, codeine, and Dilaudid, all of which are derived from opium. Synthetic narcotics include drugs such as Demerol, Percodan, and Darvon. These drugs tend to reduce sensory feeling and sensitivity of all kinds, to pleasure as well as pain. In large doses, they induce drowsiness, mental clouding, lethargy, and even sleep. They are highly addictive. Overdose risks include convulsions, coma, and death.
- VIII. Anabolic steroids are synthetic derivatives of the male hormone testosterone. These derivatives of testosterone promote the growth of skeletal muscle and increase lean body mass. Major side effects of anabolic steroid use include liver damage, cardiovascular problems, high blood pressure, and increased risk for strokes. Aggression and extreme mood swings as well as other psychiatric side effects may result from their abuse.

Libraries at USA

“Everything you need for a better future and success has already been written.
All you have to do is go to the library.” – Henri Frederic Amiel

The University of South Alabama Libraries are here to serve your needs with research materials, online databases, and librarians educated and trained in you achieve success in your specific field of study. The libraries provide a safe and quiet place to study, make copies, conduct research, use computers, checkout music or videos, and meet in group study rooms or other collaborative areas. Library hours are extended during exam week to serve students' needs.

- **Baugh Biomedical Library**, located near the College of Medicine, is dedicated to assisting future doctors, nurses, physician assistants, and other healthcare professionals with their medical studies. The **USA Medical Center** provides a reading room and an instructional librarian to assist medical students at the hospital. A reading room is also located in the **Children's & Women's Hospital**. Visit the Biomedical Library website for complete information: <http://biomedicallibrary.southalabama.edu/library/>.
- **Marx Library**, on USA North Drive, provides research support for students in the Colleges of Arts and Sciences, Education, and Engineering, and the Schools of Computer and Information Sciences, and Continuing Education and Special Programs. Marx Library also contains:
 - Two **Art Galleries**, located on the first and third floors, feature works by students, faculty, local, and regional artists.
 - **U.S. Federal and State publications** available at no cost: <http://www.southalabama.edu/univlib/govdocs/gd>
 - The **Library Auditorium**, first floor east side, seats up to 125 people and can be reserved for use by University affiliated organizations. Check availability and complete a reservation request for the auditorium and other meeting rooms on the Marx Library website under **NEWS/Library Events**.
 - A **Writing Center** office on the second floor provided instruction and help with writing papers. Visit the Library website to schedule an appointment.
 - A full-service **Starbucks** is open during all Library hours.Visit the Marx Library website to discover all the Library has to offer: <http://library.southalabama.edu/>

- **Doy Leale McCall Rare Book and Manuscript Library**, currently located at the Springhill Avenue Campus (SHAC), Room 722, houses the archives collections for the University, an extensive collection of old Mobile photographs, and the McCall Collection of pre- and post-civil war documents from Alabama: <http://southalabama.edu/mccallarchives/>
- **Mitchell College of Business Learning Resource Center** offers students a quiet place to study, research, and collaborate on group projects. A business librarian and staff assist students with locating materials and research projects: <http://www.southalabama.edu/univlib/mcob/>
- **USA Baldwin County Campus Library** has a librarian on staff to assist students with their research needs: <http://www.librarynow.info/>

University Police Department

The University of South Alabama has its own University Police Force. The University of South Alabama Police Department's mission is to, in partnership with the university community, strive to provide a safe crime free environment to learn, live, work, and play.

Our goals are:

1. Educate the University community, which includes faculty, staff, and students, on crime prevention methods and techniques and encourage them to accept appropriate responsibility for their safety and security on campus.
2. Provide purpose-driven services to all segments of the university community while aggressively striving to maximize campus safety and minimize security risk factors.
3. Encourage and provide professional development opportunities for the Police Department.
4. Enforce state and federal statutes, rules and regulations, to ensure the safety of university faculty, staff, students, and guests.
5. Achieve this mission in the most efficient manner possible.

USA National Alumni Association

- The USA National Alumni Association is comprised of those alumni and friends of the University of South Alabama who are concerned with quality education at the University. This concern is demonstrated by their continuing support, both financially and as volunteers.
- The National Alumni Association is involved in a number of programs that greatly enhance life at South Alabama. Faculty/Staff recognition awards, the ambassador group "The Southerners", and the student alumni association "Students Today Alumni Tomorrow", and scholarships are a few of the activities sponsored by the association.
- Through the Alumni Scholarships program, the Association is helping attract top students by awarding the Freshman Alumni Scholarships for incoming freshmen, Book Scholarships for sophomores, juniors, and seniors currently enrolled at USA, Children of Alumni Scholarship, and a Graduate Student Scholarship. Scholarship applications are available in January at Alumni Hall and on the Association's website at www.southalabama.edu/alumni.
- As an introduction to the National Alumni Association, graduates will receive a discounted membership fee. For more information, call the Office of Alumni Relations at 460-7084 or stop by Alumni Hall.

Office of Veteran Affairs

The Office of Veteran Affairs is located in Academic Support Center, Suite 1345. VA enrollment certifications and other related services are provided by this office to veterans, veteran's dependents, and active duty personnel. Students using VA education benefits need to contact this office each semester.

For more information on the services provided by the Office of Veteran Affairs, contact us at 460-6230 or visit our website at <http://www.southalabama.edu/registrar/veterans.htm>.

Student Organizations

At USA, there are over 200 recognized academic, professional, special interest, faith-based, and social Greek letter organizations. Student organizations provide opportunities for you to gain valuable leadership experience and connect you back to your campus! If you are interested in joining a student organization, please visit The Office of Student Activities in the Student Center, Suite 101, or call us at 251-460-7003.

Regulations for Student Organizations

Student organizations at the University exist as an integral part of the total educational experience. Their general purpose is to contribute to the development and welfare of the students and to benefit the entire community. Student organizations are established and managed by students and are subject to the regulations of the University. Student organization responsibilities include adherence to the organization's announced purposed and sound business management. Basic democratic operational procedures are expected of all student organizations.

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political, or other legally protected views, consistent with the First Amendment.

Student organizations must have a faculty or staff advisor and be approved by the University before they can function as recognized organizations. The Office of Student Activities and the organization advisor are available to advise and assist organizations, but the final responsibility for performance rests with the members themselves. The Office of Student Activities is responsible for the overall facilitation of student organization policy and registration. We are located in the Student Center, Suite 101, and can be contacted by calling 251-460-7003 or by e-mail at activities@southalabama.edu.

To be recognized as an active organization in good standing with the University, all student organizations must:

1. Demonstrate that the group does not duplicate an existing organization.
2. Maintain a membership list with a minimum of 10 student members. Of those 10 student members, **100% must be currently enrolled USA students**. The only exception to this policy is for Honor Societies. Up to 10% of the membership may include honorary members such as faculty, staff, and community members.
3. Have at least one active faculty or staff advisor.

4. Submit the following information to the Office of Student Activities by the designated deadline:
 - Annual Registration/Application
 - Advisor Agreement Form
 - Constitution and Bylaws (visit website for sample: www.southalabama.edu/studentactivities/forming.html).
5. Consult with the Office of Student Activities and follow the procedures outlined to become a formally recognized organization.

New Organizations

USA is committed to the development of student organizations and organizational leaders and members. The addition of new student organizations enhances the campus community and provides more opportunities for students to become involved and participate in activities that support their interests. The process for becoming a new student organization is consistent among all organizations. In order to establish such an organization, students are permitted a grace period in which they have access to facilities and services to recruit members and secure an advisor.

When the organization has met the criteria for recognition, they must turn in an online application, signed Advisor Agreement Form, and Constitution and Bylaws, which will be reviewed by the Student Organization Committee before the organization can become formally recognized.

Existing Organizations

Student organizations are required to register with the Office of Student Activities annually. If a student organization is inactive or does not register with our office for one academic year, they are subject to the policies and procedures required of New Student Organizations as mentioned above.

Finances

Sound fiscal management procedures must be in place for all student organizations. These procedures must be provided for within the organization's constitution. With the assistance of the advisor, student organization leaders should strive to conduct all financial business of the organization in a responsible and ethical manner. All accounts are subject to audit and review by the University of South Alabama. According to SGA policy, student organizations must be active for **three consecutive semesters** in order to be eligible for appropriations.

On-campus Accounts

Every student organization may open an on-campus account for managing funds. Please visit the Accounts Payable Office at 460-6191 for more information on opening an on-campus account.

The advantages of using an on-campus account include:

- Support from University staff in regulating the use of funds
- Limited risk of misuse
- No annual fees or other material costs
- Easy to maintain when organizational leadership changes
- Tax exempt status

Off-campus Accounts

In the event that a student organization decides to open an off-campus account, the following requirements must be met:

- The account must have two signatories, one of which must be the organization advisor

- The account name cannot include “USA” or “University of South Alabama”.
- Use of the University’s Tax ID number is prohibited
- Remove outgoing and add incoming signatories promptly

Other Tips for Off-Campus Accounts

- Use of an ATM or credit card is not recommended.
- Use a central mailing address, such as a USA PO Box to receive bank statements and notifications.
- Allow all members of the organization access to financial records.
- Designate a secondary individual who is separate from the organization purchaser to reconcile the bank statements.

Conduct in Group Activities

1. Any University of South Alabama student guilty of disorderly conduct at any function sponsored by the University or by any University organization is required to leave the function immediately.
2. Any person not a student at the University of South Alabama who violates these regulations is also required to leave the function immediately. If he or she is from another school, a report of his or her actions is forwarded to the appropriate officers at his or her school.
3. Responsibility for the enforcement of these regulations rests with the officers or appointed representatives of the organization sponsoring the function.
4. The attendance of an organization’s faculty advisor is desirable at organization functions.

Social Probation and Withdrawal of Recognition

An organization may be placed on social probation and/or recognition may be withdrawn for any of the following reasons:

- The organization fails to maintain compliance with initial requirements for registration.
- The organization ceases to operate as an active organization.
- The organization requests withdrawal of registration.
- The organization operates or engages in any activity in violation of rules and regulations of the University or federal or state laws.
- The organization fails to submit any required reports.
- The organization violates acceptable standards of behavior which are attributable to the group rather than to the individual, depending upon the severity of the violation.

The Dean of Students may refer such cases to the appropriate disciplinary body for a hearing. However, the Dean may determine the extent to which an organization has violated regulations and notify the organization, through its president, that the organization is on social probation.

An organization that is placed on social probation may continue to hold meetings but may not sponsor any activity or program or participate in any activity or program sponsored by another organization. Where registration of an organization is withdrawn, it shall cease to exist as an organization.

Student Organizations

Faith Based Organizations

Baptist Campus Ministries
Catholic Student Association
Chi Alpha Christian Fellowship
Christian Medical & Dental Association
Converge
Fellowship of Christian Athletes
Impact-USA
Jags for Christ
Muslim Student Association
Pagan Student Association
Patchwork Mobile
PUR Ministries
Reformed University Fellowship
Secular Student Alliance
The Gathering
Wesley Foundation
Westminster Fellowship

Honor Societies

Abeneefuoo Kuo Honor Society
Alpha Epsilon Delta
Alpha Kappa Delta
Alpha Psi Omega
Alpha Sigma Lambda
Beta Alpha Psi
Chi Sigma Iota
Epsilon Mu Sigma
Eta Kappa Nu
Gamma Theta Upsilon
Honors Program Organization
Kappa Delta Pi
Mortar Board
National Society of Collegiate Scholars
Omega Chi Epsilon
Order of Omega
Phi Alpha Theta History Honor Society
Phi Kappa Phi
Phi Sigma Iota
Pi Tau Sigma
Pi Theta Epsilon
Psi Chi
Scabbard and Blade
Sigma Alpha Iota
Sigma Tau Delta
Tau Beta Pi
Tau Eta Pi
Tau Sigma National Honor Society

Greek Letter Organizations College Panhellenic Council:

Alpha Gamma Delta
Alpha Omicron Pi
Chi Omega
Kappa Delta
Phi Mu

Interfraternity Council:

Alpha Tau Omega (colony)
Kappa Alpha Order
Kappa Sigma
Phi Kappa Sigma
Pi Kappa Alpha
Pi Kappa Phi
Sigma Chi
Tau Kappa Epsilon

National Pan-Hellenic Council:

Alpha Kappa Alpha
Alpha Phi Alpha
Delta Sigma Theta
Kappa Alpha Psi
Omega Psi Phi
Phi Beta Sigma
Sigma Gamma Rho
Zeta Phi Beta

Professional Student Organizations

Association of Computing Machinery
Alabama Institute of Chemical Engineers
Alabama Physician's Assistant Student Society
Alabama Student Rural Health Association
American Association of Petroleum Geologists
American Chemical Society
American Medical Student Association
American Medical Women's Association
American Society of Civil Engineers
American Society of Mechanical Engineers
ASHRAE
Biomedical Engineering Society
Biomedical Sciences Society
Civil Engineering Graduate Society
Clinical and Counseling Psychology Grad Student Organization
College of Medicine Student Assembly
College of Medicine, 1st year
College of Medicine, 2nd year
College of Medicine, 3rd year
College of Medicine, 4th year
Collegiate Entrepreneur Organization
Collegiate National Association for Music Education
Future Pharm.D. Association
Gulf Region Intelligent Transportation Society
Institute of Electronics and Electrical Engineers – CS
Instructional Design & Development Graduate Association
Marine Sciences Graduate Student Organization
Meteorology Club
Mitchell MBA Graduate Student Association
National Society of Black Engineers
National Student Speech Language and Hearing Assoc.
Oracle
Orthopaedic Surgery Interest Group
Physical Therapy Club
Pre-Occupational Therapy Club
Pre-Physical Therapy Club
Pre-Physician Assistant Society
Public Relations Student Society of America
Respiratory Therapy Student Association
Silver Wings
Social Work Student Organization
Society for American Military Engineers
Society for Automotive Engineers
Society of Human Resource Management
Society of Physics Students
Society of Women Engineers
Southerners

South Alabama Student Occupational Therapy Assoc.
Student Academy of Audiology
Student Athletic Advisory Committee
Student National Medical Association
Student National Pharmaceutical Association
Student Nurses' Association, USA
Students for Disease Research
Students Today Alumni Tomorrow

Special Interest Groups

African American Student Association
Air Force ROTC
Allies Unlimited
American Advertising Federation
Amnesty International
Anthropology Club
Applied General Contractors
Art History Association
Basic Medical Science Student Organization
Bass Fishing Club
Biology Student Association
Biology Graduate Student Association
Camp Kasem
Chess Club
Chinese Student Scholars Association
Circle K International
Club Volleyball
College Conservatives
College Democrats
College Republicans
Colleges Against Cancer
Color Guard, USA (ROTC)
Communication Graduate Association
Council of International Student Organizations
Cricket Club, USA
Debating and Dialoguing Religions
Diamond Girls
Disney Enthusiasts of USA
Emergency Medicine Interest Group
Exercise Physiology Club
Family Medicine Interest Group
Feminists for Progress
Financial Management Association
French Club
Friends of Internationals
Future Justice Professionals
Geography Club
Geology Club

German Society
Gerontology Club
House of Jags
Independent Music Collective
Indian Student Association
Internal Medicine Interest Group
Jag Health Team
Jaguar Joggers
Jaguar Intramural Sports (ROTC)
Jaguar Nation
Jaguar Marching Band
Jaguar Productions
Japanese Culture Club
Jazzin' Jags, USA
Karate Club, USA
Launch Society, USA
Marine Science Graduate Student Organization
Mathematics & Statistics Club
Men of Excellence
Meteorology Club
Model United Nations
Nontraditional Student Union
Percussive Arts Club, USA
Philosophy Club
Photography Association
Pinky Promise, South Alabama
Pinoy South Society
Political Science Club, USA
Professional Sales and Marketing Club
Prowlers Dance Team
Psychology Club
PsychSIGN
Quidditch Team, USA
Radiology Interest Group

Ranger Challenge (Army ROTC)
Residence Hall Association
Rock Climbing Club
Rugby Club, USA
Russian Club
Sailing Club, USA
Saudi Student Association
Society for the Anime and Gaming
Experience
South Alabama Cheerleaders &
Mascots
South Alabama Jagettes
Southfit Club
Spectrum
Steel Band Club, USA
Students for Sensible Drug Policies
Students in Action
Student Sustainability Council
Student Veterans of America
Surgery Interest Group
Tennis Club, South Alabama
Therapeutic Recreation Association
Theatre Jesters, USA
Theatrical Fight Club, USA
To Write Love on Her Arms
Trumpet Ensemble, USA
Turkish Student Organization
Unity, USA
Video Game Development Club
Vietnamese Student Association
Wilderness Medicine Student
Interest Group
Women of Excellence
World Music Club, USA

Last Updated: July 16, 2014

Welcome to USA Greek Life!

Welcome to the University of South Alabama and Greek Life. Your years at USA will include many learning experiences; your most fulfilling could be the involvement in a Greek letter organization. Greek Life encourages outstanding scholarship, involvement in campus activities, participation in community service and most importantly, friendships that last a lifetime.

SGA

What is SGA?

The Student Government Association is the voice and governing body of the students. All students are members of the SGA and encouraged to get involved. The purpose of SGA is to protect and advance the students' interests as well as to promote the welfare of the students by providing student services. The SGA operates as a constitutional democracy and is composed of three branches: the Executive Branch, the Judicial Branch, and the Legislative Branch.

SGA meets every Monday night that school is in session at 8:00 p.m. in the Student Center Ballroom. Our meetings are always open to all students and faculty.

For more information, please come by the SGA Office, which is located in the Student Center, Suite 214, or contact us at (251) 460-7191.

Get Involved!

Have an idea! Want to make a difference? This is your campus too! We all go to the same school. What you can do will benefit us all! If you would like to get involved, please e-mail SGA at sga@southalabama.edu and we will be more than happy to get information to you!

Jaguar Productions

Jaguar Productions (JP) is the official Student Activities Board for the University of South Alabama. JP is a student organization dedicated to providing entertaining and educational programs for USA students. JP is always looking for new ideas from students who want an exciting college experience. JP offers you an opportunity to meet new people, form lasting friendships, and have a once in a lifetime experience! As a part of the JP family, you will be interacting and brainstorming with fellow members to provide entertainment for the entire campus. We welcome you to participate in any or all eight Committees. Regardless of your interests, we have a place for you to call home!

Student Code of Conduct

Student Rights and Responsibilities

The University of South Alabama is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The University is committed to supporting the exercise of any right guaranteed to individuals by the Constitution and the Code of Alabama and to educating students relative to their responsibilities.

1. COVERAGE

The Code of Student Conduct is the University's policy regarding nonacademic discipline of students. Academic discipline is covered under the section of the Lowdown called "Student Academic Conduct Policy".

2. RATIONALE

The primary purpose of the Code of Student Conduct is to protect and preserve a civil and safe educational environment. The University is not designed or equipped to rehabilitate students who will not abide by this code. The disciplinary actions prescribed are meant to protect and preserve a quality educational environment, and if students, by their behavior, threaten that environment, it may be necessary to remove them from the community as provided in this code.

3. INTERPRETATION OF CODE

The University's Code of Student Conduct is set forth in writing in order to give students a general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic misconduct in exhaustive terms.

4. INHERENT AUTHORITY

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the students' physical and emotional safety and well-being; therefore, the University does reserve the right to suspend students on an interim basis pending an investigation pursuant to this Code of Student Conduct.

Revocation of conferred degrees may be recommended to the Board of Trustees in instances where conferral of the degree preceded the determination of significant misconduct or academic fraud.

5. VIOLATION OF LAW AND OF THIS CODE

Students may be accountable to federal, state, or local authorities and to the University for acts that constitute violations of federal, state, or local laws or ordinances and of this Code. Those accused of violations are subject to the University disciplinary proceedings outlined in the Code even though similar proceedings of a criminal nature are pending, have been terminated, or not yet adjudicated in municipal, state or federal court. Such fact of other proceedings or pendency of same will not be an appropriate challenge to the disciplinary proceedings outlined in this Code.

6. STUDENTS

The term “student” means any person taking courses at USA, either full-time or part-time, pursuing undergraduate, graduate, or professional/extension studies. A person who is not officially enrolled for a particular term, but who has a continuing relationship with the University, is considered a “student”. This includes persons newly admitted to USA, who are on semester break, and who are sitting out one or more semesters.

7. PROHIBITED CONDUCT

University jurisdiction and discipline attaches to conduct which occurs on University premises, or at University related or sponsored activities, whether on or off University premises, or which adversely effects the University community and the pursuit of the objectives of the University. The following non-academic misconduct is subject to disciplinary action.

The term “jurisdiction” for an individual student shall mean that individual is subject to the University Judicial System if he or she is alleged to have violated a University conduct regulation

- While attending any University orientation program
- During any semester for which the individual is or has been registered as a student at the University, including, but not limited to those who fail to complete the semester and those who are co-op students, and
- During an interval between consecutive semesters of registration.

The term “University premises” means any and all land, buildings, facilities, and/or other property in the possession of, owned, used, leased, rented or controlled by the University, including adjacent or pertinent streets or sidewalks.

The term “University-sponsored activity” means any activity, on or off campus, which is initiated, aided, authorized, or supervised by the University. The terms “University” and “institution” mean the University of South Alabama.

A. Intentionally or recklessly causing physical harm to any person

The term “intentionally” means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge of intentional misconduct. The term “recklessly” means conduct that could reasonably be expected to create a substantial risk of harm to a person(s).

B. Harassment

The term “harassment” means pervasive or severe, unwanted and annoying actions of one party or a group against another. It is also defined as using abusive language, including electronic communication, tending to incite an immediate breach of the peace to any person, persistent following or stalking of a person, or engaging in a course of conduct or repeatedly committing acts that harm or seriously annoy another person. The University used the reasonable person standard to determine when acts are defined as annoying, alarming, or harassing in nature.

C. Discriminatory Harassment

The term “discriminatory harassment” refers to intentional behavior, including but not limited to written, electronic, verbal, or physical acts that denigrate or show hostility toward an

individual on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, genetic information, or disability.

D. Engaging in Sexual Harassment

The term “sexual harassment” includes, but is not limited to, verbal or non-verbal conduct that is intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcomed verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for a refusal to comply with sexual demands. Sexual harassment is a form of sex discrimination.

E. Engaging in Sexual Violence

The term “sexual violence” means any physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Lack of consent means that the person who has alleged the occurrence of sexual violence has not said “yes”, or otherwise specifically and unambiguously indicated agreement to participate in the act, including instances in which she/he is unable to give informed consent because of her/his youth, temporary or permanent mental or physical incapacity, including, but not limited to, being under the influence of alcohol or drugs. Acts in this category include rape, sexual assault, sexual battery, and sexual coercion.

Sexual contact can include, but is not limited to: unwelcomed sexual behavior, including kissing, intentional touching of another person’s intimate body parts or the clothing covering these intimate areas, and unwelcomed sexual penetration, which includes sexually intended intrusion, however slight, into any opening of a person’s body, by parts of another person’s body, or any other object. Sexual violence is a form of sex discrimination.

F. Intentionally or recklessly misusing, destroying, or damaging University property or the property of others

The term “intentionally” means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge of intentional misconduct. The term “reckless” means conduct that could reasonably be expected to create a substantial risk of harm to a person(s) or property, or which would be likely to result in interference with normal University or University sponsored activities. The term “property” includes all materials bought, made, or fabricated by the University or materials, bought, made, or in the possession of another.

G. Engaging in activities that threaten the safety of the campus community

The phrase “threaten the safety of” means engaging in activities including but not limited to intentionally or recklessly misusing or damaging fire or other safety equipment; unauthorized (by University officials) use or possession of fireworks or incendiary, dangerous, or noxious devices or materials; unauthorized (by University officials) use, possession, or storage of any weapon; or intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency. The term “weapon” means any object or substance designed to inflict a wound, cause injury or incapacitate including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks, brass knuckles, or ice picks.

H. Conduct which is disorderly or indecent

“Disorderly conduct” occurs when an individual acts with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, when he:

- Engages in fighting or in violent tumultuous or threatening behavior

- Makes unreasonable noise
- In a public place, uses abusive or obscene language or makes an obscene gesture
- Without lawful authority, disturbs any lawful assembly or meeting of persons
- Obstructs vehicular or pedestrian traffic, or a transportation facility
- Congregates with another person in a public place and refuses to comply with a lawful order of the police to disperse

“Indecent conduct” includes intentional exposure of the genitals, buttocks, or female breasts or committing or attempting to engage in a sexual act in public, where the individual has reason to believe he or she will and can be observed.

- I. Theft of property or of services, or knowingly possessing stolen property or knowingly benefiting from the use of stolen services. Misuse of property or services or knowingly benefiting from the misuse of property and services.
- J. Intentional disruption of University computer systems, unauthorized alteration, disclosure, or destruction of University computer systems or material, improper access to University computer files and systems, or violation of copyright or proprietary material restrictions connected with University computer systems, programs, or materials.

The term “intentional” means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge or intentional misconduct.

- K. Forgery, alteration, misrepresentation, or misuse of any document or instrument of identification.
- L. Misrepresenting information or furnishing false information to the University. Unauthorized release or disclosure of confidential information.
- M. Violation of a federal, state or local law or ordinance or benefitting from same.
- N. Violation of any approved University rules, regulations, or policies.
- O. Failure to comply with the directions of University officials, including faculty, staff, student employees and campus police officers acting in the performance of their duties and failure to identify one’s self to those persons when requested to do so.

The term “faculty” means any person appointed or employed by the University to conduct classroom, clinical, or laboratory activities. The term “staff” means any person appointed or employed by the University to carry out a job function. The term “student” means any person taking courses at USA, both full-time and part-time, pursuing undergraduate or professional/extension studies. A person who is not officially enrolled for a particular term, but who has a continuing relationship with the University, is considered a student. This includes persons newly admitted to USA, who are on semester break, and who are sitting out one or more semesters.

- P. Intentionally or recklessly interfering with normal University functions, University sponsored activities, or any function or activity on University premises including, but not limited to studying, teaching, public speaking, research, University administration, or fire, police, or emergency services.

- Q.** Intentionally and materially interfering with the freedom of expression of others.
- R.** Unauthorized presence on or use of University premises, facilities, or property, or that of another person.
- S.** Unauthorized manufacture, distribution, possession, or use of any controlled substance, illegal drug, or drug paraphernalia, as defined by Alabama law, or any substance that mimics the effects of the previously mentioned.

The term “distribution” means giving, selling, or exchanging.

The term ‘drug paraphernalia” means all equipment, products, and materials used, intended for use, or designed for use, in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance or illegal drug.

- T.** Appearing in a public or private place manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is unreasonable annoyance to persons in the vicinity.
- U.** Possession or use of alcoholic beverages by individuals without authorization.
- V.** Providing alcoholic beverages to individuals less than 21 years of age, or unauthorized possession of alcoholic beverages for purposes of distribution.

W. Hazing.

Hazing activities are prohibited by both the University of South Alabama and State Law 16-1-23. The term “hazing” means any act which endangers the mental or physical health or safety of an individual, or which results in the destruction or removal of public or private property, causes physical or psychological discomfort, embarrassment or humiliation, for the purpose of initiation or admission into, affiliation with, or continued membership in an organization regardless of the individual’s willingness to participate in the activity.

Examples of activities falling within the definition of hazing include, but are not limited to, the following:

- Striking pledges by any method.
- Physical activity that causes excessive fatigue or fear.
- Depriving pledges of sleep (minimum six hours uninterrupted per night), decent meals, or the opportunity to maintain bodily cleanliness (uninterrupted and private).
- Scavenger hunts, road trips, quests, treasure hunts, abandonment or kidnapping. This restriction on road trips cannot be skirted by having the pledges meet at a certain location.
- Morally degrading or humiliating games or activities.
- Requiring pledges to consume alcohol, drugs or revolting substances such as, but not limited to, salt water, excessive amounts of water, raw eggs or meats, onion or garlic.
- Jeopardizing academic performance by depriving pledges of reasonable study time or prohibiting pledges from completing any requirement necessary to achieve academic success.
- Requiring or encouraging pledges to participate in any activity that is illegal, immoral, contrary to the individual’s religious beliefs, indecent or perverse, such as theft, vandalism, public profanity, lewd conduct or public nudity.

- Any willful action taken or situation created whether on or off any school, college, or University or other education premises, that recklessly or intentionally endangers the mental or physical health of any student.
- Forcing pledges to wear blindfolds during any pledging activity.
- Depriving pledges immediate access to any prescribed medications.

X. Aiding or abetting any violation of this Code.

The terms “aiding and abetting” mean to incite, assist, or encourage in the violating of University policy.

Y. Intentionally filing a false complaint under this Code.

Z. Violating the terms of any disciplinary sanction imposed on accordance with this Code.

7.1 ORGANIZATIONAL MISCONDUCT

Inherent in University recognition of student organizations is the obligation of each organization to conduct activities in accordance with University rules and policies and with applicable laws. Registered student organizations are required to comply with the written rules and policies of the University.

The term “organization” means a number of persons who have complied with the University requirements for registration.

A. Responsibility of Officers

It is the responsibility of the officers of each organization to ensure that the organization complies with the Student Code of Conduct and to actively oppose and prevent any planned organizational activity that may violate the Code. It is also the obligation of the officers to advise and counsel individual members of their organization whose conduct could lead to misconduct charges against the organization.

B. Organizational Responsibility for Misconduct

A student organization will be held responsible for its own acts when

- The organization fails to comply with a duty imposed by a written University policy, including but not limited to improper membership initiation, education, and treatment; improper organizational registration of activities for which either registration or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities, and equipment; violations of University regulations on the use of alcohol; and violations of any other rule or policy applicable to organizations.
- When one or more officers refuse or neglect to perform their duties under this code as described above. A student organization will be held responsible for the actions of one or more of its members that violate the Student Code of Conduct when actions

arise in the course of or derive from the activities of the organization, or there is a clear connection or link between the transgressor's action and the organization. Examples of such violations include, but are not limited to, offenses against either persons or property of other organizations and alcohol violations.

When particular actions by an organization (or specific members) prove to be a cause for concern, the Office of Campus Involvement may notify the organization in writing that further occurrences of the specified action(s) within a specific period of time will result in misconduct charges.

8.0 DISCIPLINARY PROCEDURES

Complainants, victims, witnesses, and accused students play specific roles within the student conduct process at the University of South Alabama.

The **complainant** is any individual who brings forth information indicating that a USA student may have violated the Student Code of Conduct contained in the student handbook, *The Lowdown*, and who wishes to have charges filed against that student. The complainant may also be a victim. A **victim** is any individual who may have suffered any harm, loss, or threat at the hands of a currently enrolled USA student due to a violation of the Code of Conduct. A victim does not have to serve as the complainant. A **witness** is any individual who has information regarding an incident that is an alleged violation of the Code of Conduct. An accused student is any student that has been alleged to be in violation of the Code of Conduct.

Pursuing Charges

Any member of the University community may initiate a complaint against a student organization for an alleged violation of the Student Code of Conduct. The decision to pursue is made by the Student Conduct Administrator, who is appointed by the Dean of Students. A decision not to pursue may be appealed to an ad hoc committee (appointed by the Dean of Students) of the University Disciplinary Committee (UDC).

The UDC, appointed annually by the University President or his/her designee, is the body that hears and makes recommendations regarding charges of violation of the Code of Student Conduct when the charges are not resolved in the informal process discussed below. This committee of two to five students and a faculty or staff member (except in charges of sexual violence where the UDC will have two to four faculty or administrators) receives training at the beginning of its term and is chaired by the non-voting Student Conduct Administrator or a designee of the Dean of Students.

No individual can force charges to be filed, and while participation by complainants, witnesses, or victims is encouraged, their participation is not necessary for charges to be filed and an action pursued.

Postponing or Dismissing Charges

Student conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending. No individual can force student conduct charges to be dropped.

The Student Conduct Hearing

Prior to any disposition of charges, either through the informal or formal processes discussed below, separate meetings will be scheduled with the Student Conduct Administrator for any accused student/student organization and the complainant or victim to review key facts and issues that will be presented at the hearing, to exchange information as to witnesses likely to be called, and to answer questions. These meetings will not be used to settle the alleged Code of Conduct violation.

Participating as an Accused Student

A student charged with violating the Code of Conduct has two hearing options. In most instances of minor violations where the charged student agrees that the complainant's charges are basically correct and both parties agree, Option 1 may be utilized. In more serious incidents or when facts are disputed, Option 2 may be utilized. Option 2 is the only option in cases alleging sexual violence.

Option 1 is an informal proceeding and includes a discussion between the charged student and the Student Conduct Administrator, after the Student Conduct Administrator has met with the complainant. Witnesses are not called, however, the complainant may be asked to be present at the meeting. While the Student Conduct Administrator may contact individuals prior to these proceeding, charged students waive their rights to question witnesses. The Student Conduct Administrator alone will determine what, if any, sanctions will be imposed upon the student.

Option 2 is a formal hearing before the UDC and chaired by a non-voting, non-deliberating Student Conduct Administrator. A formal hearing may involve the presentation of witness testimony by both the complainant/victim and the accused student. Both the complainant/victim and the accused student may question all witnesses presented. If the UDC, after deliberations, finds that the accused student is responsible for violating the Student Code of Conduct, the UDC will make recommendations to the Student Conduct Administrator regarding the sanctions to be imposed.

Participating as a Witness

Witnesses to alleged violations of the Student Code of Conduct are contacted by one of four parties: the accused, the complainant, the victim, or the Student Conduct Administrator. When contacted, witnesses will be given a time, date, and location of the hearing. A witness may refuse to participate or may participate in the following manner:

- In writing, by providing a statement of fact before the hearing
- In writing, by answering written questions posed during the hearing
- In person, by attending the hearing and answering questions during the proceeding

Participating as a Victim or as a Complainant

Victims of alleged violations of policy have specific rights. They may choose to participate –or not– as a complainant and/or witness. They also have the option of scheduling a pre-hearing conference prior to either the informal or formal hearing. In this conference, the Student Conduct Administrator will fully explain the judicial process, answer questions the victim may have, discuss options for participating in the hearing, and help coordinate possible hearing dates and times. The victim is also given an opportunity to provide an impact statement to be placed in the accused student's disciplinary file, should the accused be found responsible, with the understanding the

accused student has the right to review such information. The complainant or victim shall have the right to be visually screened from the accused student.

Victim's Rights in Student Conduct Hearings

Victims of alleged violations of the Code of Student Conduct have the following rights:

- The right not to attend a formal hearing
- The right to have an advisor, as defined in 8.2 C, accompany him or her during any conduct proceeding
- Prior to the student conduct hearing, the right to request immediate on-campus housing relocation (based on availability), transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to the accused, when such contact is likely to place the victim in danger of bodily injury and/or cause the victim severe emotional distress.
- If a victim of physical violence, including sexual violence, or of non-forcible sexual offense (which includes sexual activity where the victim is incapable of consenting due to being a minor or having a permanent or temporary mental or physical disability preventing consent, including those related to drugs or alcohol), the right to be informed of the outcome of the hearing, including the sanction, upon request, regardless of whether or not the accused student has been found responsible. Further, the University may disclose to anyone, not just the alleged victim, if the accused student is found responsible for a crime of violence or a non-forcible sex offense, and the student has committed a violation of the University's rules or policies with respect to the allegations made.

If a victim of sexual harassment not involving the above, the victim has the right to be informed of the outcome of the hearing and be informed of the sanction to the extent the sanction is directly related to the victim. The information obtained during the process of a disciplinary proceeding as well as the outcome of all student conduct proceedings are considered confidential information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Such information must not be shared outside the proceeding unless authorized.

- The right not to have his/her sexual history discussed during the student conduct proceeding in cases of sexual harassment and sexual violence. The relevance of any other behavioral history will be determined solely by the Student Conduct Administrator.

VIII.1 Interim Suspension

The Dean of Students may suspend a student from specific areas of the University, or from the entire University, for an interim period of time pending disciplinary proceedings, criminal proceedings, or a medical evaluation, effective immediately and without prior notice, whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to himself or herself, to the safety and well-being of members of the University community, to the preservation of University property, or of interference with the normal operation of the University.

A student suspended on an interim basis shall be given a prompt opportunity to appear before the Dean or his or her designee in order to discuss only the reliability of the information concerning the student's conduct, including the matter of this or her identity, or whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat.

VIII.2 Formal Hearing Procedures

Whenever a formal hearing is to be held regarding an alleged incident of non-academic prohibited conduct, the accused student and the complainant shall be given two (2) working days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing. The terms “notify in writing” or “transmit in writing” mean to mail written notice to the student’s most recent address of record or to provide hand written notice to the student in person. Every effort shall be made to set a hearing date that is convenient to all parties concerned. Once the date is set, the Student Conduct Administrator, the accused or the complainant/victim may request either a new time or date due to changing circumstances, however, the decision to approve any requested change is solely the prerogative of the Student Conduct Administrator.

The hearing shall be conducted by the Student Conduct Administrator, be informal in nature, and legal rules of evidence shall not apply. The hearing shall be closed to everyone except the Student Conduct Administrator, members of the UDC, the accused student, and the complainant/victim and advisors to the accused student and the complainant and/or victim. Witnesses will be allowed in only during the actual time of their own testimony. The complainant, the accused student, and the victim have the right to:

- Be present at the hearing. However, if either or both the accused student and the complainant and/or victim fail to appear at the hearing, the hearing may be held in either or both their absences.
- Present evidence by witness or by affidavit if a witness is unable to attend the hearing. It is the responsibility of the accused student and the complainant/victim to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing shall be held in their absence.
- The complainant, the accused student, and the victim have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community. “Member of the community” is defined as any student, faculty, or staff member who is currently attending or working at the University and who is able to abide by the confidentiality requirements of the hearing process.

The complainant, victim, and accused student are responsible for presenting their own information; therefore, advisors are not permitted to speak or to participate directly in the hearing. Advisors may speak quietly to the individual they have accompanied if it does not impede the flow of the hearing, as determined by the Student Conduct Administrator. Delays in hearing dates will not be allowed due to the scheduling conflicts of an advisor. If the complainant, the accused student, or the victim is a party to criminal indictment arising out of the same circumstances, each is allowed to have an attorney serve as his/her advisor, at his/her own expense. As with any other advisor, attorneys may not address the UDC unless invited by the Student Conduct Administrator, or participate in the examination of witnesses or presentation of materials or information.

- Question all witnesses. In the case of multiple participants in code violations, the Student Conduct Administrator may decide to hear the cases separately or collectively.

Pertinent records, exhibits, and written statements may be accepted for consideration by the Student Conduct Administrator, at his/her discretion. After the hearing, the UDC shall meet in private to determine whether the evidence/information presented or received by the UDC during the hearing proved that it is more likely than not that the accused student violated one or more section of the Code.

There shall be a single verbatim record, such as a tape recording, of all formal hearings. This record does not include deliberations of the UDC. This record, along with any evidence or transcripts, is the property of the University. An accused student, complainant, or victim may review the contents of their file through the Dean of Students Office.

VIII.3 Hearing Decision

The UDC shall issue a written finding regarding whether or not the accused student violated the Code of Conduct and, if so, a recommendation regarding a sanction must be given to the Student Conduct Administrator within five (5) working days.

Registration for subsequent terms, the conferral of academic degrees, or the release of transcripts may be withheld pending the resolution of allegations of student misconduct.

VIII.4 Disciplinary Sanctions

If the hearing decision is that the accused student has committed conduct prohibited in Section 7, the Student Conduct Administrator shall consider the recommendation of the UDC and impose appropriate disciplinary measure from among the following:

- A. Written Reprimand:** A formal and official recognition of misconduct. Its intent is to declare that the behavior displayed in the subject incident was inappropriate within the University community. Actions in violation of the Code of Student Conduct in the future may result in a more severe disciplinary sanction.
- B. Conduct Probation:** A student on conduct probation is deemed not to be in good judicial standing with the University and conditions may be imposed at the time the student is placed on conduct probation. If the student is found in violation of the Code another time prior to the completion of the probationary period, he or she may be subject to either suspension or expulsion from the University through the above-described disciplinary procedures. The duration of the probation period and conditions imposed will be in direct proportion to the degree of seriousness attached to the misconduct. Beginning and ending dates will be specified.
- C. Room Transfer:** Requires accused to move rooms or areas to reduce the chances of additional problems. Probation will accompany such a move.
- D. Removal from University Housing:** Requires that the accused move off campus. A period of time is imposed. Violators may be subject to trespassing charges.
- E. Restitution for Damages:** In addition to the penalties described above, a student may be required to pay compensation for damage to University property; however, such compensation shall be limited to the actual cost of repair or replacement of such property. Failure to comply

with this sanction by a specified date may result in placing a “hold” on the student’s records and further disciplinary action.

- F. Fines:** Monetary fines levied against the student that can be issued for violations of certain policies and procedures, at the discretion of the Student Conduct Administrator.
- G. Restrictions:** Limiting of certain privileges or practices of the individual(s) involved in the offense.
- H. Suspension:** Removal from the University for a period of time. The duration of the period of suspension shall be in direct proportion to the degree of seriousness attached to the misconduct. A suspension may be imposed for an indefinite period of time or for a given period. Violators may be subject to trespassing charges.
- I. Expulsion:** Permanent deprivation of his or her opportunity to continue as a member of the University community. Violators may be subject to trespassing charges.
- J. Community Service:** A specified number of hours that a student works for community service agency or a department on campus. Under direct supervision, the student performs his or her community service hours without compensation.

K. Creative Educational Sanctions

Registration for subsequent terms, the conferral of the degree, or the release of transcripts may be withheld until all disciplinary measures have been concluded and any conditions imposed by the University have been fulfilled.

8.5 Parental Notification

By law, parents of students 18 years of age and older may not be notified of most violations of the Code of Conduct without permission of the involved student(s). However, by law, the following exceptions are permitted:

For students under the age of 21, there will be an automatic notification of parents with every responsible finding of 7S: Unauthorized use of a controlled substance or other illegal drug, and 7V: Distribution of alcohol. Automatic notification for students under 21 will also occur with every responsible finding of 7T: Public Intoxication, if the student has placed himself or herself or others at risk (driving under the influence, fighting, becoming physically ill). Automatic notification will occur with every second finding of a violation of 7U: Possession of alcohol for underage students. In all cases, notification will come only from the Dean of Students or his or her designee. If a student under the age of 21 can verifiably demonstrate that he or she is financially independent of his or her parents, and the Registrar’s records show that the student’s and the parents’ home addresses are different, parental notification may not be necessary.

1.6 Separation from the University

In each case where the hearing decision results in separation from the University, the Office of the Dean of Students shall notify the dean of the academic unit in which the student has been enrolled.

9. Appeals

If the accused student, complainant, or victim is dissatisfied with the disciplinary decision, the decision may be appealed to the Dean of Students or designee. A request for appeal must be based on at least one of the following:

- Violation of procedural rights
- Severity of disciplinary action
- Evidence not available at the time of hearing

In order to request an appeal, the student must submit a written request or appeal to the Dean of Students Office within two (2) working days of the hearing decision. Students must do the following when submitting an appeal:

- Obtain an appeal request from the Student Conduct Administrator or
- Submit in writing to the Dean of Students the nature of the appeal
- Indicate in writing the desired outcome of the appeal

10. Appeals Decision

The person or persons considering the appeal (as designated by the Dean of Students) shall have the authority to:

- Sustain the decision of the Student Conduct Administrator, including the penalty imposed
- Sustain the decision of the Student Conduct Administrator, but impose a lesser penalty
- Remand the case to a new Student Conduct Administrator for further consideration
- Reverse the decision

The decision shall be transmitted in writing to the appealing party and, if the Dean of Students was not the person who considered the appeal, to the Dean of Students within ten (10) days of the date of the appeal hearing. The complainant shall be notified of the decision. This decision is final.

The rules and regulations contained in this section are subject to change. Between printings of *The Lowdown*, an updated version will be presented to any accused student or organization before any hearing.

11. Recordkeeping

- A. All student disciplinary records are subject to the privacy protection granted by the Family Educational Rights and Privacy Act (FERPA). FERPA gives certain rights to parents regarding these records. These rights are transferred to students who are 18 or older and enrolled in postsecondary education.

Eligible students have the right to inspect and review their own educational records maintained by the school. They also have the right to request that the school correct judicial records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the corrections, the eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, USA must have written permission from the eligible student before releasing any information from their conduct records. However, FERPA allows schools to disclose records, without consent, to certain individuals or organizations, including but not limited to the following:

1. School officials within the institution determined by the institution to have an legitimate educational interest in the information (i.e. it is necessary for that official to a) perform his/her job; b) perform a task related to the student's education; c) perform a task related to the discipline of the student; d) provide a service or benefit relating to a student or the student's family, such as health care, counseling, job placement or financial aid).
2. Certain government officials in order to carry out lawful functions.
3. Individuals who have obtained court orders or subpoenas, though the student must be given notice before such records are released.
4. Accrediting organizations.
5. Circumstances listed in Victim's Rights.

The complete written policy and procedures for compliance with FERPA are available from the Student Conduct Administrator.

- B.** Student disciplinary records will be kept on file in the office of the Dean of Students and the Student Conduct Administrator. When necessary, notices of Decisions and Sanctions will also be sent to University Police and the Director of Housing.
- C.** Files will be kept for ten years from the student's last violation of the Code of Conduct. These records will then be shredded. In cases involving suspension or expulsion or in which all sanctions have not been satisfactorily completed, files will be kept permanently.

12. On-campus Meeting Requirements

Accused students, complainants, witnesses, or victims who are unable to meet in person (e.g., online students) for meetings, hearings, or appeals may arrange a web-conference, telephone conference, or another form of synchronous communication approved by the Dean of Students.

Academic Disruption Policy

The University of South Alabama respects the right of instructors to teach and students to learn. Maintenance of these rights requires an academic environment that does not impede their exercise. To ensure these rights faculty and staff members have the responsibility to:

- Establish and implement academic standards
- Establish and enforce reasonable behavior standards in each academic setting
- Document and report incidents of academic disruption
- Refer for disciplinary action those students whose behavior may be judged to be disruptive under the Code of Student Conduct

Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property, and/or is otherwise prejudicial to the maintenance of order in an academic environment. An academic environment is defined as a classroom, laboratory, library, study hall, field trip or similar setting in which formal learning is taking place.

Though dependent upon the size and nature of the academic setting, disruption refers to behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of an activity. Disruptive behavior may range from the mildly annoying (which would be tolerated as much as possible) to clearly disruptive, dangerous and/or violent behavior which would never be tolerated.

Common Disruptive Behavior

Common examples of disruptive student behavior include (in part from Gerald Amada “Coping with the Disruptive Student”) are:

- Threatening, stalking, intimidating, or harassing of anyone in an academic setting, such as another student, instructor, librarian or other academic staff person in an attempt to address grievance
- The formation of close and sometimes erotic attachments to a professor resulting in shadowing or persistent and unwanted phone calls or letters
- The badgering of an instructor with questions with the intent to interrupt lectures and gain attention (this problem is even more severe if related to alcohol or substance abuse)
- Sleeping in class
- Routinely entering class late or departing early
- Personal hygiene problems that impacts others
- Repeatedly talking in class without being recognized, talking while others are talking, or dominating class discussion
- Loud keyboarding or playing computer games
- Physical display of anger (such as throwing books or other items)
- The use of cell phones or pagers
- Tampering with equipment, altering computer software or hardware, or damaging furnishings in any academic setting
- Excessive noise in a quiet setting

University Procedures for Dealing with Disruptive Behavior

All incidents must be documented and reports (Classroom Disruption/Behavior Concern Report) must be routed promptly. The instructor should provide a copy of any report to the appropriate administrator (i.e., Dean of Libraries) or academic department chairperson. The department chairperson (who may possess other reports filed against a particular student) will then choose one of the following three options:

1. If the faculty member and/or chairperson believe that the situation is salvageable, a conference between the faculty member and the student – possibly involving others such as the department head, the Student Conduct Administrator, the University Police – may be held.

The consequences of continued improper behavior and strategies for ending such behavior should be discussed at this meeting. The student needs to articulate why his/her behavior was inappropriate for the meeting to be successful. If the student cannot do this, further action is necessary.

2. If the department cannot resolve the situation, the report should be forwarded to the Student Conduct Administrator and charges should be brought against the offending student. There must be a complainant for this to occur. The complainant may be the involved faculty member or academic staff person, the department head, a witness to the event, campus police, or any other knowledgeable third party, including students. The report or written statement by the complainant must be given to the Student Conduct Administrator, who will then notify the accused student that he/she is being charged with violating the Code of Student Conduct. The Student Conduct Administrator will follow necessary procedures in dealing with the student as explained in the Code of Student Conduct section of the student handbook "*The Lowdown*". The Student Conduct Administrator may take unilateral action or the involved parties may be asked to appear before the University Disciplinary Committee, a group made up of students and faculty charged with deliberating upon non-academic Code of Conduct violations and issuing appropriate sanctions.
3. If there is a perceived threat or act of violence, or if and when disruptive behavior violates federal or state laws, the report should be forwarded to University Police who have arrest powers and may issue trespass warnings when appropriate. Once the University Police action or investigation is completed, they will share the report with the Student Conduct Administrator or the University Behavioral Assessment Team for consideration or additional action.

Substance Abuse Policy

The University of South Alabama recognizes that substance abuse is a major issue affecting all aspects of our society. The University views the abuse of alcohol and other drugs as harmful to the life, safety, and orderly progress of the academic community. Responsible conduct and accountability is expected from each individual on campus. The University will express its ongoing concern through an institution-wide commitment to appropriate education, training, and counseling services.

As a part of the University's Institution-Wide Substance Abuse Program, and also in accordance with the Drug-Free Workplace Act of 1988, the following are prohibited:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on University premises or while on University business, in University vehicles either during or after working hours.
2. Unauthorized use or possession or any manufacture, distribution, dispensation or sale of controlled substance, as defined by state law, on University premises, or while engaged in University business, in University vehicles, either during or after working hours.

3. Unauthorized use, manufacture, distribution, dispensation, or possession or sale of alcohol on University premises or while on University business as set forth in the policy, in University vehicles either during or after working hours.
4. Storing on University premises any illegal drug, drug paraphernalia, any controlled substances, of which use is unauthorized, or any alcohol on University premises unless specifically authorized in accordance with this policy.
5. Use of alcohol off University premises that adversely affects the employee's work performance, his own or others' safety.
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off University premises that adversely affects the employee's work performance, and/or his own or others' safety.
7. Any act leading to conviction under any criminal drug statute.
8. Failure to notify the University of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction, in accordance with the Drug-Free Workplace Act.
9. **13A-12-260 S.** Unauthorized distribution, possession, or use of any equipment, products, or materials of any kind which re used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined by the Alabama Revised Statutes, except as expressly permitted by law.

Legal Penalties for Alcohol and Drug Offenses

I. Possession, Use, or Distribution of Alcoholic Beverages

- A. Alabama state law prohibits the purchase, consumption, possession, or transportation of alcoholic beverages by persons less than 21 years of age. Penalties for conviction may include a fine and/or jail sentence.
- B. Public intoxication, driving under the influence of alcohol (DUI), and the unlicensed sale of alcoholic beverages are also against the law. Penalties for such convictions may include a fine, jail sentence, suspension of driver's license, and/or required completion of an alcohol rehabilitation program.

II. Possession of Controlled or Illicit Drugs

- A. Marijuana
 1. Possession of a small amount of marijuana for personal use only is a misdemeanor punishable by a prison sentence or up to a year, a fine of up to \$2,000 or both.
 2. Possession of marijuana for other than personal use, or a second conviction for personal use is a felony punishable by a prison sentence of one to ten years, a fine of up to \$5,000, or both.

3. Possession of more than 2.2 pounds of marijuana is considered drug trafficking and is punishable by a minimum prison sentence of three years and a fine of at least \$25,000.

B. All Other Controlled Substances

1. Possession of controlled substance other than marijuana is a felony punishable by a prison sentence of one to ten years and a fine of up to \$5,000 or both.

2. Possession of large amounts of a controlled substance other than marijuana is considered drug trafficking and is punishable by a minimum prison sentence of three years and a fine ranging from \$50,000 to \$500,000.

III. Sale of Controlled or Illicit Drugs

A. The sale of any controlled substance is a felony punishable by a prison term of two to twenty years or a fine of up to \$10,000 or both.

B. The sale or distribution of a controlled substance by a person 18 years old or older to a person under the age of 18 is a felony punishable by a prison sentence of ten years to life imprisonment or a fine of up to \$20,000 or both.

C. The sale or distribution of a controlled substance within a three-mile radius of any school or college is punishable by a mandatory prison sentence of five years in addition to other penalties described above.

D. The sale of large amounts of controlled drugs is considered drug trafficking and is punishable by a minimum prison sentence of three years and fines ranging from \$50,000 to \$500,000.

E. Federal drug trafficking penalties for first offenses range from up to one year of imprisonment and a fine of up to \$100,000 to life imprisonment and a fine of up to \$4,000,000 depending on the illicit drug involved. Repeat offense penalties range from up to two years of imprisonment and a fine of up to \$200,000 to mandatory life imprisonment and a fine of up to \$8,000,000 depending on the illicit drug involved.

***Prepared by USA Substance Program with assistance from the Mobile County District Attorney's Office.**

University Alcohol Policy

The sale, possession, distribution, or consumption of alcoholic beverages on the campus of the University of South Alabama or at properties owned by the University is prohibited except as provided in this policy. Under no circumstances may any individual under the legal drinking age (minimum of 21 years of age) serve, sell, consume, or possess alcohol on University properties.

I. Rules Pertaining to All Members, Groups, Events, and Organizations in the University Community

A. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

- B.** The sale, service, or consumption of alcohol on University properties is restricted to designated areas in the following locations with prior approval of the Vice President for Student Affairs. Asterisks indicate areas in which alcohol, with prior approval, may be sold:
- USA Mitchell Center*
 - Student Center Terrace
 - Premises in and around Alumni Hall
 - USA Brookley Center*
 - USA Fairhope Campus*
 - Laidlaw Performing Arts Center
 - Stanky Field and Clubhouse*
 - In common areas for special events, if approved by the VPSA
 - Greek Housing and rented properties
- C.** Campus Police shall be notified of all events at which alcohol will be served. Security will be required at all events where alcohol is present unless an exception is provided by the VPSA.
- D.** Whenever the sale or service of alcohol is permitted under this policy, alcohol must be purchased through the licensed vendor for food service on the USA campus.
- E.** All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and University regulations related to the sale and use of alcohol. They include, but are not limited to the following:
- It is unlawful for any person to aid or abet an underage person on the purchase or attempt to obtain alcoholic beverages
 - It is unlawful for any person to falsify a driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
 - It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
 - No person may bring any type of alcoholic beverage into a licensed facility or area nor may any person take alcoholic beverages out of the licensed facility or area.
 - Damage to or destruction of property, or injury to a person(s) which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.
- F.** Any organization or individual found not to be in compliance with the University Alcohol Policy at its event is subject to University disciplinary action and an organization may forfeit its right to any activity fee support from, and registration with, the University.

II. Promotional Guidelines

The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Student Affairs. Events that seek advertising approval must meet the following requirements:

- Alcohol shall not be used as an inducement to participate in a University event and may not be offered as a prize or gift in any form of contest, raffle, or competition. Social events that

encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.

- Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
- Advertising for any University event at which alcoholic beverages are sold or served shall not mention availability of alcoholic beverages.
- Promotional materials, including advertising for any University event, shall not make reference to the amount of alcoholic beverages available.

III. Greek Housing/Student Organizations

- A. The University may grant the privilege of alcohol consumption to Greek organizations and to other recognized organizations. Those organizations will be expected to follow the standards that the University has established. All requests for events must be registered in the Office of Campus Involvement at least five working days prior to the date of the event. Depending on the nature of the event, prior University approval may be necessary.
- B. All laws, ordinances and University regulations must be carefully observed. Public consumption – except when the University has granted permission – or public intoxication on any properties of the University is prohibited. The responsibility for compliance with and adherence to University regulations and applicable state laws rests totally with the sponsoring organization and its advisors. The University of South Alabama, its trustees, officers, and employees do not assume any responsibility or liability for actions of the organization and its advisors or individuals, with regard to alcohol usage.
- C. Organizations that serve alcohol must maintain appropriate insurance policies, as required by the University.
- D. An advisor must be present for the duration of the event. University Police must approve security for all events.
- E. Alcoholic beverages may not be purchased through an organization's treasury. Any monies used to pay for alcoholic beverages must be taken from personal/private sources. Alcohol may not be purchased with funds of an organization that are in accounts of the University of South Alabama. An organization may not co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
- F. Minors who are affiliated with the University and are not accompanied by someone affiliated with the University may not attend any function at which alcoholic beverages are served. An official of the organization sponsoring the event will ask the minor to leave. If the minor refuses to leave, either University or local police will be advised. Driver's licenses are to be checked to verify that persons are of legal drinking age before those persons may receive and consume alcoholic beverages.
- G. An organization may not co-sponsor an event with an alcoholic distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

- H. All rush activities must be dry. No alcohol shall be present at any pledge/associate member/novice program or activity of the organization.
- I. Open parties, meaning those with unrestricted access by non-members of the organization when alcohol is present, shall be prohibited.
- J. Alcoholic beverages must not be freely available (unrestricted access) and a designated server should be appointed to insure no alcoholic beverages are served to persons under the legal drinking age or to persons who appear to be intoxicated. Food and non-alcoholic beverages should be available at the same place, in adequate quantities and featured as prominently as the alcoholic beverages.
- K. The event should have a definite beginning and ending time. The serving of alcoholic beverages should be stopped at least thirty minutes prior to the ending time of the event.
- L. Non-alcoholic beverages and food should be available throughout the event.
- M. Events cannot be advertised as B.Y.O.B. (bring your own alcohol or bottle).
- N. Advertising for the event may not include any reference to alcohol. Drinking “games” or any activity that encourages alcohol over-indulgence or abuse are prohibited. Keg beer or any common sources will not be allowed under any circumstances.

Sexual Harassment and Sexual Violence Policy

Statement of Policy

The University of South Alabama is committed to establishing and maintaining an environment in which students, faculty, staff, and guests are free from sexual harassment, including sexual violence/sexual assault. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, as well as the University’s Nondiscrimination Policy.

Sex discrimination, consequently, encompasses both sexual harassment and sexual violence, which seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment and will not be tolerated by the University. All members of the University community (including faculty, staff, students, and visitors) must abide by this policy.

University jurisdiction and discipline attaches to conduct which occurs on University premises, or at University related or sponsored activities, whether on or off University premises, or which adversely effects the University community and the pursuit of the objectives of the University. Persons found to be in violation of this policy will be subject to disciplinary actions by the University – including, but not limited to – warning/reprimand, demotion, transfer, suspension, expulsion, dismissal, or termination. Under certain circumstances, moreover, acts of sexual harassment and sexual violence may result in criminal and/or civil sanctions. All members of the University community are expected, and in some cases required, to report incidents of sexual harassment or sexual violence.

Definitions

Sexual Harassment

For the purpose of University policy, sexual harassment includes, but is not limited to, verbal or non-verbal conduct that is intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcomed verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands. Sexual harassment is defined further as unwelcomed sexual advances, requests for sexual favors, or other behavior of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly
- A term or condition of an individual's employment, academic standing, or participation in a University-sponsored program or activity
- If such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning
- Submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment, or other University decision affecting that individual, or
- Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in University-sponsored programs or activities, or it creates an intimidating, hostile, or offensive working, educational, or residential environment provided by the University.

Examples of sexual harassment include, but are not limited to:

- Sexually degrading words or gestures used to describe an individual
- Unnecessary touching, patting, pinching, or brushing of another's body or clothing
- Repeated offensive sexual flirtation, leering, or ogling
- Stalking, telephone (including texting), or computer harassment (including use of social media)
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas, offices, and rooms publicly accessible to members of the University community
- Direct or implied threats or insinuations that an individual's refusal to submit to sexual advances will affect adversely the individual's status, evaluation, wages, advancement, duties, or career development

Evaluative Factors for Sexual Harassment Allegations

Conduct alleged to be sexual harassment that does not involve violence will be evaluated by considering the totality of the circumstances including, but not limited to, the nature, frequency, intensity, and duration of the questioned behavior. Unwelcomed conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so unreasonable, severe, or pervasive as to interfere with academic, educational, or employment performance or participation in a University program or activity or residential environment.

Sexual Violence

Sexual violence means any physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Lack of consent means that the person who has alleged the occurrence of sexual violence has not said "yes", or otherwise specifically and unambiguously indicated agreement to participate in the act, including instances in which she/he is unable to give informed consent because of the victim's youth, or because of temporary or permanent mental or physical incapacity, including but not limited to being under the influence of alcohol or drugs.

A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Sexual contact can include, but is not limited to, unwelcomed sexual behavior, including kissing, intentional touching of another person's intimate body parts or the clothing covering these intimate areas, and unwelcomed sexual penetration. Sexual penetration includes sexually intended intrusion, however slight, into any opening of a person's body, by parts of another person's body, or any other object.

Assurance Against Retaliation

The University seeks to encourage students, faculty, and staff to express freely, responsibly, and in an orderly way opinions and feelings about any problem associated with sexual harassment. Retaliation against persons who report or provide information about sexual harassment/violence or behavior that might constitute sexual harassment/violence is strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee or by one acting on behalf of the University violates this policy and will result in disciplinary action. The Senior Vice President for Academic Affairs and the Vice President for Health Sciences and/or their designees are authorized to take all necessary steps to ensure persons acting in good faith are not subject to sexual harassment/violence.

This policy, however, shall not be used to bring frivolous or malicious complaints against students, faculty, or other employees. Bad faith complaints may result in disciplinary action against the person bringing the complaint.

Confidentiality Provisions

The University will do everything consistent with the enforcement of this policy to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only as determined to be appropriate in the University's discretion. To the extent possible, the confidentiality of all parties involved in a sexual harassment/violence complaint investigation and proceedings will be observed, provided it does not interfere with the University's ability to investigate the allegations, take corrective action, or comply with federal, state, or local laws. Consequently, the University cannot ensure confidentiality but will evaluate any request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the University community.

Academic Freedom, the First Amendment, and Sexual Harassment

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of free speech or artistic expression are involved. Free speech rights apply in the classroom and in all other educational programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers.

Speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment as noted above and (1) is reasonably regarded as non-professional (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objective of the course), or (2) lacks pedagogical purpose or is not germane to the academic subject matter.

Responding to Sexual Harassment and Sexual Violence

The University strongly encourages any victim of sexual harassment or sexual violence to report the incident. Reporting is the only way that action can be taken against the alleged perpetrator or that the University community can be protected from future incidents of that nature.

If sexual harassment or sexual violence occurs, the complainant/victim should take the following actions, as applicable:

- A. Go to a safe place as soon as possible.
- B. Try to preserve all physical evidence of any incidence of sexual violence – avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- C. Contact University police by calling 511 if the incident occurred on campus or the local police by calling 911 if the incident occurred off campus.
- D. Get medical attention – all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the victim decides to press charges. USA Medical Center Emergency Room and USA Children’s & Women’s Hospital have the evidence collection kits necessary for criminal prosecution if that option is selected.
- E. Contact someone the victim trusts such as a friend, family member, or Resident Advisor for support.
- F. Call the Assault Hotline at 460-7151, 24 hours a day, seven days a week. A certified Victim’s Advocate will contact the victim to offer assistance to make recovery as smooth as possible.
- G. Talk with a counselor who will help explain options, give information, and provide emotional support.
- H. Contact the appropriate campus official to make a report.
- I. Explore legal avenues for either criminal or civil action as well as utilize University complaint/grievance procedures.

If a report of sexual harassment or sexual violence is received by anyone in the University Community, that individual should refer the complainant/victim to, as well as make personal contact with, the victim’s Title IX Coordinator and the University Police.

Victims of sexual harassment or sexual violence will have their reports of such events taken seriously and will be treated non-judgmentally and with dignity and respect.

University Complaint/Grievance procedures will proceed pursuant to University policy, as applicable.

The University will take steps necessary to prevent the recurrence of the sexual harassment or sexual violence and correct its effects. Action may be taken in order to prevent unnecessary or unwanted contact or proximity of the complainant with the accused when reasonably possible.

Complainant's/Victim's Rights

The University of South Alabama has given the following rights to each complainant/victim of any sexual harassment or sexual violence committed against them while on University premises, or at University related or sponsored activities, whether on or off University premises, or which adversely effects the University community and the pursuit of the objectives of the University:

- A. The right to be present during the disciplinary hearing, if one is held. However, if the victim fails to appear at the hearing, the hearing may be held in his/her absence.
- B. The right to present evidence by witness, or by affidavit if a witness is unable to attend the hearing.
- C. The right to question all witnesses at the disciplinary hearing.
- D. The right to appeal if such right is given to the accused.
- E. The right to have sexual history excluded from consideration during the complaint/grievance process.
- F. The right to immunity from University discipline charges stemming from the victim's use of narcotic or intoxicating substance administered with or without the victim's consent at the time of the perpetration of a sexually violent event against the victim.

Security Policies and Procedures

Crime Statistics Annual Report

The University of South Alabama's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

This Crime Statistics Report is published in accordance with the Campus Security Act of 1990 "Clery Act". The information reported includes the most recent three year period for which data is available.

You can find out more about the Clery Act and obtain a copy of this report by contacting the University Police Department or by accessing the following website: <http://www.southalabama.edu/police/cleryact.html>.

University Police also assists with Title IX investigations when related to Sexual Harassment and Sexual Violence or when requested by the University's Title IX Coordinator. For more information on Title IX, go to: <http://www.southalabama.edu/studentaffairs/titlenine/>.

Police/Security Administration

The Chief of Police, who heads the University Police Department, reports to the Vice President for Student Affairs. The Safety or Security Manager for each hospital reports to the hospital's administrator.

University Police Department

The University Police Department consists of a Chief, a Patrol Captain, an Administrative Captain, and Investigative Lieutenant, A Special Operations Lieutenant, three Sergeants, four Corporals, over 22 sworn Police Officers, and six Administrative personnel. All sworn officers have completed the Alabama Police Officers Standard Training Academy.

University Police have full police powers granted by the State of Alabama (Title 16-55-10), including coextensive jurisdiction with the City of Mobile and the City of Fairhope. Police matters are handled within the department, including arrests, initial complaint taking, and criminal investigations. Crime reports are routinely submitted to State and Federal law enforcement, through the Alabama Criminal Justice Information Center and the U.S. Department of Education. Crime reports are submitted to local law enforcement as needed for cooperative or mutual investigative purposes.

In emergencies or at the request of University Police, Alabama State Law Enforcement Agencies, and/or local law enforcement agencies are contacted for assistance. There is a reciprocal working relationship between the University, Local, State, and Federal Police Departments. On campus incidents of crime need to be reported to University Police, Hospital Security, or Fairhope Police for the USA Baldwin County Campus.

- University Police-Main Campus 251-460-6312
- USA Medical Center Security 251-471-7525
- USA Children's & Women's Hospital Security 251-415-1135

- USA Baldwin County Campus Security
 - Fairhope Police

251-472-7474
251-928-2385 or 911

Substance Abuse and Weapons

The University of South Alabama is a dry campus. In accordance with the University's Alcohol and Substance Abuse Policy, alcoholic beverages will not be possessed, consumed, nor served on campus. Drugs, drug paraphernalia, and controlled substances prohibited by law, are strictly prohibited on all University properties. The possession or use of explosives, firearms, and/or other dangerous weapons is prohibited.

University Police Officers are authorized to be armed in order to protect themselves and others. In addition to the officers' initial firearms training and qualifications, officers obtain additional training and qualifications by a certified firearms instructor at least once annually. For more information on University Police, visit: <http://www.southalabama.edu/police>.

Facilities/Grounds

Access to University facilities and programs are restricted to University affiliates except for special programs. Facilities and events open to the public are so advertised. The maintenance of campus facilities provides for the regular upkeep of grounds and buildings to promote safety (i.e., replacing or repairing defective lighting, tree and shrubbery trimming, and the removal of safety hazards such as litter, etc.). The University Police or Hospital Security report unsafe campus conditions related to grounds or facilities to the Maintenance Department. All University Community Members are encouraged to report unsafe campus conditions they observe to University Police or Hospital Security and/or to Maintenance.

Student Record Policy

The University of South Alabama maintains records and data relative to the individual student to facilitate the educational process of the student and to assist in the administration of students' needs by the University. The University of South Alabama complies with the rights of privacy and access to the education records of the student as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974. The University of South Alabama has formulated the following policies and procedures in accordance with the Act:

I. General Policy

No information from records, files, or data, directly related to a student, shall be disclosed or released to any individual or agency outside the University without the prior written consent of the student, except in accordance with lawful subpoena or court order, or except in the case of need by other educational agencies or governmental agencies. Such information will be available to personnel and faculty for legitimate educational purposes. The student shall have the right of access to and review of all such information with those exceptions that are defined within this policy statement.

II. Definition of Student

Under the University policy of student records, a student is defined as an individual who is attending or has attended the University of South Alabama. It does not include applicants for admission or prospective students.

III. Definition of Education Records

The University recognizes that education records are any records, files, documents, memoranda, notes or other material containing information directly related to a student that are maintained by the University of South Alabama. Personal notes, which are in the sole possession of the individual faculty or staff member who has made the notes and which are not revealed to other individuals, are specifically excluded under the Act from the definition of education records. Records that are used only for treatment purposes and that are created by physicians, psychiatrists, or other similar professionals or para-professionals, are specifically excluded from the definition of education records under the Act; however, such records are available for review by another physician or appropriate professional of the student's choice if requested. Other records excluded are law enforcement unit records, employment records and alumni records of previous students.

IV. Public Information

The Act provided that a university regularly and routinely may release information, defined as public information or directory information, to individuals and agencies outside the university. The following types of information are routinely and regularly released and disclosed by the University of South Alabama as public information: student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and, to honorary societies affiliated with the University, the cumulative grade-point average of a student who is being considered for eligibility in same.

Public information will not be released, upon a request made by the student to the appropriate records officer at the University, as "records officer" is defined in the University policy regarding student records. To request non-disclosure of directory information, students must complete a "Request to Prevent Disclosure of Directory Information" form in the Registrar's Office. This request is valid until the student rescinds the request of nondisclosure.

V. Record Retention Location

The following University officials are designated as those individuals who have responsibility for student records within their respective areas: (1) the Associate Dean of the particular college in which the individual student is enrolled, (2) the Vice President of Student Affairs, for all other records pertaining to students, excluding the College of Medicine, (3) the Director of Career Services relative to student records maintained in that office, (4) the Associate Dean for Academic Affairs, College of Medicine, (5) the Veterans Affairs Specialist relative to student records obtained in that office, and (6) the University Registrar for official academic records or transcripts.

Within the context of this policy relative to student records, these individuals designated as a record official will maintain a listing of those student records within such record officials' responsibility indicating the location and general content of the records. Any request made by the student relative to review of or disclosure of the student records, including requests that public information not be disclosed, requests for disclosure to third parties, and requests for access by the student should be directed to the particular official. The only exception to this policy is when the student requests an official transcript from the University to be sent to a third party, that request

should be directed to the Office of the Registrar. When content of a record is challenged under these procedures, the record official will be the hearing officer for that area of records over which he or she has responsibility.

VI. Right of Access and Review by Student of Their Record

A student has a right of access to any education record which is maintained by the University and which is directly related to that student. The right of access to education records includes the right to inspect, review, and see education records; the right to obtain copies of education records (the cost of copying to be assessed to the student); and the right of hearing in the event that the student wishes to challenge the accuracy or appropriateness of the record. In order for the student to inspect a file or document maintained as an education record, the student should make this request in the office of the appropriate records official. The request must be initiated in writing on the forms maintained by the record official. In the event that the student cannot personally appear for such requests, the student may request a form through the record official in writing and that form must be returned to the record official notarized. The request for inspection will be granted within forty-five (45) days after the date of the request.

The Act specifically excludes from review by the student the following types of education records: financial records or any information contained within the financial records of parents of the student; any confidential letters or statements of recommendation which were placed in the education records of the student prior to January 1, 1975, and which are used only for purposes for which intended letters of recommendation associated with admission to educational institutions, application for employment, and receipt of honor or recognition, if the student has signed a waiver of rights of access to said records of recommendation. Nondisclosure of such records to the student also applies to those items excluded from the definition of education records since those documents are not considered to be education records as defined under the Act.

VII. The Student's Right to Challenge the Content of the Education Record

The University of South Alabama recognizes that the student, after reviewing the education record, has a right to challenge the content of that record, relative to the possibility of the record being misleading, inaccurate or inappropriate. However, under the Act, a student does not have a right to challenge the numerical or letter grade given by the instructor.

If a student wishes to challenge a record, the student should make that request for challenge of the record known to the record official. The student will be required to complete a form in which the student requests that a hearing be held, challenging the education record, and specifying on the form the nature of the challenge, that is whether the record is misleading inaccurate, inappropriate, etc. The record official will act as the hearing officer in all matters pertaining to the content of the record. The record official will attempt to resolve the challenge by informal methods.

If it is determined that the record is inaccurate, misleading, inappropriate, etc., the record official, acting as the hearing officer, will designate a date, time, and place for the hearing. The hearing will be held within a reasonable period of time following the request to the record officer. The student will have an opportunity to present evidence relative to their challenge. The record official will have the right to inspect the education record relative to the content of that record and have the right to request evidence from the student and from the maker of the education record or that portion which is challenged. The record official may decide that the record should be retained in its present state,

that the record should be altered, that an explanatory comment by the student should be entered in the record, although the record is accurate and appropriate and not misleading. A decision of the record official, acting as a hearing officer, will be returned to the student within ten (10) University working days following the conclusion of the hearing. The student has the right to file a complaint with the Family Policy Compliance Office.

VIII. Waiver of Student Right to Review and Inspect Education Records

The University of South Alabama, pursuant to the Act, provides for waivers of the following education records: letters or statements of recommendation associated with application, admission, receipt of honors or other recognition. The University of South Alabama retains the right to request such waivers of students and prospective applicants. If a student receives a request for waiver, the student may either sign and return the waiver, or may request a list of the names of the individuals who will be contacted for recommendations before signing the request, or may refuse to waive the right of access.

A WAIVER SHALL NEVER BE A CONDITION OF ADMISSION, FINANCIAL AID, OR OTHER BENEFIT BY THE UNIVERSITY OF SOUTH ALABAMA.

IX. Releasing Education Records to Third Parties

It is the general policy of the University of South Alabama that the University does not release education records or information relating to a student, to individuals or agencies outside of the University of South Alabama. However, the student may request the release of education records to individuals or agencies outside of the University of South Alabama. In the event that the individual does so request such education records to be released, a written request from the student must be directed to the proper records official, specifying the records to be released, the reason for the release, the person to whom records are to be released, and a request of copies of the records that are released to the student if the student so desires. The student has the responsibility of sending a statement to the University, signed by the party who is receiving the information, that the information that is granted to the third party will not be transferred to other individuals or agencies without the student's prior consent. These guidelines must be met prior to the release of educational records by the University of South Alabama.

The University of South Alabama, following this request, will grant access or will release the education records to the third party. The cost of copying or reproducing education records will be assessed against the student so requesting. Student records will be released to certain designated classes of individuals, agencies, or institutions, which include the following and which are in accordance with the Act.

1. Any University official, including member of the faculty and staff, who have legitimate educational interest.
2. Officials of institutions in which the student submits his or her desire to enroll. The student will be notified of the transfer of this information and will be sent a copy of the record, if the student requests, and will be granted an opportunity to challenge the content of the record, if the student requests.
3. Certain representatives of Federal departments or agencies or State educational authorities for purposes of audits, evaluative studies, etc. The data that will be collected by these agencies will

be protected in a way that prevents personal identification except when specifically authorized by Federal law. Also, the information will be destroyed once it is no longer needed.

4. Financial Aid Officers.
5. Accrediting organizations.
6. Organizations conducting studies for administrative evaluation tests, etc.
7. Parents of students who are considered to be dependents under the Internal Revenue Code for Federal Income Tax purposes.
8. In accordance with judicial orders of lawfully issued subpoenas.
9. Appropriate individuals, agencies, and institutions in case of an emergency or to protect the health or safety of the student or others.

For all of the above requests, excluding number one, the following information will be placed in the education record of the student: a record of request for access, the legitimate interest involved, and action taken relative to the request.

X. This policy statement is subject to change and revision as the experience with the law and institutional policy changes.

XI. Questions regarding this policy or the Act may be referred to the University of South Alabama Attorney's Office, Administration Building, Room 131, or by calling (251) 460-6294.

Personnel Policies for Student Employees

I. Introduction

Student employment at the University of South Alabama is educational in nature and as such should afford students opportunities to use and further develop their skills, creativity, sense of awareness, and responsibilities while earning a portion of their educational costs. Student employees do not come under the umbrella of regular staff employees. Student employees are defined as those students who are employed as student assistants or employed in the Work-Study program. Nursing and Allied Health students employed by the University hospitals as part of their training and elected SGA student officials **are not** a part of this definition.

It is the responsibility of supervisors to give new student employees the proper orientation, counseling, and supervision that is needed to develop healthy attitudes toward their jobs. Students are to supplement rather than replace University staff. Any modification or deviation from these guidelines must be approved by the Interim Director for Enrollment Services.

II. The Meaning of "Hourly Employment"

Students are employed under "an hour's pay for an hour's work" arrangement. However, a department should not deny payments to students for brief interruptions in their daily schedules, such as rest periods or coffee breaks, if it is the department's policy and practice to permit such interruptions for its regular hourly employees. Students are not compensated

under a salary, commission, or fee arrangement. In addition, fringe benefits such as paid sick leave, vacation pay, and holiday pay, which are provided benefits to eligible regular employees, do not apply to student employment. Student assistants are not covered by Social Security as long as they are enrolled at least half-time and regularly attending classes. Student employees are not covered by workmen's compensation or unemployment compensation. This should be explained to students when hired.

III. Hourly Wage Rates

Wages paid to students working under the student assistant program must be paid the minimum wage (\$7.25/hour); however, said hourly wage should not exceed \$2.15 per hour over minimum wage without permission from the Interim Director for Enrollment Services. Students employed under the Work-Study program will be paid at least minimum wage as required under the federal guidelines to participate in the program. Employment under the Work-Study program is determined by the financial need of the family. The University of South Alabama is an equal opportunity employer and shall not discriminate on the basis of race, age, color, religion, national origin, disability, disabled veteran, Vietnam Era Veteran status, or sex.

IV. Mandatory Direct Deposit of Paychecks

All newly hired and current student assistants will be required by the University to be paid by direct deposit. Student assistants who are not already enrolled in direct deposit of paychecks will be required to do so through Payroll Accounting. If a student assistant is unable to secure an account at an eligible financial institution they can establish an account at the USA Federal Credit Union. There will be a one-time \$25 share deposit required for opening the account. **STUDENTS SHOULD UNDERSTAND THIS REQUIREMENT BEFORE HIRING.**

The direct deposit enrollment form can be obtained at the following link: www.southalabama.edu/financialaffairs/payrollaccounting/directdepositform.pdf
Failure to establish a direct deposit account will result in termination of the student appointment.

*** NOTE: While direct deposit participation expedites payments, and is encouraged for all employees, Work-Study student employee participation, by law, is optional. If a Work-Study student employee chooses to participate, that participation may be cancelled at any time by indicating such cancellation on the form referred to in the link above.

V. Appointments

Each department should have on file a job description for each student assistant position, including Work-Study. For student assistants, the rate of pay can be based on job requirements and skills needed, but should not normally exceed minimum wage by more than \$2.15 per hour. **ALL STUDENT PERSONNEL ACTION FORMS MUST REFLECT THE STUDENT I.D. NUMBER. The effective date on the Student Personnel Action Form should be the first day that the student actually starts to work.**

At the time of appointment, the student assistant must be:

- enrolled at least half-time (**undergraduate 6 hours**)
- be a degree seeking student
- and must be at least 18 years of age
- must have completed I-9 (refer to section **VII**)

Work-Study students generally must be enrolled full-time. **Student assistants currently hired in a department may choose at their option not to enroll for one semester each academic year (Fall - Summer) during which time they may work up to a maximum of 56 hours per pay period with an average of 28 hours per week during the pay period.**

*For enrollment and employment requirements related to a student who is NOT a US citizen or a Legal Permanent Resident of the US please review the employment limitations below in Section VI.

Students admitted and registered to attend the University for the first time are not eligible to work as student assistants until one week prior to classes beginning.

Returning students and students who withdraw during a semester cannot begin working for the upcoming semester until after exams are over for the current semester **and** the student has registered for classes for the upcoming semester.

Example 1: Student withdraws during spring semester and has to cease working immediately. Student registers for classes for summer semester, but cannot begin working until after spring exams are over.

Example 2: Student has not been enrolled for several semesters and has applied for readmission and registered for classes for summer semester. The student cannot begin working until after exams are over for spring semester.

The maximum number of hours a student assistant is allowed to work is 20 hours per week when classes are meeting. If a student holds more than one student assistant job, the maximum combined hours a student can work between both of the jobs is 28 hours per week when classes are meeting. Student assistants may **work up to a maximum of 56 hours per pay period with an average of not more than 28 hours per week during the pay period between semesters and during fall and spring breaks.** Students are not allowed to work more than **56 hours per pay period** under any circumstance. Fifteen hours per week is maximum allowed for Work-Study students. International student employee limitations are defined in Section VI.

Work-Study students generally are not allowed to work between semesters or other periods of non-enrollment.

Students are not allowed to work at home. All work must be conducted under departmental supervision.

Student assistants, if they desire, may work during official University holidays if the office in which they are hired remains open during the holidays. Students cannot be required to work during official University holidays.

Students holding both a part-time staff position and a student position may work no more than 20 hours in their student appointment with the combined total hours worked not to exceed **56 hours per pay period with an average of 28 per week during the pay period.**

Students who completely withdraw during a semester or who are suspended should cease working immediately.

International students may not work past their graduation.

The international student employee must meet Department of Labor and Immigration regulations regarding citizenship or alien status. Documentation proving satisfaction of regulations must be

provided to the Payroll Office. Documentation includes I-94 card, passport with expiration date, visa and the form I-20. Illegal aliens will not be employed.

Each department must submit a new Student Personnel Action appointment form once a year (valid August 15 through August 14) for employment. **A separate student personnel action form is not needed for summer employment if a student is in an active working status for the current fiscal year!** Each department must complete a terminating Student Personnel Action form when a student resigns/terminates prior to August 14th, so that the student can be taken off payroll. See Section VII for instructions on the mandatory I-9 policy. In addition, Payroll must be notified (for FICA withholding purposes) when a student employee is not enrolled. The original or a copy of the social security card must be presented to the Payroll Office for social security number and name verification.

Changes to a current student assistant's PA (i.e. current student assistant hired at pay rate of \$7.25 per hour and you wish to increase the rate of pay to \$9.40 per hour) should be made effective with the beginning of a pay period. A link to USA's biweekly payroll calendar is on the website at www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html.

Departments and divisions should observe University policy and state laws regarding **nepotism**. Students that have relatives working at the University **cannot** work in the same department as their relatives but they **can** work within the same division. Refer to Section 3.1.3 of the Staff Employee Handbook for more information.

VI. International Student employment

United States Immigration regulations (8 CFR 214.2(f)(9)(i)) strongly limit the employment of International students. International students working "on-campus" may only work a maximum of 20 hours per week while school is in session. Such employment may be increased to 28 hours per week during the official university vacation periods for students who are eligible and who demonstrate an intent to register for the subsequent academic term. When summer is the first or last semester students **may not be** eligible to work over 20 hours. Check with the Office of International Student Services. There is **no exclusion** from the overall 20 hours per week ceiling for work undertaken pursuant to a scholarship, fellowship, assistantship or postdoctoral appointment." Normal **on-campus** employment (academic department, bookstore, cafeteria, etc.) **must not** exceed 20 hours per week maximum. For employment by on-campus service providers who provide direct student services students should be referred to the Office of International Student Services. Businesses under contract with the university to do work on campus must be providing a direct student service in order to be eligible to hire international students, for example: a construction firm is **NOT** an on campus eligible employer; a business providing food services in the cafeterias is considered a direct student service provider.

On-campus employment must be performed on the school's premises (including on-campus commercial firms that provide services for students on campus, such as, the school bookstore or cafeteria), or at off-campus locations that are approved by the Interim Director for Enrollment Services as educationally affiliated with the University of South Alabama.

International students wishing to continue their employment following graduation must apply for the respective work authorization benefit associated with their immigration status (F-1 – OPT, J-1 Academic Training). This must be applied for at a minimum of 3 months **PRIOR** to graduation. International students may **NOT** work without the proper written authorization – check with the USA Office of International Student Services for verification of eligibility and permission to work.

VII. Mandatory I-9 Policy

All new employees are required, by the provisions of the Immigration and Reform and Control Act of 1982, to complete a government form I-9. Complete information including the I-9 New Hire Notification form is located at:

www.southalabama.edu/financialaffairs/payrollaccounting/i9.html

1. **Prior to the first date of employment**, the hiring manager completes the I-9 New Hire Notification form (www.southalabama.edu/financialaffairs/payrollaccounting/i9newhire.html) in order to inform Payroll of the established date of hire for the new employee.
2. The hiring manager or designee is to advise the new employee to report to the Payroll Office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at the hospitals may go to their respective Human Resources Office.
3. The Payroll Office will follow-up with the hiring department if the employee does not arrive for their appointment time as indicated on the I-9 New Hire Notification form.
4. Upon completion of Section I (or Sections I and II) the new employee will be given an I-9 completion receipt to take to the hiring department. **The employee is not allowed to begin work until they provide the hiring department with** this receipt.
5. Those who do not provide acceptable documentation as required for Section II of the I-9 form on the first day of employment, are required to return to the Payroll Office in person within three business days of the first day of work with acceptable documentation.

VIII. The Payroll Office will notify hiring managers/designees of any new employees who fail to comply within three business days and advise the department that the new employee is to be terminated immediately. The employee cannot report to work for a fourth working day without adherence to the federal act.

IX. On-the-Job Injury

If a student is injured while performing duties as a student employee, said student should be seen by USA Student Health Services. Serious injuries should be sent to the emergency room of the University of South Alabama Medical Center.

1. An Accident/Incident Report must be completed by the student employee's supervisor within 72 hours of an on-the-job injury. For this reason, an on-the-job injury must be reported immediately to the student's supervisor. The supervisor will forward the completed form to USA's Risk Management Office, CSAB 216 and a copy of the form to the Office of Enrollment Services, Meisler Hall, Suite 2400. The Employee Accident/ Incident Report Form is located on the website at www.southalabama.edu/hr/applicationforms.html.
2. All claims for property damage and/or medical expenses not paid by the University or the student's insurance may be filed by the student with the State Board of Adjustment. Approval by the State Board of Adjustment is based upon an investigation of the accident by University officials and a determination by the State Board that the accident occurred while on the job.

A letter explaining the State Board's claim filing procedures and requirements along with the appropriate claim forms can be obtained by the student employee at USA's Office of Risk Management, CSAB 216.

Students who suffer an injury in the scope of their student employment may receive prompt treatment in the emergency room of USA Medical Center and may, if justified, be eligible for up to three days of leave without pay, normally not to exceed 12 hours. Additional unpaid leave may be taken if approved by the Division Head and reported to the Interim Director for Enrollment Services.

X. FICA Taxes

The IRS has announced, through a private letter ruling that student employees who are enrolled less than half-time (less than three hours graduate or six hours undergraduate) are subject to FICA taxes. To comply with this ruling, student employees' enrollment status will be verified each payroll period.

XI. Graduation

A student who is currently employed as a student assistant at the time of graduation from the University may continue to work for **one** semester immediately following graduation in the current student assistant job. Students may work up to a maximum of 56 hours per pay period with an average of not more than 28 hours per week during the pay period. The student **must** stop working the last day of final exams the semester after graduation. International students **cannot** work after graduation due to immigration regulations.

XII. Voluntary Services

The Fair Labor Standards Act of 1938, as amended, prohibits a covered employer (including educational institutions) from accepting voluntary services from any paid employee. Therefore, students must not be allowed to work more hours than their maximum limitations as established at the time of appointment and must be paid for all hours worked. Students must be paid for all work performed. Voluntary services should not be permitted.

XIII. Pay Policy and Procedure

Student employees must be paid through normal student personnel/payroll procedures initiated by completing the appropriate student personnel action papers.

Students should not be paid by a requisition. Exceptions to this policy must be approved by the Interim Director for Enrollment Services.

Students are paid every two weeks. Payroll authorization (time sheets) must be signed by the student and supervisor (except for off-campus work-study STAY students) and received by the Payroll Office before 9:00 a.m. on Monday before payday. Changes to the timesheet deadline will be posted on the Payroll website www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html. Student assistants must have direct deposit and check stubs can be accessed through their PAWS account. For students that did not receive a pre-printed time sheet, blank time sheets are available in the Payroll Office. When completing a blank time sheet print the employee name in the top left hand corner of the time sheet, complete the J-number and timekeeping log boxes and enter the pay period dates in the appropriate blocks. Record hours worked per day. The employee and supervisor sign the time sheet and print their name below the signature. Submit the time sheet to the Payroll Office

If the hiring department fails to meet paperwork deadlines for the Student Personnel Action Forms and/or timesheets, the student employees' pay will be deferred to the following pay date. No manual checks will be issued.

See Section IV for the mandatory direct deposit for paychecks requirement. www.southalabama.edu/financialaffairs/payrollaccounting/directdepositform.pdf.

Students unable to work because of a natural disaster or other causes beyond their control **will not** be paid for lost work. The students may be allowed to make up the lost work during the semester at the discretion of the supervisor.

XIV. Supervision

The employing department must provide sufficient staff to adequately supervise the work performed by student employees, set work schedules including starting and ending time, arrange for absences when necessary, see that pay procedures are followed, and in general ensure that a reasonable work relationship is developed and maintained between the student employee and the department.

Students are not allowed to work at home. **All work must be conducted under departmental supervision.**

XV. Grievances

Student employees may use the grievance procedure to seek redress of grievances arising out of terms or conditions of student employment. A student employee having a complaint or grievance should first discuss the matter orally with the immediate supervisor within ten working days after the incident. The supervisor should consider the grievant's request and render an oral decision within five working days of the discussion. Failing satisfactory adjustment from the supervisor, the aggrieved student employee shall, within five working days following receipt of the supervisor's decision, reduce the grievance to writing stating (1) the facts of the case, (2) the nature of the complaint, and (3) the adjustment desired. The written grievance shall be presented to the department head who shall give a written response to the grievant within five working days. (NOTE: if the department head is the immediate supervisor, initial grievance may be oral, followed by a written grievance to the dean or director).

Failing satisfactory adjustment from the department head, the aggrieved employee shall, within five working days after receipt of the department head's response, present the written grievance to the appropriate dean or director who shall render a written statement to the grievant within five working days. If satisfactory adjustment is not forthcoming from the dean or director, the grievant shall, within five working days after receiving the dean's or director's response, submit the grievance to the Vice President for Student Affairs. The Vice President for Student Affairs shall thoroughly investigate the case and render a written answer within ten working days.

Work-Study students should follow the same grievance procedure as student assistants. Rather than submit the grievance to the Vice President for Student Affairs, the grievance should first be presented to the coordinator of the Work-Study program. The case shall be investigated thoroughly and presented to the chief student personnel officer. A written answer shall be rendered to the aggrieved employee within ten working days.

XVI. Terminations

Student employees are considered to serve at the pleasure of the University and are "at will" employees. In the event that need arises to terminate a student employee, the supervisor

should discuss with the student the on-the-job problem and corrective action necessary to maintain job and appropriate time-line to correct problems before termination. Proper documentation supporting any or all disciplinary actions should be maintained by the department. Their employment must not violate Affirmative Action/Equal Employment Opportunity laws and regulations. The filing and resolution of grievances shall be done in accordance with the terms of Section XIV of this policy.

In cases involving student misconduct, the matter will be referred to the University Disciplinary Committee for adjudication as outlined in the Student Handbook. The University reserves the right to suspend the student employee job related activity without pay pending the outcome of the University Disciplinary Committee hearing process.

In terminations involving students on the Work-Study program, the supervisor will complete the evaluation sheet to be returned with the termination papers.

XVII. Summary

The basic guidelines for student employees are:

- 1. As hourly employees, student assistants must be paid only for hours actually worked.**
- 2. The hourly pay rate should not normally exceed the current minimum wage by more than \$2.15 per hour.**
- 3. Student assistants are limited to a 20 hour week when classes are meeting. If a student holds more than one student assistant job, the total maximum hours to work between the jobs is 28 hours per week.**
- 4. *International students cannot work more than 20 hours a week during the Fall and Spring Semesters. Prior to employment, check with the Office of International Student Services for any further limitations or exceptions.***
- 5. Student assistants must be enrolled at least half-time, be a degree seeking student and must be at least 18 years of age.**
- 6. Student assistants must meet Department of Labor and Immigration regulations.**
- 7. University policy and state laws regarding nepotism must be followed.**
- 8. This policy must be reviewed with the student at the time of employment.**
- 9. Student assistants may work (maximum of 56 hours per pay period with an average of 28 hours per week during a pay period) and not be enrolled for one semester each academic year (Fall-Summer). This does not apply to international students during the fall and spring semesters.**
- 10. Student assistants who are working and not enrolled at the University are not eligible to utilize the Student Health Services and are not exempt from FICA.**

11. Students enrolled less than half-time are subject to FICA taxes.

12. All new employees are required by the provisions of the Immigration and Reform and Control Act of 1982, to complete a government form I-9 PRIOR TO beginning employment. Complete information including the I-9 New Hire Notification form is located at:

www.southalabama.edu/financialaffairs/payrollaccounting/i9.html

www.southalabama.edu/enrollmentservices/studemppol.html revised May, 2014

Any modification or deviation from these guidelines must be approved by the Interim Director for Enrollment Services.

Policy of Non-Discrimination & Equal Access

The University of South Alabama complies with all applicable laws prohibiting discrimination, including as applicable:

- Titles VI and VII of the Civil Rights Act of 1964
- the Age Discrimination in Employment Act
- Executive Order 11246
- Title IX of the Education Amendments of 1972
- Sections 503 and 504 of the Rehabilitation Act of 1973
- The Vietnam Era Veterans Adjustment Assistance Act
- The Age Discrimination act of 1975
- The Americans with Disabilities Act of 1990
- The ADA Amendments Act of 2008
- The Genetic Information Non-discrimination Act of 2008
- The Lillie Ledbetter Fair Pay Act of 2009,

And, consistent with these laws and university policy, does not discriminate on the basis of race, sex (including pregnancy), sexual orientation, color, religion, national origin, age, genetic information, disability, or qualified protected veteran status, in admission or access to, or treatment of employment in its programs and services.

Further, no otherwise qualified person with a disability, solely on the basis of such disability, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of an educational program or activity, including admission or access thereto, or in treatment of employment therein by the University of South Alabama.

Any questions relating to accessibility should be directed to the office of the Vice President for Business Affairs, AD 328, 460-6121, or Manager, Special Student Services, 5828 Old Shell Road, 460-7212.

Sale of Academic Materials

In order to comply with all federal copyright laws, state ethics laws and other state laws, the following policy is effective immediately and supersedes the policy distributed in January 1995. The sale of academic materials, including texts, supplementary texts and other supplementary materials

directly to students by either an individual faculty member or staff employee or by the academic department is prohibited. All academic materials as indicated above must be sold through the Bookstore.

State law requires that outside college bookstore retailers be informed of required and optional textbooks and any other academic materials sold to students such as custom published and supplementary academic learning materials (course packs). The University Bookstore will be responsible for preparing a list of these and will make such lists available to off-campus retailers and/or their representatives no more than two (2) working days from the time they are established. Also, all off-campus retailers will be allowed to purchase the items on the list from the Bookstore at a discount, if a margin is added, or at cost if no margin is used, provided the copyright agreement legally covers such a sale.

Copyright Policy for Students

'Student Works' are papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students. (For purposes of this policy, the term 'students' includes teaching, graduate, and research assistants).

Ownership: Ownership of the copyright to these works belongs to the student unless the work falls within one of the exceptions described below:

Sponsored or Externally Contracted Works: Ownership shall be in accordance with the section of this policy on sponsored or externally contracted works made by faculty or other exempt employees.

Works for Hire: Student Works created by students in the course of their employment with the University shall be considered to fall within the scope of Work for Hire in accordance with the section of this policy on Work for Hire made by staff. Students have limited rights to use materials generated in the classroom and laboratory, and other academic materials generated by students in the instructional process for personal, and educational purposes. Students may not use these materials for commercial gain.

As provided by the University policy or as agreed to mutually, rights in student works may be transferred between the student and the University. In such cases, a written Assignment Agreement shall specify the respective rights and obligations of the parties. The parties may also negotiate for joint ownership of such works, with the approval of the appropriate University official or body. The USA Copyright Policy can be found online at www.southalabama.edu/vpresearch/pdf/CopyrightPolicy.pdf.

USE OF UNIVERSITY SPACE, FACILITIES, AND GROUNDS

The University of South Alabama recognizes and supports the rights of students, employees, and visitors to engage in expressive activities in a lawful manner on campus. The purpose of this policy is to promote the free exchange of ideas and the safe and efficient operation of the University. The primary missions of the University are to provide teaching, research, community service, and health care through on-going instructional programs, sponsored and conducted by a member of the faculty or department of the college or university, or an organization registered with the Office of Campus Involvement. In balancing the rights of students, employees, and guests to speak on campus with the University's need to preserve and protect its property, students, employees, and visitors, expressive activities may be subject to reasonable regulation with regard to the time, place, and manner, whether inside buildings or outside on campus grounds. University employees will not consider the content of expressive activities when enforcing this policy.

Within this policy "expressive activities" includes:

- Meetings and other group activities of registered USA student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other similar events by students, employees, and visitors;
- Distribution of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

Nothing in this policy is intended, nor should it be understood, as an endorsement or approval by the University of South Alabama of any speech or demonstration on campus beyond rights existing under federal law, state law or University regulations.

I. EXPRESSIVE ACTIVITY

The President and Administration are charged with preserving order on the campus and providing the orderly function of the University process. In the event the President, in the exercise of the discretion which the Board of Trustees has given him or her, considers that the presence of a speaker or function constitutes a clear and imminent danger to the lives or property of members of the academic community or the public on University grounds, or if such presence is apt to substantially interfere with the discipline or the orderly operation of the University's processes, then the President shall prohibit the event.

A. Interior of University Facilities

1. All non-academic events or those not directly affiliated with a College or University activity to be held inside University facilities must be scheduled in the Office of the Dean or Vice President in charge of that building. The contacts for each building are as follows:
 - Alumni Hall - Director, Alumni Relations, AH
 - Administration Building - President's Office, AD 122
 - Athletic Facilities - Director, Athletics, AA 35
 - Former Engineering Building - Dean, Arts and Sciences, HUMB 118
 - Gym/Physical Education - Chair, HPELS, HPELS 1011

- Health Sciences Building - Dean, College of Nursing, HAHN 3071
- Housing Complex - Director of Housing, Delta Offices
- Humanities - Dean, Arts and Sciences, HUMB 118
- ILB-Instructional Laboratory Building - Dean, Arts and Sciences, HUMB 118
- Laidlaw Performing Arts Building - Dean, Arts and Sciences, HUMB 118
- Life Sciences - Dean, Arts and Sciences, HUMB 118
- Medical Sciences Building - Dean, College of Medicine, MSB 2015
- Mitchell Center - Director, Mitchell Center, MC 2195
- Mitchell College of Business - Dean, Business, MCOB 106
- Multipurpose Room/Cafeteria - Director, Student Center, SC 132
- Seaman's Bethel Theatre - V.P. for Academic Affairs, AD 300
- Shelby Hall - Dean, Engineering, SHEC 2110
- Student Center - Director, Student Center, SC 132
- Student Recreation Center - Director, Campus Rec, SRC
- University Commons - Dean, Education, UCOM 3600
- University Libraries - Dean, Libraries, LB 145
- Visual Arts Building - Dean, Arts and Sciences, HUMB 118

2. Any procedures, deposits, forms, etc., that are required by the building requested must be completed five working days prior to the event. The event must be listed on the University Calendar through the Public Relations Office, as well as with the Southpaw Services Office in the Student Center. Only University sponsored events may be advertised without charge in University publications.

B. Exterior of University Facilities

1. Locations

A. Non-University Speakers

Expressive activity by non-University sponsored individuals or groups may only be held around the Student Center. Reservations are not required, but priority for use of the space will be given, first to those with reservations and then on a first come, first serve basis for those without reservations. A limit of time may be imposed if a reservation has been previously made by another individual or organization. Reservations may be requested for same-day expressive activity, but more advanced notice is recommended due to demand for the space. Reservations may be made with the Director of the Student Center. The Director of the Student Center may deny a reservation for the following reasons:

- 1) The space is already reserved for another event;
- 2) The activity will attract a crowd larger than the venue can safely contain;

- 3) The activity will substantially disrupt University operations (including classes);
- 4) The activity will impede the flow of traffic;
- 5) The activity is a clear and present danger to public safety; or
- 6) The activity is unlawful.

B. University Speakers

For USA students or employees, all areas of the University campus are open for expressive activities, except for the following:

- Areas between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and University Boulevard and to the portal of Stadium Drive and the public sidewalks
- Areas within 100 feet of academic buildings or residential housing buildings
- Mitchell Center and grounds
- Moulton Tower and Alumni Plaza
- USA Health System's Hospitals, Clinics, and grounds, with the exception of public streets and sidewalks at those facilities

Any expressive activity beyond the Student Center will require that the University be able to identify the University individual or organization involved and that person or organization must abide by these regulations.

Reservations are not required for University individuals or organizations, but priority for use of the space will be given, first to those with reservations and then on a first come, first serve basis for those without reservations. A limit of time may be imposed, or the exhibit or demonstration may be relocated by the Dean of Students if a reservation has been previously made by another USA individual or organization. Reservations may be requested for same-day expressive activity, but more advanced notice is recommended due to demand for the space. Reservations may be made with the Director of the Student Center. The Director of the Student Center may deny a reservation for the following reasons:

- 1) The space is already reserved for another event;
- 2) The activity will attract a crowd larger than the venue can safely contain;
- 3) The activity will substantially disrupt University operations (including classes);
- 4) This activity will impede the flow of traffic;
- 5) The activity is a clear and present danger to public safety; or
- 6) The activity is unlawful

2. Sound Equipment and Amplification

No musical instrument or sound amplification equipment of any kind, including stereo turntables, stationary or mobile public address systems are allowed on concourse, streets, or in areas adjacent to occupied buildings or around the Student Center unless otherwise allowed by the Dean of

Students, the individual in charge of the building (see I.A.1., above), or a person designated by the Vice President for Student Affairs.

3. Litter and Unattended Displays

Any litter generated by the material being distributed must be collected and properly disposed of by the person or organization distributing the material. Failure to do so may result in charges to the responsible organization or department for the cleaning services. Unless otherwise provided for herein, any display left outside unattended after 8:00 p.m. will be subject to removal by authorized University personnel.

II. POSTING POLICY

This policy applies to materials hung or affixed to University buildings or bulletin boards. It applies to the entire campus except when superseded by written policies of Housing and Residential Life, the Athletic Department, and the Student Center. Individuals authorized by the University to do so may remove materials posted that are not in accordance with this policy. Questions regarding this policy should be directed to the Director of the Student Center.

A. Reservation Process

Reservations for all flyers, posters, and banners (with the above exceptions) should be made at the Student Center Information Desk located on the first floor. Groups or departments that have their own bulletin board do not need to make reservations for postings on their own board. All reserved flyers, posters and banners must bear the stamped reservation date of the Student Center Office except those utilized in spaces designated for a specific organization or department.

B. Criteria

Posters that announce meetings, programs, and special events sponsored by registered University student organizations, Student Services, or academic departments will be permitted in all University buildings. All material must include: the name of the sponsoring group, individual or department and, if necessary, an English translation accompanying the material. Materials may not contain obscene language, drawings, or illustrations. Materials may not make any reference in print or graphics to alcohol. For fundraisers, all beneficiaries of the fund-raising effort must be specified in the promotional material.

C. Guidelines

Flyer: any paper not exceeding the size 8.5 by 11 inches.

Poster: any paper not exceeding the size 24 x 17 inches.

For flyers, posters, or banners of administrative departments; individuals; unofficial or non-recognized student, staff or faculty groups; or for any group which is not affiliated with the University, a total of four flyers, posters or banners may be posted at one time, and may only be posted in the following locations:

- 1) Two flyers in the Student Center;
- 2) One flyer in the Administration Building, basement;
- 3) One flyer in the Library, first floor, entrance.

For approved and registered USA student organizations, student services, and academic departments, a maximum of fifty flyers and posters will be approved (outside Housing) for posting for meetings and events targeted to a select group. Up to two hundred flyers and posters will be approved for events open to the entire University community. No more than two posters for the same event are allowed on the same floor of any building. Flyers and posters may be posted in the following locations unless prohibited in the future by notice, exclusive use by another organization, or by common sense:

- Administration Building - approved bulletin board in basement only.
- Classroom Buildings - approved bulletin boards.
- Mitchell College of Business - approved bulletin boards.
- Dining Hall - approved bulletin boards.
- P.E. Building - approved bulletin boards.
- Medical Sciences Building - student lounge bulletin board.
- Library - bulletin board in front lobby.
- Life Science - approved boards on each floor.
- Humanities - in hallway joining the two wings.
- Student Center Mall – space between the two front doors.
- Shelby Hall - approved bulletin boards.
- Post Office - approved bulletin boards.
- Student Recreation Center (SRC) - any poster must be approved by the SRC Director.
- Student Center (SC) - refer to the SC poster policy, below.

If in doubt, please check with the appropriate building staff to determine acceptable locations. Exceptions may be made at specific buildings by the appropriate staff or administrative personnel.

Items must not be hung in a manner which would obscure previously posted (and current) flyers.

Materials may be posted until the event is completed or for a maximum of 30 days. The SC staff will remove posters on the last day of each month. All groups are encouraged to remove their own materials in a timely fashion and to remove other dated material when posting their own.

Multi-date events may be posted for an entire quarter; however, such posters will be taken down at the conclusion of each quarter. Exceptions to time limitations may be made for posters promoting on-going programs of Student Services.

No posters are allowed on painted surfaces, the outside of any building, doors, glass, or trees. Exceptions may be made for location of flyers within a building IF the information pertains specifically to use of that building (i.e.: No Smoking, Hours, etc.). Special regulations governing student campaigns may be adopted by the SGA Election Committee.

Failure to comply with the above rules may result in the suspension of poster privileges for offending organization(s) and/or individuals.

D. Special Rules for Posting in the Student Center

These rules for posting in the Student Center apply to recognized and registered student organizations, academic and administrative departments, non-USA affiliated groups, and individuals, unless indicated otherwise.

A maximum of two flyers may be posted in the Student Center per unique event: one on the appropriate board on the first floor and another in the game room.

Banners may only be hung from 2nd floor lobby rail and only by registered student organizations. Banners may not exceed 3 feet in width and 10 feet in length. Banners exceeding these dimensions will be taken down by Student Center staff and turned over to the SGA secretary. Groups wishing to hang banners must reserve a location with the Director of the Student Center or the Student Center Reservations.

A complete copy of both the University of South Alabama and the Student Center Poster Policy may be obtained from the office of the Director of the Student Center or the Information Desk.

E. Sheet Signs

Sheet signs may be hung outdoors only, and can only be utilized to announce upcoming events of approved and registered USA student organizations, student services, and academic departments, and by SGA election candidates for campaign purposes. Sheet signs advertising an event may be hung seven days prior to the specified event and must be removed within three days following the event. All other sheet signs may be posted for a maximum of 30 days. Each sheet sign must indicate the name of the associated University group or individual, and the date that the sign was posted. Sheet signs must be hung between two trees, must be hung with biodegradable cord and may be placed anywhere on campus except the Mitchell Center and its grounds, Moulton Tower and Alumni Plaza, or within 200 yards of the perimeter of the campus. Except for University sponsored event signs, the sheet signs may be no larger than five feet by seven feet and must not obstruct or impair visibility related to roadways or the ingress and egress to a building or area of campus. A maximum of four sheet signs per event or SGA candidate will be allowed on campus at any given time.

Any sheet signs which are not in full compliance with this policy are subject to removal and disposal without notice.

F. Chalking

Chalking is allowed only on natural gray concrete sidewalks and streets that are subject to being washed by the rain, and the chalk used must be washable. No chalking can occur on sidewalks or building entrances that are covered in any way, nor on any type of brick or concrete pavers. Chalking is not allowed on walls, doors, windows, trees or any vertical surfaces. Organizations or persons who violate this policy may be charged for time and materials to remove the chalk.

III. SOLICITATION POLICY

In addition to the regulations set forth above, the University regulates the use of its facilities for solicitation of money by students, student organizations, employees, departments, other affiliates, and visitors.

A. USA Affiliated Groups

1. University of South Alabama student organizations, departments or other affiliates of the University are permitted to engage in solicitation activities such as fundraisers on campus. Use of space for the selling of goods and/or services that is in close proximity to and in direct competition with exclusive University vendors such as the University Bookstore, Dining Services or any other entities that have an exclusive contract with USA is prohibited.

2. Each event must follow the rules and regulations of the University and the laws of the State of Alabama or other governing body. Solicitation privileges may be revoked for violation of rules and/or regulations, or for conduct which may be characterized as unlawful harassment or otherwise in violation of University policy or applicable laws, rules, or regulations.
3. Solicitation in the Student Center- The USA Student Center requires any organization requesting space for solicitation in the Student Center to contact South Paw Services (460-6077) to make a reservation. Designated spaces are limited and restricted to the use of that space only. All organizations using designated solicitation space must adhere to all reservation policies of the student center.
4. Door to door solicitation is not allowed.

B. Non-USA Groups

1. Non-University groups, individuals or businesses are not permitted to solicit or distribute business- related materials, including but not limited to advertising, in University buildings or on the grounds except at designated places during designated times such as Jag Blast and Jag Fest. Please contact the Office of New Student Orientation at 460-7093 for more information about designated times.
2. Any business, company or service attempting to recruit for student employment must obtain approval from USA Career Services (460-6188) to reserve vendor space.
3. Door to door solicitation is not allowed.

Solicitation by placing flyers on vehicles by USA or non-USA groups or individuals is strictly prohibited.

IV. ENFORCEMENT AND APPEAL

These regulations shall be administered and enforced by the Dean of Students or other University officials as designated. Visitors to the campus and all others violating these regulations regarding time, place, manner of speeches and demonstrations will be subject to immediate eviction or removal from campus by appropriate University agents or officials and may be subject to legal or University disciplinary action. Students and student organizations operating in violation of these regulations will be subject to disciplinary action under the Student Code of Conduct.

Persons, agencies or organizations wishing to appeal a decision based upon these regulations may file a written appeal with the Vice President for Student Affairs within three working days of the decision. The decision of the Vice President for Student Affairs regarding the appeal will be rendered within three working days of receipt of the appeal, and is final.

RESIDENCE EDUCATION HANDBOOK

I. UNIVERSITY & HOUSING STANDARDS

1. BICYCLES & OTHER NON-MOTORIZED VEHICLES

All bicycles must be registered with the USA Police Department (251.460.6312). Bicycle registration may be completed without charge by taking your bicycle and student ID to the USA Police Station. All bikes should be locked to a bike rack outside. All bicycles that are not properly registered with USAPD and/or bicycles that are locked to anything other than the provided bike racks are subject to immediate removal and disposal by Housing & Residence Life Staff. Bikes that are subject to immediate removal may be held up to ten (10) days. A bicycle may only be stored in a resident's room if it does not block the exits and it is acceptable to the resident's roommate(s). Bicycles remaining on the bike racks more than ten (10) days after the end of spring semester may be considered abandoned and are subject to removal and disposal, unless registered to a summer resident. If you believe your bike has been removed, please contact 251-460-7655 immediately.

2. CAMPUS MAIL BOX

And At the time of check-in or shortly after, residents have an opportunity to establish a campus mail box located in the Post Office on the ground floor of the Student Center. Payment for this box is included in the Residence Hall contract. Students must visit the Post Office in order to activate their box and receive a PO Box number. Packages will need to be signed for and picked up at the Post Office. Post Office window service is open Monday - Friday, 8:00 am - 4:00 pm except holidays. The window is closed on Saturdays and Sundays. Lobby hours are from 7:00 am - 10:00 pm seven days a week.

E-MAIL

All students at the University are automatically assigned an official University e-mail address (JagMail), which is the official communication plan and the primary channel for receiving official University and Housing information by students. It is the obligation of each student to activate his or her e-mail account and to routinely check it for new messages.

The University and Housing & Residence Life will use e-mail to send official communication to students such as reassignment details, important dates and reminders, information regarding your room (i.e., maintenance), as well as all urgent notices. For more information about your University e-mail account, please contact Academic Computing by phone at (251) 460.6161 or e-mail helpdesk@southalabama.edu

3. GARBAGE

Residents are expected to dispose of all garbage and trash (this includes cigarette butts and trash from vehicles) in the dumpsters located in the parking lots or in the appropriate receptacle.

4. INFORMATION AND MEETINGS

Residents are responsible for any information covered in or announced at community, building, and floor meetings as well as all posted and e-mailed information. Some of the informational meetings are necessary to relay vital Housing information and are planned in advance, so please watch for notices via University e-mail.

6. INTERNET

USA provides student access to computer resources through the e-mail systems, University system web servers, and departmental labs located throughout campus. Students using these resources must adhere to all policies of the University of South Alabama, as well as the Alabama Research and Education network, and state and federal laws regarding the use of computers and computer networks. Students found in violation of these policies are subject to University disciplinary action and/or criminal charges. Internet privileges can be denied to anyone using University equipment or services for illegal or unethical purposes. Any illegal behavior observed will be reported to appropriate University officials or law enforcement agencies. Additionally, wireless routers are prohibited in all residence halls and residential areas. Anyone who violates University policies regarding internet usage or uses the University internet services in an inappropriate manner will be subject to disciplinary action. Please see the USA Student Computer Policy and Student Code of Conduct in The Lowdown. For more details about internet usage and connections, contact the Office of Academic Computing at (251) 460-6161.

7. LAUNDRY FACILITIES

Washers and dryers are located in the Beta/Gamma Commons, the Delta Commons, at the end of Delta 3, 4, and 6; as well as on the first floors of Stokes Hall, New Hall, and Epsilon 1-2. These facilities are for current residential students only. Be prepared to show your student identification card if asked by a University official. Use of or access to these facilities by individuals who are not currently assigned to the residence halls for the current semester may be subject to non-academic disciplinary charges and/or criminal charges. Any resident found responsible for allowing a non-resident access to the laundry facilities will be subject to the Housing Judicial Process.

Please remember that all students are expected to remain with their laundry at all times when using the laundry facilities, as Housing & Residence Life is not responsible for lost or stolen items. Any laundry items left unattended may receive daily relocation to a lost and found bin in the laundry room. Items from this bin will be removed once a week by Housing staff members and discarded. Please also refer to our Laundry Services page for more information.

8. MAINTENANCE

To report maintenance issues or concerns, please contact the Housing Maintenance Call Center at (251) 460-7655. If you are experiencing any type of maintenance issue, please call as quickly as possible. Housing Maintenance can be reached between 8:00 a.m. and 5:00 p.m., Monday-Friday; excluding University holidays (see Academic Calendar). Maintenance emergencies after 5:00 p.m. and on weekends or holidays can be reported to the RA On-Duty by calling your Community Office (click here to locate your Community Office number). If there is a maintenance emergency (i.e. flood, power outage, no heat, no air conditioning, etc.) or you are unsure what to do, please contact a Resident Assistant or the Community Desk/Office immediately.

9. MEAL PLANS

All students who live in the residence halls are required by the University to purchase a South Alabama Dining meal plan. During the Fall and Spring semesters, Freshman and Sophomore residents are required to purchase an All-Access Meal Plan. Likewise, Junior, Senior and Graduate residents are required to purchase a minimum of seven (7) meals per week during the Fall and Spring semester. Also, all summer semester residents are required to purchase a minimum of seven (7) meals per week. Students may upgrade to a different plan by e-mailing housing@southalabama.edu. For further information concerning the meal plan, please contact Housing at 251.460.6185 or visit our web site (bottom of page).

10. MOTORIZED VEHICLES, PARKING, & TRAFFIC

If you bring a motor vehicle to campus, you must obtain a proper University parking permit during the registration process from Parking Services. You are responsible for violations involving motor vehicles which are registered in your name and/or that display parking permits issued to you. Traffic/Parking Rules & Regulations are available when you purchase your permit.

No parking/driving is allowed on the grounds/grass around the residence hall buildings. Parking is only allowed in the parking lots. Please do not pull up on the grass to unload or load items. Individuals parking on the grounds or sidewalks in the residence hall areas are subject to being towed and/or parking fines. Additionally, driving/parking on the grass in the residential areas may damage your vehicle or the University sprinkler system.

Excessive noise, loud music, loitering, or "cruising" through parking lots is prohibited. No parking is allowed on any red or yellow painted curbs or pavement. Students must comply with all campus traffic regulations. Visitors must obtain a visitors parking permit from the USA Parking Services.

Motorcycles and other gasoline powered vehicles are not allowed within ten (10) yards of the buildings. Motorcycles must be parked in the paved parking lots adjacent to the buildings. Motorcycles may not be parked in walkways, chase ways or stairways; violators will be ticketed.

PEST CONTROL

Pest control services are performed upon request. Residents who notice the presence of pests should call the Housing Maintenance Call Center at (251) 460-7655 to request service. Service should be rendered by the end of the following business day.

Residents must notify the Community Desk/Office in writing if a medical problem exists and they do not want their room sprayed. Students must allow maintenance and service personnel to enter their room for spraying purposes unless prior medical exceptions have been filed.

REFRIGERATORS/MICROWAVES

Students are responsible for cleaning their room/apartment refrigerator/freezer and microwave (if applicable). Please do not use a sharp object when cleaning or defrosting. Students will be financially responsible for the replacement costs of damaged or missing refrigerator-freezers and microwaves.

SECURITY

Tampering with, or modifying, any equipment used for security purposes (i.e. security cameras, doors, card access hardware) is strictly prohibited. Residence Life staff members are responsible for monitoring security and assisting students in the event of an emergency. Please note that students are expected to keep their doors and windows locked at all times. If you see anyone tampering with the security equipment, please contact the RA, Community Desk/Office, or USAPD immediately. Any residence hall student who is found responsible for violating this policy will be subject to the Housing Judicial Process.

10. UTILITIES

All utilities in the residence halls are maintained by University personnel. Keep in mind that, like in a home, there may be an occasional interruption in electrical power, air conditioning, heat, hot water, and/or cable TV due to mechanical failure, necessary repairs, and/or forces of nature. Maintenance crews will work as quickly as possible to restore utilities. Should an interruption take place in your room or apartment, please notify your Community Desk/Office or RA immediately.

In order to keep utilities working at an optimum level, please do the following: keep all heating and cooling vents uncovered; in rooms with individual heating and cooling units, do not block the vent (above, front, and below) with bedding, furniture or other items; do not tamper with the cable television jacks or wiring; do not tamper with electrical fixtures or plumbing fixtures; please refer to the Services tab on the Housing website for reporting procedures (see "Maintenance").

11. VISITORS

While in the buildings, all visitors must be escorted by the resident they are visiting. The escorting resident must reside in the building being visited. It is encouraged for visitors to remain escorted throughout all residence hall areas. Residents and guests must be able to provide picture identification if asked by a University official, including but not limited to the Resident Assistant.

ABOUT ROOMMATES

It is important to establish positive and healthy relationships with room/apartment/suite-mates. Residents who switch rooms without authorization may be required to move back to their assigned space and may be subject to disciplinary action. Housing staff members are able to help the roommate relationship process and facilitate timely approval of room changes during proper Room Change periods (pending space availability).

Roommate Responsibilities are to:

1. Prevent unreasonable noise, undue interference, and other distractions which may inhibit roommate's ability to read and study.
2. Permit roommate to sleep without undue disturbance.
3. Respect roommate's personal belongings.
4. Assist in maintaining a reasonably clean living environment.
5. Allow roommate free access to room and facilities, without pressure.
6. Respect roommate's personal privacy.
7. Request permission before hosting guests, and be considerate when responding to roommate's similar request (without prejudice, inequality, or separate standards), and to ensure that guests respect the interests of the roommate and other hall residents.
8. Communicate and work through conflicts and concerns. Residence Life staff is available for assistance in settling conflicts.
9. Not engage in intimidation, physical and/or emotional harm.
10. Demonstrate reasonable cooperation in the use of common items (such as TVs, radios, etc.) and in adhering to agreed upon procedures.

Roommate Rights are to:

1. Read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from roommate(s), guests of a roommate, etc.
3. Expect that a roommate will respect one's personal belongings.
4. A reasonably clean environment in which to live.
5. Free access to one's room and facilities without pressure from a roommate.
6. Personal privacy.
7. Host guests, as long as your roommate(s) agrees, with the expectations that guests are to respect the interests of the host's roommate and other community members.

8. Communicate and work through conflicts and concerns. Residence Life staff is available for assistance in settling conflicts.
9. Be free from fear of intimidation, physical, and/or emotional harm.
10. Expect reasonable cooperation in the use of common items (such as TVs, radios, etc.) and in adhering to agreed upon procedures.

Roommate Agreements

In an effort to encourage students who live at USA to take ownership and responsibility for their living community, Residence Life incorporates Roommate Agreements as a foundation for successful roommate partnerships. A Roommate Agreement is a document that room, suite, or apartment members negotiate together at the beginning of each year. This tool is intended to promote negotiation and consensus about matters pertaining to living as roommates including, but not limited to:

- o Respect of personal space and property
- o Guests and visitation
- o Cleanliness and 'chores'
- o Study needs
- o Socialization

Keep in mind that all decisions must be consistent with the behavioral standards indicated in the Residence Education Handbook, the Residence Hall Contract, and the Student Conduct of Conduct. How this process works: As a room or apartment, residents convene and using the Roommate Agreement provided in the Community Desk/Office or by their Resident Assistant, develop a set of value-based criteria by which each person in the apartment will agree to live. Additionally, the Roommate Agreement can be revisited at any time to allow for adjustments and changes. As each member of the apartment/room/suite will sign the Roommate Agreement, each member will be held accountable for the contents of the document.

II. RESPECT FOR PERSONS

1. BEHAVIOR & CONDUCT

Student behavior is expected to be lawful and in accordance with all published rules affecting one's status with the University specifically included in the Residence Education Handbook, The Lowdown, the Residence Hall Contract, and the Student Code of Conduct. Housing regulations and standards are applicable to residence hall students and their guests. Residents are responsible and will be held accountable for the behavior of their guests and visitors at all times. All residents are responsible for informing Housing staff (ex. Area Coordinator, Community Director, or Resident Assistant) of any community standard violation(s) occurring in their room or in their presence. Aiding and abetting any violation of Housing and/or University policy, meaning to incite, assist, or encourage in the violation of Housing and/or University policy is prohibited. Prohibited conduct also includes failure to comply with an administrative request or sanction and failure to evacuate a hall when an alarm sounds. Please also refer to the Student Code of Conduct, "Failure to comply with directions from University officials..." (7. o.).

2. COMMUNICATION

In an effort to provide our students a safe, secure and comfortable environment to achieve success, Housing & Residence Life endeavors to educate students on the responsibilities associated with

“free speech.” Freedom of speech does not absolve a student of the responsibility to respect other individuals. Therefore, disruptive profanity, hate speech, or verbal intimidation will not be tolerated and will be subject to disciplinary action. All residents will be expected to maintain a sense of civility towards each other and the staff. Please also refer to the Student Code of Conduct, “Conduct which is disorderly or indecent” (7. h.).

3. ENTRY BY STAFF

USA Housing & Residence Life reserves the right to enter a resident’s room with or without the resident’s consent and/or presence in order to provide services, to make necessary repairs, inspect rooms for health and safety purposes, inspect for damages, and if necessary, to check for compliance with University rules, regulations, and policies. The Housing & Residence Life staff will conduct any necessary room entries with as little disturbance as possible.

4. GUESTS

A guest is defined as any person who is not assigned to your room. Residents are expected to talk with their roommate(s) in advance and agree on guests, overnight stays, and other visitation issues (see “About Roommates”). The Residence Life staff is available to assist residents with these conversations and to support residents in maintaining their safety and comfort. Guests, including residents from other residence hall rooms, are permitted during the approved University visitation hours: Sunday-Thursday 10:00 a.m.-12:00 a.m. (midnight), and Friday-Saturday 10:00 a.m.-2:00 a.m. A maximum of three guests are allowed per resident per visit at any time during visitation hours.

A residential student is permitted to have a guest of the same gender stay overnight in his/her room for a maximum of 48 hours if that guest is registered with and approved by the Community Director in advance. Only one guest is permitted per room per overnight stay. A resident must have written consent from his/her roommate prior to permitting an overnight guest and prior to use of the roommate’s bed for a guest.

Overnight Guest Request forms can be found on Housing’s website under “FAQs then Current Residents.” Children under the age of 17 are not allowed to remain in the residence halls overnight except under special circumstances and with the approval of the respective Area Coordinator. Students with unregistered guests may be subject to the Housing Judicial Process and assessed a per- night charge for the guest; likewise, the guest may be removed from the residence halls.

All guests/visitors are required to have official photo identification (i.e., driver’s licenses, state id, University id) with them at all times and present it to University officials upon request. While in a residence hall, guests must comply with all University and Housing policies and community standards, as well as all applicable federal and state laws. Residents are responsible for the conduct of their guests and may be subject to financial and other sanctions through the Housing Judicial Process and/or University judiciary system, as well as the legal system if the community standard for guests is violated. Furthermore, residents are encouraged to be with/ escort their guest(s) the entire time they are within the residential community. Guests may not be left unattended in a room without prior written permission from the Area Coordinator. Guests who violate visitation hours may be subject to trespass warrants or other action taken by the USA Police Department. Guests may also lose the privilege of visiting the USA residence hall communities. Housing & Residence Life reserves the right to amend or revoke visitation within each residence hall community.

All Residence Hall lots are closed to non-resident vehicles when visiting hours have ended: Sunday-Thursday, 12:00 a.m. (midnight), and Friday-Saturday 2:00 a.m. Non-resident vehicles found in the residence hall lots after hours, including Gamma and Fraternity/ Sorority lots, are subject to towing unless the guest is registered and approved by the Community Director.

5. HARASSMENT

Actions of harassment, as defined by the Student Code of Conduct (7. b., c., and d.) are strictly prohibited in the residence halls and throughout the University. Behavior which attempts to force a roommate to move out of the room and/or behavior toward a current roommate / newly assigned occupant which violates the University's discrimination/harassment policy will be sufficient grounds for reassigning the existing occupants. The offending resident will be required to move upon request or to pay additional charges for an unoccupied space. Failure to accept a roommate, create a positive roommate relationship, or meet any of the above criteria may subject the resident to disciplinary action. Those found responsible for violation of the community standard for harassment in the residential community may be immediately administratively relocated or removed from the residential community pending a Housing Judicial Conference or referral to the University Disciplinary Committee. Sanctions for violating this standard include, but are not limited to financial restitution, relocation, and housing removal.

6. NOISE

All persons who are present in the residence hall areas should conduct themselves in such a manner as to allow others the quiet enjoyment of the residence halls. Students are expected to uphold and support daily Quiet Hours between the hours of 8:00 p.m. and 8:00 a.m. (7 days a week). During this period, students and visitors are expected to keep noise levels at a minimum and respect the rights of others. Also, please note that each residential community endorses and affirms 24-hour Quiet Hours beginning on the last day of classes through the last day of finals. In an effort to attain enjoyment of the residence halls, twenty-four hour Courtesy Hours will be enforced daily throughout the entire academic term to ensure a pleasant living environment for all residence hall students, free from unnecessary distractions or disturbance; please note that you may be asked to use a headset or to remove stereos, TVs or musical instruments from the room if the use of such equipment is causing a disturbance to other members of the community.

7. SOLICITATION

Solicitation is prohibited in the residential areas. This includes, but is not limited to, door-to-door marketing or recruiting for business purposes, organizations, or events. In addition, vendors are not allowed to go to students' doors to offer their product or service. (Written permission is required from the Vice President of Student Affairs for the only exception, campus-wide student elections). Call your RA or your Community Desk/Office immediately to report solicitors.

III. RESPECT FOR HEALTH, SAFETY, AND WELFARE

1. ALCOHOLIC BEVERAGES&CONTROLLED/PROHIBITED SUBSTANCES

Alcoholic beverages and controlled/prohibited substances (other than prescription medications for which a student has a valid prescription) are strictly prohibited in the residence halls. For more information, please refer to the Student Code of Conduct #7. s., t., u., and v. (please also see the following standards concerning additional alcohol related issues: "Behavior & Conduct" and "Room Decorating"). Any residence hall student found responsible for violating the University

policies for alcohol or controlled/prohibited substances will be subject to disciplinary action and may be removed from the residence halls for the first offense. Residents are held accountable for improper activities which take place in their room and/or apartment. Note: Students removed from the residence halls due to disciplinary infractions are not entitled to a credit refund of fees and/or charges already paid or payable; no cancellation fee will be charged.

2. CLEANLINESS

Each student is responsible for the cleanliness of his/her own room or apartment. Rooms must be left reasonably clean upon check-out; failure to do so will result in assessment of a cleaning fee (please see "Health & Safety Inspections" for more details).

3. CONFISCATION OF PROPERTY

If Housing & Residence Life staff or other University officials view an item in a resident's room that violates Housing community standards or other University policies or applicable laws, an incident report will be submitted to authorities. Depending on the nature of the violation, the item may be confiscated, the student may be obligated to remove the item immediately, the student may be subject to the Housing Judicial Process and/or the student may be referred to the Dean of Students Office or other appropriate authorities.

These items include, but are not limited to, the removal and discarding of alcohol and/or empty alcoholic beverage containers; confiscation of illegal pets which may be turned over to the local humane society or animal control; removal and discarding of candles; the removal of unauthorized appliances; and the confiscation of weapons, toy weapons, replicas of weapons and/or illegal substances or paraphernalia which will be turned over to the USAPD.

COOKING

Conventional cooking (including toaster ovens, electric fryers, or electric grills, and all other appliances, even those with auto shut off) is limited to the following residence halls: Beta, Gamma 5-9, Delta 6 apartments and Greek chapter houses in the kitchen facilities only. Do not leave items unattended on the stove or oven at any time.

All Residents in suites/rooms without kitchens are permitted to use the following appliances so long as the appliance has an automatic shut-off feature: pop-up toasters, rice steamers, crock pots, electric kettles (without an open element), and coffee pots. A \$50.00 fine will be issued to anyone with appliances which are not permitted and/or the student will be instructed to remove the item immediately.

Gas grills are prohibited, as is the use or possession of lighter fluid. Charcoal barbecue grills must be used at a minimum distance of 25 feet away from all buildings. Grills may not be stored in the rooms, chase ways, stairways, walkways, or any other interior space of the residence halls. Outdoor grills are available in many residence hall communities.

3. FIRE & FIRE SAFETY EQUIPMENT

The misuse or vandalism of any fire safety equipment or devices is a violation of state and city laws. Use of fire alarms and/or fire extinguishers at unauthorized times is prohibited. In addition, smoke detectors are located in every room for your protection. Occasionally the detectors are activated by interior or exterior room conditions. Although the alarms are sometimes an inconvenience, the value of the system to human life is immeasurable. Do not attempt to tamper,

disconnect, or vandalize the smoke detectors or sprinklers; students found responsible for such tampering will be subject to the Housing Judicial Process. Please report any problems or concerns regarding fire safety equipment to the Community Desk/Office as needed. The cost of damages and repairs due to misuse and/or vandalism of fire safety equipment (i.e., smoke detectors, fire extinguishers, etc.) will be charged to the responsible student. Also, the cost of damages and repairs due to careless acts and/or community standard violations will be charged to the responsible student. Please also refer to the Student Code of Conduct (7. g).

In the event of a fire alarm or drill, all persons in the building must evacuate immediately to the designated location. Failure to comply with Housing or University officials will result in disciplinary action. Space heaters, halogen lamps, and live-cut Christmas trees are not permitted in students' rooms, suites, apartments or common area spaces. Laptop/Notebook computers should not be left unattended when charging the batteries; unplug when charging is complete. Candles, candle warmers, incense, or any other flammable materials are also not permitted in the residence halls. Unlit candles used as room decorations are not permitted and must be removed immediately. Burning substances, in any form, create both a fire and health hazard for you and the other residents. All students must adhere to the state fire code as well as all Housing and University fire policies. It is vital to keep doors, windows, walkways, and chase ways clear of items that may block your escape route in an emergency; failure to do so may result in disciplinary action.

HEALTH & SAFETY INSPECTIONS

The residence life staff will conduct Health & Safety inspections approximately twice a month to ensure that minimum health, safety, and facilities standards are being maintained. If standards are not met, the student is required to meet with a Residence Life staff member to address the concern(s) and complete corrective action within 24 hours of notification of the violation. A follow-up inspection will take place to ensure the issue has been resolved. If the issue(s) still exists, the student will be subject to the Housing Judicial Process. Reasonable standards of cleanliness are encouraged while inspecting each of the categories below; however, largely the residence life staff is focusing their attention on possible maintenance, health, or safety related concerns (i.e. mold development, light bulbs that need replacing, etc.). While searching for community standard violations is **NOT** the goal of an inspection, violations will be addressed as they are found. Areas of inspection will include, but not be limited to the following:

- Exterior Area / Doors
- Floors • Windows / Blinds
- Air Conditioner / Heater
- Bathroom Sink / Counter
- Kitchen Sink / Counter
- Toilet / Tub
- Walls/Ceilings
- Closet
- Smoke Detector
- Fire Extinguisher/Sprinkler Heads
- Lights
- De-Humidifier
- Cooking Appliances
- Extension Chords
- Trash
- Overall Condition

4. LOSS OF / DAMAGE TO PERSONAL PROPERTY

Door opening/closing mechanisms and locks are not to be tampered with in any way. Residents should report any problems or concerns to your Community Desk/Office. The University assumes no liability for personal property damage or loss. Residents are advised not to keep valuables, expensive items, or large sums of money in their rooms. Residents are encouraged to take out renters insurance if they are not covered by a personal insurance policy. Please also refer to the Student Code of Conduct (7. f.).

PETS

The only pets permitted in the residence halls are harmless varieties of fish. No other pets are allowed on either a permanent or visitation basis (i.e. no cats, dogs, hamsters, lizards, etc.). If a pet is found in the residence halls, it must be removed immediately; otherwise it may be removed by the local animal control authorities at the expense of the student.

POTENTIAL THREAT TO SELF OR OTHERS

Establishing a safe campus environment is paramount for Housing & Residence Life; therefore, if an individual engages in threatening behavior, the University reserves the right to remove that individual from Housing on a temporary or permanent basis as the facts warrant, and to take other actions as University officials deem appropriate for the safety of the resident and the residential community.

5. SMOKING

All University buildings, including the residence halls, are designated as smoke free. Smoking is prohibited within twenty-five (25) feet of any University building, including the residence halls. All smoking devices are prohibited in the residence halls, surrounding walkways, grounds, and in the parking lots. Cigarette butts are considered trash, must be disposed of properly, and are not to be discarded on the chase ways, sidewalks, grounds or areas around the residence halls. Students who violate this community standard may be subject to the Housing Judicial Process.

6. WEAPONS

All weapons are prohibited in the residence hall buildings, parking lots, and on University property. This includes, but is not limited to, bullets, ball bearing bullets, bullet balls, pellets, firearms, guns, knives (see, "Knives" below), paintball guns, air guns, hunting bows, archery bows, swords, martial arts weapons, and replicas of such weapons. Toy and water guns are prohibited. In addition, fireworks and pyrotechnic devices and materials are prohibited on University property. Students who violate this community standard may be subject to the Housing Judicial Process. Please also refer to the Student Code of Conduct (7. g.).

7. KNIVES

Kitchen knives are allowed in residence hall rooms with kitchens only. Non-kitchen knives with a length of more than three (3) inches are prohibited. No decorative knives are allowed in the residential community. Also, note the following prohibited items: any blade that does not fold, automatic folding knives, box cutters, throwing stars, and butterfly knives.

8. WINDOWS / RAILINGS / BALCONIES / ROOFS

All residents are encouraged to keep their windows closed and locked. Residents of the Beta / Gamma Community are required to keep their windows closed at all times due to central heating and cooling; if one window is open the internal thermostat will misread the temperature and offset the temperature of the entire building.

Sitting, standing on, climbing, or hanging from a window, ledge, railing, or roof is prohibited. Clothes, bikes, or personal items should not be hung from balconies, railings, roofs, and/or windows. Furniture is not permitted on balconies, stairways, or second floor walkways. Throwing, dropping, or pouring of anything from windows, balconies, ledges, and/or railings is prohibited. Students are responsible for damages and/or cleaning charges that result from such actions.

IV. RESPECT FOR RESIDENCE HALL OPERATIONS

1. ABANDONMENT

Abandonment of personal belongings occurs when a student vacates his/her University Housing but fails to remove his/her property. Abandoned property may be removed from the residence hall room/area and discarded after 24 hours.

ADMINISTRATIVE REMOVAL

A residential student may be administratively removed for reasons including but not limited to non-payment, non-enrollment, inappropriate behavior, violating the University Substance Abuse Policy, or behavior that threatens the health or welfare of members of the University community. Once official notification of Administrative Removal is sent to a student's University e-mail account, the student may be given 48 hours to complete the check-out procedure and vacate the residence hall. If a student fails to properly check out and vacate the residence hall within that time the locks of the student's room will be changed at the student's expense. All of the student's belongings in the room will be considered abandoned and will be removed and discarded unless arrangements are made to pick them up within 10 business days of the lock change. The student(s) may be charged associated fees, which may include but are not limited to cancellation fee, improper check-out fee, lock-change fee, cleaning fee, and storage fee. Please note that communication by e-mail to the student's University e-mail account is the University's official form of communication with the student; the student is responsible for monitoring that e-mail account for such communication. Failure to respond to official notices by e-mail or informal notifications by phone calls, etc. will not alleviate the student's responsibility for compliance. Please note that Administrative Removal from Housing due to non-payment does not release the student from his/her obligation to pay for fees and/or charges already paid or payable.

2. ASSIGNMENTS

All residence hall students should keep a copy of their residence hall contract and read it carefully. Under the terms of the housing contract, the University will consider the information and requests provided on the application when assigning living accommodations, but there is no guarantee of a specific assignment. The University will not alter or cancel the resident's assignment except where deemed necessary by the University for reasons including but not limited to: disciplinary reasons, catastrophe, closing of facility, consolidation of vacancies, unavailability of space, or unresolved incompatibility of roommates. The University reserves the right to administratively move residents for the purpose of room, apartment, building, or area consolidations.

**Room preference is based on date of application, receipt of payment and approved registration status by the registrar. All of these must be done for the application to be complete and for a room to be assigned.*

Students who reside in University housing in the fall are automatically assigned to their same room for the spring semester. Students' personal belongings can remain in the room during the winter break. Students may request a room change online during the designated reassignment period. Room changes are not guaranteed and will be made according to space availability and in the order the request is submitted. The request is submitted by the students online in PAWS. Please also refer to our Assignments Changes page for more info.

3. **BUSINESS SERVICES**

Residential students are prohibited from starting, managing, or operating any kind of business enterprise inside, around, or near housing facilities which involves the coming and going of customers, clients or any other persons into and out of housing facilities. This includes, but is not limited to babysitting, hairstyling, and tattooing services.

4. **CANCELLATION & WITHDRAWAL**

Any current resident who wishes to cancel his/her contract or who is considering withdrawing from classes should complete the process online in PAWS (see "Request to Cancel Housing") and immediately meet with his/her Community Director to discuss the cancellation request (see "Housing Offices"). Please also refer to our Cancellations & Withdrawals page for more info.

5. **CHECK-OUT PROCEDURES**

At check-out, students must schedule an appointment with their RA a minimum of 24 hours prior to conducting a check out inspection, unless he/she has completed an "Express Check-Out". A successful check-out includes the following: schedule an appointment with your RA a minimum of 24 hours prior to the check-out inspection, clean your room/apartment/suite (including the bathroom, kitchen, appliances, floors, drawers, closets), remove all of your belongings and trash, and turn in your key to your RA or Community Desk/Office when you check-out. A \$50.00 lock change charge may be assessed if the room key is not returned at check-out. Failure to follow the check-out procedures may result in a \$75.00 assessment fee for improper check-out. Moreover, the resident may be assessed fees for room damages. Student belongings left in a room at the time of check-out may be considered abandoned and discarded within 24-hours of staff becoming aware the student has vacated the unit. Contact your Resident Assistant or your Community Desk/Office for details. Or view the Moving Out page for more information on proper check out procedures.

6. **CONSOLIDATION**

Housing & Residence Life may choose to consolidate residence hall rooms to full capacity when vacancies occur and may move residents to another residence hall room when such consolidations become necessary. Under limited conditions and with written approval from the Housing Business Office, residents who have not contracted for a private room, that do not have a roommate and have been selected to consolidate may have the opportunity to request a roommate or room change, if the same room type is available. All room changes must be approved by the Assignments Coordinator/Housing Business Office. All consolidations must be completed within 48 hours after notification of the consolidation; if not, the resident may be administratively relocated or automatically charged and held financially responsible to pay the private room rate.

7. **DAMAGES / ROOM CONDITION FORMS**

Prior to check-in, the Residence Life Staff completes Room Condition Forms for each room/suite/apartment noting the current condition and existing damages. Students should check their rooms/suites/apartments using this form and notify the RA or Community Page 11 of 16, Page 12 of 16, Desk/Office of any problems or discrepancies within 24 hours of his/her checking-in to the room.

Residents are charged for damages which occur while they have possession of the room. When students check-out or vacate, they may be charged for any damages not listed on the original Room Condition Form. Needed repairs should be reported to the Resident Assistant or Area Office while a student is residing in the room.

During a student's check-out room inspection, his/her RA will use this form to assess the condition of the room or apartment (see Check-Out). If unclaimed damages occur within common areas (i.e. hallways, lobby areas, etc.) all students who are found to have caused the damage or witnessed the causation of the damage and failed to report it may be subject to disciplinary action and held financially responsible for the repairs.

8. FURNITURE

All residents are responsible for the loss of or damage to furniture and other equipment that is assigned to their room or apartment. Housing furniture must remain in the room in which it was originally placed (Housing does not have storage facilities for furniture.) Residents must keep Housing furniture in their rooms at all times. Common area furniture is not permitted in the residents' rooms. A \$100.00 fine may be issued for violations. The actual cost of replacement for broken or missing furniture, i.e., mattresses, beds, frames, chairs, will also be charged to the responsible resident(s). Any personal furniture, draperies, tapestries, etc., must be fire proof and display the manufacturer's label signifying that the material will not support flames. Cinder blocks, lofts (other than those leased from University contractor), or waterbeds are not permitted in any of the residence halls. All Housing beds (mattresses and frames) must remain in the room or apartment. Please also refer to our Room Furniture page for more information.

9. FRATERNITY & SORORITY HOUSING MOVE-OVER

Fraternity and Sorority residents assigned to non-Greek communities who wish to reside in his/her respective chapter house may submit a "Move-Over" request during designated Move-Over periods by visiting the Housing Business Office (Delta Commons Room 100). Requests to move to a Greek house may be considered outside of the designated move-over periods only in limited circumstances, such as replacing a graduating Greek resident or election of a student to a fraternity or sorority office which requires the student to reside in the associated Greek house.

Students who are approved and processed to move to the Greek community will be charged their current room rate (rate of room prior to move) for the entire semester in which the move is processed; no credit will be issued for any amount by which the previous non- Greek Housing assignment's room charge may exceed the new Greek Housing assignment's room charge. Residence Hall room rent charges are due when assessed on the student account or when University fees are due for the semester. All other terms and conditions of the current Housing Contract will remain in effect. Fraternity and Sorority residents wishing to request a room change within the Greek House in which he/she currently lives must submit this request during the traditional Room Change period (see Assignment Changes).

10. KEYS

Lock Out Procedures: If a student should get locked out of his/her room, he/she may check out a key from the Community Desk/Office during regular business hours (8:00 a.m. to 5:00 p.m. Monday – Friday). This key must be returned within 24 hours of the time that it was checked out. If the key is not returned in the allotted time, the lock will be changed and a cost of \$50.00 may be added to the student's PAWS account. If a student should get locked out of his/her room after office hours, he/she should contact the RA On-Duty for the area. There may be a \$5.00 Lock-out

fee assessed anytime an RA has to let a student into the student's room, and students should be prepared to show University identification or otherwise verify identity prior to being given access. Students are expected to deadbolt/lock their doors at all times. Students should always carry their room key and their university/student identification card.

Lost Key Procedures: Each resident will be issued a key to his/her room. If that key becomes lost or stolen please report it to the Resident Assistant or Community Desk/Office, and Housing & Residence Life can replace it. There will be a \$50.00 cost to replace lost or stolen keys; Students assigned to buildings with exterior door card access will receive access through their student ID (Jag Card). In the event your Jag Card is lost, you may sign for a temporary access card by contacting your Community Office. This temporary access card will need to be returned to the Community Office after receiving your replacement Jag Card. There will be a \$5.00 fee to replace lost or stolen temporary access cards. These fees will be billed through your PAWS account. There is a \$150.00 service fee for emergency lock- changes requested after hours; these charges are not refundable. It is paramount that students do not duplicate room keys or possess unauthorized keys. Please remember that it is the resident's responsibility to return the room key at the time he/she checks-out of their room to their respective Community Office. Additionally, remember not to give your room key to another person. Please note that it is imperative not to add supplementary locks to your door as this may slow response times during an emergency. Housing & Residence Life does not accept returned keys via mail; therefore, any student who does not return the key at hall closing, check-out or as otherwise required will be billed a minimum of \$50.00 for the cost of the lock change.

11. NON-ENROLLED / WITHDRAWAL FROM THE UNIVERSITY

In order to be eligible for University Housing, a student must be enrolled at the University of South Alabama. At the point a student is no longer enrolled in academic courses, or if a student who is allowed to move in to housing prior to the first day of residence hall check- in fails to enroll by the first day of classes, he or she will have a maximum of 48 hours from the time of notification of non-enrollment to enroll in courses at the University or check out of the residence hall. If the student fails to enroll or properly check-out within the 48 hour period, he/she may be Administratively Removed from USA residential facilities. A nightly rate may be charged from the first day of occupancy to either check-out or the completion of the Administrative Removal process. Participants in other approved courses of study at the University of South Alabama may be admitted into University Housing at the discretion of Housing officials. Please also refer to our Cancellations & Withdrawals page for more information.

12. NON-PAYMENT OF HOUSING AND/OR MEAL PLAN BALANCE

Residential students who fail to pay their housing balance in full by the University payment deadline may be subject to Administrative Removal. Additionally, residential students who fail to pay their meal plan balance in full as outlined by the University payment deadline may have their meal plan suspended. Please note that neither Administrative Removal from Housing nor suspension of a meal plan due to non-payment releases the student from his/her obligation to pay for accrued charges.

13. OCCUPANCY

Please note that in the event that a room loses an occupant, the remaining resident(s) must keep the room in the appropriate condition to accept a new roommate at any time. Students may not reject a roommate assignment. Any behavior directed toward an assigned roommate that is considered by Housing & Residence Life and/or the University as inappropriate, including but not limited to unsuitable room condition, discouraging communication, harassment, or intimidation

will result in immediate relocation of the alleged offending resident pending a Housing Judicial Conference. Prior to a new roommate assignment, if the remaining resident desires to maintain a private room, he/she may request to contract that room at the private room rate. The request for a private room will only be granted as space is available and with written approval from the Housing Business Office. If the request is granted, the private room rate will be prorated based on the date of approval. Residents found violating the housing contract by occupying additional space in their room, suite, or apartment may have their items moved by the staff or be held financially responsible for the occupied space up to the cost for a private room.

**All overnight guests should be registered according to the community standard for guests (see "Guests" in section II, above). Excessive numbers of requests may be denied.*

15. CONTRACTUAL OBLIGATIONS

All students are obligated to the Residence Hall Contract which they have signed. Students who move off campus while enrolled are still contractually and financially obligated.

Students may request to check out of their assigned space without an approved cancellation of their housing contract, with the understanding that their contractual and financial obligation will continue. The process should begin with the resident speaking with his/her designated Community Director regarding their plans to check out. After speaking with the necessary persons, an e-mail will be sent to the resident via his/her university e-mail and a letter will be mailed to their last updated mailing address as a follow up.

If at any time during the designated academic year the resident wishes to move back into the Residence Halls, he/she is required to go to the Housing Business Office and speak with the Business Manager and Assignments Coordinator where he/she will be assigned a new space.

12. REFUNDS

If a student withdraws from the University within the requisite time for a full or partial refund, the following steps (or conditions), which are also outlined in the Residence Hall Contract, must be completed according to the timeline in the Academic Calendar:

Option 1 – To be eligible for a 100% refund: A student can withdraw from the University during the 100% Refund Period, complete the cancellation process online in PAWS, pass the check-out room inspection, vacate the room, promptly return the room key, and pay the \$150 cancellation fee.

Option 2 – To be eligible for a 50% refund: A student can withdraw from the University during the 50% Refund Period, complete the cancellation process online in PAWS, pass the check-out room inspection, vacate the room, promptly return the room key, and pay the \$150 cancellation fee.

If the room is not vacated and the key returned within 48 hours of your cancellation, any refund will be based on the later of these two dates:

- 1) Date you vacate
- 2) Date that the key is returned

Lastly, if you withdraw from the University after the last day of the 50% Refund Period, you will not be entitled to a refund of any of your room charge. You must complete the cancellation process online in PAWS, complete check-out room inspection, vacate the room, and promptly return the room key to avoid additional charges. Refund period dates can be found on the Academic Calendar.

17. ROOM CHANGES

For current Residence Life residents, there is a designated room change period during the first two weeks of fall semester. An additional room change period is offered prior to Fall Move-In in anticipation of any desired changes. There are no official room change periods for Spring at this time, but will be announced via University e-mail (JagMail) if they are determined at a later date. Please see your RA or Community Director with immediate room/roommate concerns.

Room change requests are submitted online in PAWS and are processed in the order they are submitted. Housing & Residence Life will provide formal communication about the room change period via the Housing & Residence Life website and via e-mail at the start of each semester. All room changes must be approved by the Housing Assignments Coordinator.

Students should not change rooms without written consent from Housing & Residence Life as this may violate the terms of the Residence Hall Contract. After the student is notified that a room change is granted, he/she will be expected to complete the move and return the key to the previous room in twenty-four (24) hours; failure to do this will forfeit the original room change request. Please contact your Community Director with any questions or concerns. Fraternity and Sorority residents currently living in Housing & Residence Life who wish to complete a room change into a chapter house must submit their Move-Over request during the designated Move-Over period (*see Fraternity & Sorority Housing Move-Over*).

18. ROOM DECORATING

Students are encouraged to personalize their rooms. All decorations should adhere to University policies, Housing and Residence Life community standards, procedures, State laws, and City ordinances. Moreover, decorations must be able to be removed without causing damage to the residence hall room. Painting of rooms, apartments, or furnishings is not permitted. The use of bumper stickers, lofts, decals, nails, staples, screws, or other objects that may mar, damage, or remove the surface of walls, ceilings, doors, furniture, floors or other items in the room, is prohibited. Door frames and doors may not be painted or decorated at any time. Students are discouraged from posting, taping, or hanging anything from their room door; those who fail to adhere to this community standard will be asked to remove the item immediately and may be charged for the cost to restore the door to its original state. Any student, organization, or vendor who places postings on room doors will be financially responsible for all costs associated with repair or replacement of the door. All modifications to any room or space are prohibited unless pre-approved by an Area Coordinator.

Approved announcements may be posted on designated bulletin boards. Students may not display advertisements of any kind or decorate the interior or exterior portion of a room window. Alcohol is not permitted in any residence halls at the University; therefore, empty beer or other alcoholic beverage bottles and cans are prohibited in any residential student room. Students who violate this community standard may be subject to the Housing Judicial Process. Please keep in mind that you are responsible for all items in the room that appear on the Room Condition Form; additionally, it is important to remember that residents may be charged for any damages to the room or furnishings that occur during their contractual time of residency.

19. ROOM REGISTRATION: FALL/SPRING AND SUMMER

Housing & Residence Life encourages all current residential students to participate in the Room Registration process in February. This is a process that affords current residents the opportunity to reserve a space in the residence halls for the upcoming academic year prior new assignments being made for incoming students. Housing & Residence Life will communicate details about Room Registration via University e-mail and will post information on the website each January.

20. **SPRING-SUMMER BREAK**

At the end of Spring Semester all residents who have not contracted for summer housing will be required to check out of the residence halls and completely vacate their residence hall space within 12 hours after their last final exam and no later than Friday, May 08, 2015 at 2:00 p.m. Students who are graduating or have a University related need to stay for the commencement ceremony must check out of the residence halls and completely vacate their space no later than Sunday, May 10, 2015 at 12:00 noon. If a resident has contracted a summer space he/she will be required to stay in their current residence hall room until Tuesday, May 12, 2015, at which time the student will be required to move into the designated summer Housing assignment. Students who vacate their rooms without checking out properly may have their belongings discarded from the room.

21. **UNFORESEEN CHANGE OF CIRCUMSTANCES/EXEMPTIONS**

The Housing & Residence Life staff will be available to help students with any problems or difficulties they may have during their stay in the residence halls. Occasionally, serious unforeseen events or problems can affect a student's ability to live on campus. These circumstances would need to be documented to show that there has been an unforeseen event that has changed your circumstances significantly enough to prevent you from residing on campus. In this situation you should immediately visit the Housing Business Office (Delta Commons Room 100) to discuss your situation and options. Students are encouraged to complete this process before moving out or sign a lease agreement, as moving out or signing a lease will not release a resident from his/her contractual obligation to the University.

V. HOUSING JUDICIAL PROCESS

All students are expected to uphold high standards of behavior and respect the rights and privileges of others. Any residence hall student who violates a Housing & Residence Life community standard will be subject to disciplinary action through the Housing Judicial Process (HJP).

1. **REPORTS**

Anyone (student, guest, or University representative) may report a violation and are encouraged to do so. Reports of Housing violations will be submitted to the Area Coordinator or Community Director for the community where the violation took place. Students involved in the violation will be required to meet with the Community Director, unless otherwise specified in e-mail notification. In the event a student is involved in a violation of the Student Code of Conduct, Housing community standards, and/or has a history of repeated violations, he/she may be subject to the University Disciplinary Committee. *To submit an Incident Report, please visit <http://bit.ly/QgraCu>.*

2. **PROCEDURE**

The student will be informed of the charges against him/her in advance of any hearing and will be given an opportunity to be heard. This "Notice of Charges" will be delivered via e-mail to the student's University e-mail account, as this is the University's designated means of communication. This written notice will be given within seven (7) business days of the report of violation, unless circumstances prevent such. Should the student fail to respond to the notice of charge, the hearing may proceed in absentia or a hold may be placed on the student's account blocking registration until compliance is met.

- a. A hearing will be held to determine a student's responsibility for an alleged community standard violation. Hearings will only be rescheduled for academic conflicts and personal emergencies that can be verified with documentation.
- b. Although a student may choose to remain silent during a hearing, he/she may refute or question any information presented and produce witnesses or written documentation submitted on his/her behalf.
- c. The outcome of the hearing will be determined solely on the information presented during the hearing.
- d. After a hearing, a student may appeal the decision and/or sanctions, within three (3) business days from the date of the hearing. Please review #4 for more information regarding the appeal process.

3. **SANCTIONS**

Where the student is found responsible for a violation, sanctions will be assigned. Factors to be considered in assigning the appropriate sanctions may include, but not be limited to the following:

1. The seriousness of the violation
2. Any mitigating circumstances
3. The student's previous conduct record
4. Previous similar incidents

Sanctions for violations are discretionary and may include, but not be limited to, the following:

- A written or verbal warning
- Housing probation
- A work required sanction
- Learning/community service
- Counseling
- Restorative financial assessments
- Administrative room change
- Deferred housing removal
- Eviction from the residence halls
- Suspension or expulsion from the University

**Please note that any student removed from the residence hall by virtue of the HJP is still subject to the terms and conditions of the housing contract, and will be financially responsible for payment of the full contractual amount to Housing & Residence Life and the University.*

4. **APPEALS**

A student may appeal an HJP finding by submitting written notice of the appeal and the grounds for appeal to the Area Coordinator by 5:00 p.m. on the third business day after the hearing. Please note that some cases may be referred directly to the University Disciplinary Committee.

The Registration Process

Schedule Development

The process of schedule development begins at Orientation and continues throughout your academic career. You must eventually select a major academic field or program, which will determine your degree requirement. The best source for all requirements is the *Bulletin*; the best resource is an Academic Advisor.

Program Requirements

You should read the following sections of the *Bulletin* carefully: “Academic Policies and Procedures”, “General Education”, and the “Graduation” sections, which list University requirements. The introduction to the college you have selected lists college requirements; the entire description of your major department, including courses offered; and, if applicable, the subsection “Requirements for a Minor” under the department(s) in which you have chosen to minor. Even if you enter “undecided”, you should review requirements of possible majors and minors early so that the courses you take will count toward degree requirements in the college and field you eventually select.

The Role of Academic Advisors

Although colleges vary widely in their advising procedures, all recognize the importance of academic advising and each maintains an advising system. Information regarding the particular system is disseminated during Orientation and is available from a dean’s office. Academic advisors explain degree requirements and help students develop schedule projections. Their chief area of expertise is the academic program, but they also serve as general resources and refer students to other offices and services as necessary.

Students may make appointments to see advisors at any time, but it is necessary that they see them during the Advising Period each semester in order to prepare registration worksheets. Although progress toward a degree is basically a student responsibility, advisors do monitor that progress and will advise students as to appropriate courses and sequential order. Most advisors have model program curricula or posting sheets, which outline all degree requirements and are a great aid in schedule development. Copies are given to students upon request so that they can successfully monitor their own progress and develop tentative semester schedules for advisors to check.

Initially, advisors are assigned by a college or department, but, in most cases, students may request particular advisors as they become more familiar with the staff and faculty. Academic advisors are officially noted on student records and have access to and responsibility for maintaining their advisees’ counselor files.

Course Selection

Before meeting with advisors, you should obtain a copy of next semester’s *Schedule of Classes* through PAWS. After checking requirements in the *Bulletin*, model curriculum, or CAPP, you should select from courses offered those appropriate for the coming semester. The initial selection should include alternate courses as well.

The *Bulletin* should be referred to carefully for course descriptions and prerequisites.

(Students without necessary course prerequisites will be dropped from class rolls prior to the semester beginning).

Schedule Drafts

After selecting courses, you should develop viable daily schedules by choosing appropriate sections. It is a good idea to draft three or four different schedules utilizing alternate courses and sections to prepare for the possibility of courses closing during registration.

Advising Session

Students should make appointments to see their academic advisors during the Advising Period. At the advising session, students should present a list of projected classes and alternates to be sure that all selections meet degree requirements. Questions as to the appropriateness of courses, especially electives, preparation, proper sequence, particular mix of courses, and the ability to handle the number of hours projected should be discussed. It is not appropriate involve advisors in section selections. Instructors and times are matters of students' personal preferences. Remember, students who are prepared for advising sessions will make better use of their advisor's time and expertise.

Registration

Registration is through PAWS. Students will enter course information during scheduled registration hours and receive confirmation of their course selection, fee and financial aid information. Tuition and fee payments may be mailed to the Student Accounting Office or payment may be made by credit card via the web. To ensure a successful registration, students should observe the registration check list, and the registration instructions.

Registration Appointment Time

All eligible continuing and returning students may register via PAWS prior to the beginning of each semester. All new students may register via PAWS after attending orientation. Students must access PAWS for their registration appointment times and holds. Students may not register before their appointment time, but may register anytime thereafter during the scheduled registration hours.

Payment of Fees

The schedule should be checked carefully for accuracy before payment is made. Registration is not completed until tuition and fees have been paid. After registration is completed, any changes must be made during the drop/add period.

Students with Disabilities

Disabled students should see the disabled student services coordinator located at 5828 Old Shell Road, as far in advance as possible in order to arrange for necessary special services. It may also be advisable for such students to meet with the instructors of proposed courses at this time in order to help them prepare necessary accommodations for particular disabilities.

Adding or Dropping Courses

All changes in schedules, including changes to audit, must be made by the third day of the term, through PAWS. Students may drop courses without penalty provided the withdrawal occurs within the time limits listed in the official calendar. The grade of “F” or “U” is recorded for a course abandoned without an official withdrawal. Students who drop courses after the last day for refunds may continue to attend class.

Withdrawals

Students withdrawing from all courses, even if they are registered for only one, may do so through PAWS within the time limits listed in the official calendar. Thinking of dropping a course? Your decision could impede your progress toward finishing your degree as well as waste money spent on tuition, fees, and books.

Talk before you drop a course. Talk to your professor – you may not be doing as badly as you think. Talk to your academic advisor – the course may be taught only once a year or only every two years. The course may be a prerequisite to a required course. You may get out course sequence thus delaying your graduation. Talk to a financial aid representative – you may put your scholarship, grant or financial aid in jeopardy. Talk to a Veterans Affairs Representative – if receiving VA benefits, you may risk the interruption of benefit payments. **Talk before you drop a course!**

Grades

Grades are available through PAWS at the end of each semester.

Readmission to the University

Students who have previously been enrolled in the University of South Alabama, and who have failed to attend for one or more terms should comply with the instructions as follows:

1. Complete and sign the readmission application for the semester you wish to attend.
2. Return the application to the Registrar’s Office for processing before posted deadlines using one of the following options:

Mail: Office of the Registrar
390 Alumni Circle
Meisler Hall, Suite 1100
Mobile, AL 36688-0002

Fax: 251-460-7738

E-mail: registrar@southalabama.edu (as a scanned image)

Students attending Spring semester but not Summer semester do not need to readmit unless they were a transient student or were suspended, dismissed, or graduated.

All applications and required credentials can be found at www.southalabama.edu/registrar/readmission.htm.

Student Computer Policy

USA provides student access to computer resources through the e-mail systems, web servers, and departmental labs located throughout campus. Students using these resources must adhere to all policies of the University of South Alabama, as well as the Alabama Research and Education network, regarding the use of computers and computer networks.

Lab privileges can be denied to anyone using University equipment for illegal or unethical purposes. Any illegal behavior observed in the labs will be reported to appropriate University officials or law enforcement agencies. Anyone using the lab computers in this way, or any other generally inconsiderate manner, will be subject to appropriate disciplinary action. Such behaviors/activities include, but are not necessarily limited to, the following:

Illegal Activity

- **Uploading or downloading copyrighted material**, violating the intellectual property rights of others, or illegally sharing trade secrets. (Please note that MP3 and other music files frequently fall into this category). Accessing, downloading, or printing articles solely for educational and research purposes, however, may be permissible under the Fair Use Clause of the Copyright Law. See USA Software Policy for more specific guidelines on using copyrighted software.
- **Illegally sharing computer software** via Internet, local network, personal disks, or any other media.
- **Copying or transmitting material contained in copyrighted databases** such as Infotrac, without permission from the source.
- **Buying or selling weapons or illegal substances** via computer network.
- **Threatening or “stalking”** others via computer network.
- **Knowingly replicating or transmitting computer viruses**, or otherwise deliberately damaging the systems or files of other people.

Strictly Prohibited Behavior/Activities

- **Trafficking in pornography** of any kind via computer network. Please note that redistribution of pornography, even through web page links, is often illegal.
- **Activity that violates state or federal law.** This may include viewing, downloading, posting, printing or sending pornography, or other sexually explicit, profane, obscene, hostile, or blatantly offensive and intimidating material, including hate speech, threats, harassing communications (as defined by law), or information that violates any state or federal laws.
- **“Spam”**, the practice of indiscriminately sending unsolicited e-mail (e.g., commercial advertisements, chain mail, pornographic materials, political lobbying, hate speech, racial diatribes, and religious proselytizing) to persons who have not indicated interest in receiving such materials.
- **“Hacking” or “Cracking”**, i.e., deliberately invading the privacy of others by attempting to gain unauthorized access to any account or system.
- **Obtaining/distributing confidential information.** Deliberately and inappropriately observing, recording, accessing, using or transmitting passwords, account numbers, e-mail addresses, phone numbers or credit card numbers belonging to other people is prohibited.
- **Downloading executable programs**, which might interject computer viruses into lab computers, is generally prohibited. Further guidelines with regard to safe sites and

appropriate downloads should be sought from the lab facilitator. (The University takes no responsibility for damage to your work or your own equipment resulting from viruses or files you might download via the Internet).

- **Using University equipment, including the University's Internet lines, servers or web pages, for commercial gain.**
- **Unauthorized wiring, altering or damaging of University-owned computer equipment,** including hardware and software.
- **Tampering** with lab machine settings.

Considerate Use

- **"Surfing the Net"** on lab machines for academic enrichment is permitted; however, precedence is always given to students needing access for assigned course work. Classes in the lab with a faculty member also have precedence. Otherwise, lab access is allocated on a first-come basis. Individuals who have been on a computer for more than two hours should yield if others are waiting.
- In consideration of other network users, students should **limit bandwidth-intensive activities** (e.g., playing or downloading games, music, video) to those required by their curriculum.

Violations/Consequences

In addition to all guidelines in the policies stated here, all USA students are subject to the rules outlined in the Code of Student Conduct and the Student Academic Conduct Policy, which are both published in *The Lowdown*. Violations of any USA computer policies incur the same types of disciplinary measures as other University policies or state or federal laws (up to and including criminal prosecution).

Study Abroad Policies

All USA students studying abroad, participating in an international experience (internships, research, etc.) are required to register through the USA Office of International Education in order to participate in their chosen international activity. Financial aid disbursement, academic credit, etc. must be coordinated through the Office of International Education with the respective USA administrative units.

USA Abroad Policy: All students receiving academic credit for study, interning, doing research or participating in an experience abroad for academic credit must be enrolled in USA Abroad International Studies course while abroad (check with the USA Office of International Education for course and section numbers). This included participation in USA faculty led USA Abroad programs as well as other USA study abroad programs offered by other universities and third party program providers.

To participate in USA Abroad, undergraduate students must be 19 years of age prior to departure from the U.S. and be in good academic and non-academic standing at the time of participation in the program. An overall GPA of 2.5 is recommended; students with lower GPA's may request special consideration for participation, most non-USA hosted programs require GPA's of 2.5 or higher. With some planning, study abroad can be fully integrated in USA degree programs and applied

to core, major, minor and elective courses. Prior knowledge of a foreign language is not required although many programs provide access to all levels of language learning.

Opportunities abroad may last from one month to a full academic year and are available for all semesters, including summer. Upon receipt of a completed USA application, including the course approval form(s), students may be enrolled in the USA Abroad course. With this registration, students receive academic credit for courses taken abroad and while abroad have access to a 24/7 emergency assistance network. Additionally, this registration provides access to study abroad advising and support services. All students planning on studying abroad must attend required USA Abroad information and pre-departure sessions. By participating in an approved program, students may retain official fulltime USA student status and may apply for financial aid.

Scholarship information is available through OIE on USA scholarships for specific disciplines as well as for external sources such as the Gilman Scholarship, the U.S. Fulbright Awards for graduating seniors and the National Security Education Program for Undergraduates and Graduates.

Please visit the OIE web site at www.southalabama.edu/international or schedule an appointment for an information session. Graduate students are encouraged to incorporate international experiences in their academic program through participation in study, research, internship, and work abroad experiences. For more information, please contact your departments and the USA Office of International Education.

Financial Aid for Study Abroad: Students wishing to use their financial aid for study abroad opportunities should contact their financial aid advisor and the Office of International Education. Financial aid may be available based on student eligibility and certification of the program through the USA Office of International Education in collaboration with the USA Financial Aid Office.

Student Tailgating Policy

- Tailgating at Ladd-Peebles Stadium is allocated on a first-come, first-served basis with the understanding that all participants will respect the area and their fellow Jaguars while visiting.
- Lawn furniture only, please.
- Grills are permitted. Open fires are prohibited.
- Glass containers and common sources (kegs, etc.) are prohibited.
- All state laws and municipal ordinances apply. No underage drinking will be allowed. Violation of laws and ordinances will result in arrest.
- Place all trash in its proper place.
- Neither the University nor Ladd-Peebles is responsible for lost, stolen, or misplaced items.
- Tailgating will end at the conclusion of any given game.
- All tents in the tailgating area should be identified with the name of the organization or individual sponsoring the tent.
- All tailgating materials should be removed from the student tailgating area immediately following the game.
- No animals are allowed in tailgating areas.
- Failure to comply with the tailgating code of conduct may result in loss of tailgating privileges, fines, or other disciplinary action.
- Questions regarding student tailgating should be directed to the University of South Alabama Dean of Students Office at 251-460-6172.

UNIVERSITY OF SOUTH ALABAMA

2014-2015 TRAFFIC & PARKING REGULATIONS

The following Traffic and Parking Regulations are effective August 1, 2014, and are subject to change. Any person, who owns, operates, and/or parks a motor vehicle on University of South Alabama (USA) 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 USA 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 USA campus must be properly registered and display a current USA 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.

GENERAL INFORMATION

Parking Services is located in the Beta/Gamma Commons-Police Building, 290 Stadium Blvd. The entrance for Parking Services is located on the South side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday. Many parking transactions and inquiries, including permits, citation payments and appeals, etc. may be found online at www.southalabama.edu/parkingservices.

Anyone who operates a motor vehicle on the USA campus is required to register his/her vehicle with Parking Services and obtain a valid parking permit. This includes all employees, faculty, staff, designated guests, administrative officials, and all students. Regulations apply to students enrolled in day, evening, weekend, online web classes, and all enrolled students at other locations including Baldwin County, Brookley, Dauphin Island Sea Lab, and Springhill Avenue Campus (SHAC). The parking permit must be displayed from the rear view mirror with the permit number facing outward. The permit number must be clearly visible. Displaying it in any other location is considered a violation.

Visitors (individuals not affiliated with the University) must obtain an official visitor parking pass from Parking Services. The pass must be displayed from the rear view mirror with front of pass facing outward. The pass number must be clearly visible.

The University of South Alabama assumes no liability for damages to or loss of any vehicle or vehicle contents while parked on or in operation on University property.

USA Police Officers are authorized to issue citations for traffic and parking violations. All sworn officers have completed the Minimum Standards of Peace Officers for the State of Alabama (A.P.O.S.T. certification). University Police have full arrest powers granted by the State of Alabama (Title 16-55-10). Standard rules of the road for the city, county, and state will be observed on campus. Vehicles are to be parked in a designated parking space only (within lined spaces).

Yellow lined areas and curbs are considered no parking zones.

Vehicles are not to travel on or be parked on sidewalks, Jag Tran paths, lawns, grassed/landscaped areas or curbs or any other area not designated for vehicular traffic or parking.

The speed limit on campus roadways is 20/30 MPH (as posted) and 15 MPH in parking areas.

Pedestrians and persons riding bicycles on campus will comply with Title 32 of the Alabama Code.

Pedestrians must cross roadways within a marked crosswalk. Motorists must yield the right-of-way to pedestrians within a crosswalk.

Vehicles are not to be parked within 15 feet of designated fire exits, fire department connections, or fire hydrants. Red curbs and/or red lined areas are fire lanes and must not be blocked at any time for any reason. Any street or roadway on campus where vehicles operate is considered a fire lane. Regulations affecting fire lanes are in effect at all times. Vehicles parked in fire lanes may be towed or wheel locked without notice day or night and charged an impounding/immobilizing fee in addition to the parking violation fine.

PARKING PERMITS AND VEHICLE REGISTRATION

VISITORS: Visitors who bring a vehicle to campus must display a valid visitor parking pass in their vehicle. A visitor pass may be requested at Parking Services. A valid driver's license must be presented to obtain a visitor pass.

Students are prohibited from using a visitor parking pass. Employees who are designated as a "Permit Custodian" from a University department are prohibited from providing visitor passes to a student for any reason. Failure to comply may result in vehicle immobilization, fines and university disciplinary action.

Parking Services is located in the Beta/Gamma Commons-Police Building, 290 Stadium Blvd. The entrance for Parking Services is located on the South side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday.

STUDENTS: Students who bring a vehicle to campus must obtain a student parking permit regardless of what semester they enroll. Student parking permits are valid August 1, 2014 through July 31, 2015. Student tuition and fees include **one** student parking permit per academic year. Students must be enrolled in order to obtain a parking permit. Providing false or incorrect information to Parking Services is a violation of the University Traffic and Parking Regulations as well as the University Student Code of Conduct and is subject to a \$50.00 fine and University sanctions.

ONLINE REGISTRATION IS REQUIRED

Students must order a parking permit online at www.southalabama.edu/parkingservices. Permits are mailed to students for a fee of \$5.00. A debit or credit card is needed to order a parking permit. A complete, valid mailing address is required. A permanent residence mailing address or a valid U.S. Post Office Box must be provided. Permits CANNOT be mailed to a Residence Hall or Greek House. Permits are mailed from the printing company; not from Parking Services. All students who

live on campus are required to have a personal mail box to receive mail. Once the online permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one (21) days to allow for delivery time.

Students who are registered with **Student Disability Services** and require handicapped parking access or temporary special parking must register in person at Parking Services. Contact the office of Student Disability Services at 251-460-7212 for further information.

Vehicles may only be registered to one parking permit and to one student, with the exception of family members who may share a vehicle; however, students may not share permits. Parking permits are non-transferable and may not be used by anyone other than the registered owner. Permits found displayed in a vehicle registered to another student will be immobilized and the permit will be confiscated.

Individuals with a **motorcycle or scooter** must register in person at Parking Services. The issued reflective bumper sticker (parking decal) must be attached to the cycle and be clearly visible.

FACULTY/STAFF AND DESIGNATED GUESTS: All Faculty, staff, and designated guests who qualify for a USA ID card, must purchase a faculty/staff parking permit regardless of what month they begin employment. Faculty/Staff parking permits are valid November 1, 2014 through October 31, 2015. The fee for a Faculty/Staff parking permit is \$20.

ONLINE REGISTRATION IS REQUIRED

Faculty, staff, and designated guests must order a parking permit online at www.southalabama.edu/parkingservices. Only one parking permit may be purchased online. A debit or credit card is needed to order a parking permit online. A complete and valid mailing address is required (if mailing to a campus address, please provide the street address). Permits are mailed from the printing company; not from Parking Services. Once the permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one (21) days to allow for delivery time.

Individuals with a **motorcycle or scooter** must register in person at Parking Services. Motorized vehicles, including scooters and mopeds, are required to have a state issued license plate. The university issued parking decal must be attached to the cycle and be clearly visible.

Parking registration is an individual responsibility. Parking permits are assigned to individuals and ownership of permits is nontransferable. Parking permits may not be used by anyone other than the registered permit owner. The registered permit owner is responsible for any fines incurred; therefore, it is imperative to immediately report any lost or stolen permit and to immediately destroy all expired permits.

A valid USA parking permit must be displayed, unobstructed from the rearview mirror, facing outward, twenty-four (24) hours a day, seven (7) days a week. Failure to obtain a parking permit, improper display or failure to display a parking permit is considered a parking violation and will result in a "no permit visible" and a "zone violation" citation. No individual shall display more than one USA parking permit on any one vehicle.

Students are prohibited from the use of or possession of a faculty/staff parking permit, retiree permit, visitor parking pass, patient parking pass or any pass/permit other than his

or her registered student parking permit. Unauthorized possession **OR** use of a faculty/staff parking permit, retiree permit, or any form of non-affiliate parking pass by a student will result in disciplinary action, fines, and vehicle immobilization.

Faculty/staff are prohibited from purchasing a faculty/staff permit for **ANY** student, student family member, student assistant, graduate assistant or any other person. Unauthorized possession **OR** use of a faculty/staff permit by a student will result in university disciplinary action (student and employee), fines, and vehicle immobilization.

Student employees, by virtue of their work for the university are not exempt from parking rules and regulations during enforceable hours. Student employees are not eligible for a faculty/staff parking permit.

Expired permits must be removed from motor vehicles and destroyed. Expired permits are not valid and if displayed in a vehicle, a citation will be written for *no current parking permit visible*.

Providing false or incorrect information to Parking Services will result in disciplinary action, fines, and vehicle immobilization.

Use or possession of a **reported lost, stolen, altered, or counterfeit** parking permit or parking pass will result in university disciplinary action, fines, and vehicle immobilization.

Lost or stolen permits must be reported to Parking Services **immediately**. The replacement fee is twenty dollars (\$20.00).

ZONE PARKING REGULATIONS

University parking lots are divided into six (6) zones: Resident, Gamma, North, South, East, and Central.

Zone parking is in effect Monday – Friday, 7:00 a.m. – 1:45 p.m. during fall and spring semesters. After 1:45 p.m., vehicles with any valid USA parking permit may park in any student parking space on campus; however, a current permit must be displayed in the vehicle.

Zoned parking is not enforced during the summer semester. Students must park in a student parking space (white lines only) and a current permit must be displayed in the vehicle. All regulations, with the exception of zone parking, are enforced during the summer semester and parking tickets are issued for such violations.

Zoned lots are reserved for permit holders with the corresponding zoned parking permit properly displayed in their vehicle. Removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation.

Student parking spaces are designated with white lined spaces.

Faculty/staff parking spaces are designated with blue lined spaces, except handicap parking spaces which are clearly marked with signs and/or pavement symbols.

Faculty/staff parking spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday. If a student parks his/her vehicle in a faculty staff parking space after 5:00 p.m., the vehicle must be moved from the space by 7:00 a.m. the next business day. Failure to move a vehicle from a faculty staff space will result in a citation.

Parking permits are required twenty-four (24) hours a day, seven (7) days a week. Parking permits must be displayed from the rear view mirror facing outward. The permit number must be clearly visible and not covered or obstructed in any way. Displaying it in any other location or in any other manner is considered a violation (*No Parking Permit Visible*).

RESIDENTIAL STUDENTS: All on-campus resident students, including The Grove, sorority and fraternity residents, must obtain a Resident zone permit with the exception of Gamma residents who must obtain a Gamma zone permit. **Resident student vehicles must remain parked in the Residence Hall parking lots during the time of zone enforcement; 7:00 a.m.-1:45 p.m., Monday through Friday. Gamma residents must leave their vehicles parked in the Gamma lot during zone enforcement time.**

All Residence Hall lots are closed to non-resident vehicles after visiting hours: Sunday-Thursday, 12:00 a.m. (midnight), and Friday-Saturday 2:00 a.m. Vehicles found in the residence hall lots after hours, including Gamma and Greek lots, are subject to towing unless the guest is registered and approved by the Community Director.

Vehicles parked in a zoned lot different from the displayed permit will result in a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation.

If resident/commuter status at the University changes and a different permit is required, students are responsible for returning their permit to Parking Services and ordering the proper permit.

Obtaining a permit other than the allowed permit will result in disciplinary action, possible fines, and vehicle immobilization.

COMMUTER STUDENTS: Commuter students must choose a zone in which to park and remain parked in that zone during the hours of zone enforcement; 7:00 a.m. – 1:45 p.m., Monday through Friday. Vehicles parked in a zoned lot different from the displayed permit will receive a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation.

All Residence Hall lots are closed to non-resident vehicles after visiting hours: Sunday-Thursday, 12:00 a.m. (midnight), and Friday-Saturday 2:00 a.m. Vehicles found in the residence hall lots, including Gamma and Greek lots, are subject to towing unless the guest is registered and approved by the Community Director.

- **Resident zone** parking permits are for students who reside in Beta, Epsilon, Delta, New Residence Hall, Stokes Hall, Greek Houses, and The Grove. During the time of zone enforcement, the Resident parking permit is only valid in Residence Halls (except Gamma), Greek, and Grove parking lots and the Beta side of Stadium Boulevard. The Dining Hall is also located in a Resident zone.

- **Gamma zone** parking permits are for Gamma residents only. During the time of zone enforcement, the Gamma parking permit is only valid in the Gamma parking lot and the Gamma side of Stadium Boulevard.
- **North zone** parking permits are only valid in North Chemistry, North Humanities, and the Library parking lots during the time of zone enforcement.
- **South zone** parking permits are only valid in Administration, Computer Services, and Laidlaw Performing Arts, Mitchell College of Business, Shelby Hall, University Commons, and Health & Physical Education parking lots during the time of zone enforcement.
- **East zone** parking permits are only valid in Alpha Hall East, Alpha Hall South, Biomedical Library, Health Sciences (HAHN), Instructional Laboratory (ILB), College of Medicine, and Visual Arts parking lots during the time of zone enforcement.
- **Central zone** parking permits are only valid in South Chemistry, South Humanities, and the old Engineering Buildings on South Drive (Jag Success and Communications Department), Faculty Court South, Gamma lot (not on Stadium Blvd), Student Center, and the Bookstore parking lots during the time of zone enforcement.

Additional parking is available at Technology & Research Park III, University Commons and the Gravel Auxiliary Lot behind Greek Row near the Intramural Fields. These are available with any valid USA parking permit.

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: Students must park in the white lined parking spaces inside their designated parking zones. Parking zone **restrictions are enforced from 7:00 a.m. to 1:45 p.m., Monday through Friday.** After 1:45 p.m., a student may park his/her vehicle **in any student parking space (white lines) in any zone.** Most parking lots are posted with signs indicating parking zone. Please refer to the campus parking map found online at: www.southalabama.edu/parkingservices . **A valid USA parking permit must be displayed, unobstructed from the rearview mirror, facing outward, at all times while a vehicle is parked on campus.**

FACULTY/STAFF SPACES: Faculty/Staff members (all employees) and designated guests who qualify for a USA ID card, must purchase a faculty/staff parking permit and park in the blue lined parking spaces. A valid USA parking permit must be displayed, unobstructed from the rearview mirror, facing outward, at all times while a vehicle is parked on campus. Blue lined, faculty/staff parking spaces are enforced from 7:00 a.m. until 5:00 p.m. Monday through Friday.

HANDICAP SPACES: State issued handicap placards and license plates are assigned to individuals and their ownership is nontransferable. They 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 and license plates issued by states are valid on campus only **after** they are registered with Student Disability Services. 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.***

SPECIAL PARKING PERMITS

Students who require handicap parking spaces must first register with Student Disability Services, 5828 Old Shell Road. Proof of disability will be required. Students will then obtain a Special Parking permit from Parking Services. **A valid state issued handicap placard or license plate registered to the student must be displayed along with the Special Parking permit.**

Students who require temporary special parking must first register with Student Disability Services, 5828 Old Shell Road. Proof of disability will be required. Students will then obtain a temporary Special Parking permit from Parking Services. The temporary special permit will be affixed to the current student permit and allows parking in any available student or faculty/staff space; however, parking in handicap parking spaces is prohibited.

Faculty/Staff who have a valid handicap placard or license plate registered by the state, in his/her name, may park in a handicap parking space. Faculty/staff parking permits must be displayed along with the state issued handicap placard or handicap license plate.

Faculty/Staff members with a temporary disability who require the use of handicap parking spaces must obtain a temporary handicap placard from the Department of Motor Vehicles (DMV). A valid faculty/staff parking permit must be displayed along with the state issued temporary handicap placard.

MOTORCYCLE/SCOOTER SPACES: Persons riding a registered motorcycle or scooter should park in designated motorcycle spaces. Automobiles may not park in motorcycle spaces.

TIMED SPACES: Timed parking spaces are for persons to transact university business and are not to be used by persons attending classes or anyone who will be parked longer than 30 minutes, including University employees.

MITCHELL CENTER PARKING: This lot is available with any current valid parking permit except when events are scheduled in the Mitchell Center. **This lot is subject to close with or without notice.**

UNIVERSITY COMMONS PARKING: This lot will be closed daily to overnight parking beginning at 11p.m.-5 a.m. This includes any vehicle with a USA parking permit. Vehicles parked after hours will be towed.

MEISLER HALL PARKING: This parking lot is designated a **visitor only** parking lot. However, students are allowed to use the timed 30 minute parking spaces to conduct University business. **Students and employees are not permitted to park in visitor parking spaces or use a visitor parking pass to park on campus.**

PATIENT PARKING SPACES: Patient parking spaces are provided for non-affiliate patients of the on campus clinics. **Students and employees are not permitted to park in patient parking spaces or use a patient parking pass to park on campus.** Students and employees, who are also patients, must park in their designated parking zones and/or parking spaces.

RESERVED ORANGE SPACES: Students and employees are not permitted to park in reserved orange parking spaces or use an orange visitor parking pass for any reason.

UNIVERSITY AND DELIVERY VEHICLE PARKING: Official USA vehicles or vendor/ delivery vehicles are permitted to utilize these spaces. **Students and employees are prohibited from parking in university and delivery vehicle parking spaces.**

DINING HALL: The Dining Hall is located in a Resident zoned lot. Resident zone permits are required Monday – Friday, 7:00 a.m. – 1:45 p.m. in the paved parking lots. Any valid parking permit is allowed in the gravel parking lots behind the Greek houses, near the dining hall.

GRAVEL (NON-ZONED) PARKING LOTS: Any vehicle with a current USA parking permit may park in the gravel parking lots at any time unless the lots are closed for special events. Gravel lots are available at the Mitchell Center, along Old Shell Road near Stanky Field, and behind the Greek houses. These lots are subject to being restricted/closed without prior notice. Closure of these lots is not an excuse for parking out of your assigned zone.

ATHLETIC FIELD LOTS: Athletic field lots along Old Shell Road and Stadium Boulevard, between Old Shell Road and Gamma Connector, are closed daily from 11 p.m. – 5:00 a.m. Vehicles parked after hours will be towed.

VIOLATIONS, FINES, AND PENALTIES

In addition to the traffic laws of the state of Alabama, the following University regulations are enforced by the University Police Department. Persons operating vehicles on campus are subject to the provisions of the Traffic Code of the State of Alabama. Violators may be issued a Uniform Traffic Citation and/or arrested and subject to the established court proceedings for such offenses.

No current parking permit visible - expired permit, no permit, Permit obstructed or improperly displayed permit	\$15.00
Parking in a faculty/staff space without a valid (students are prohibited from using a f/s permit)	\$20.00 f/s permit
Improper parking – double parking or parking on or over the lines which designate a legal parking space	\$20.00
No parking zone – yellow lines, curbs, any area of campus which has not been designated a parking area	\$20.00
Zone violation - parked in wrong zone, parked out of zone	\$20.00
Parking on grass or sidewalk – lawn or grassed areas, landscaping, on or blocking sidewalk	\$20.00
Overtime parking – exceeding the allowed posted time	\$20.00
Parking in a driveway or roadway	\$15.00
Parking in a fire lane – red curbs, fire hydrant, red lines	\$30.00
Handicapped parking -handicap spaces enforced 24/7	\$100.00
Decoy ticket – previously issued citation left on or placed on vehicle to mislead the ticketing officer	\$20.00
Use of a stolen, lost, altered or counterfeit permit/pass	\$50.00
Wheel lock (impounding/immobilization fee)	\$20.00

Unauthorized removal or tampering of a wheel lock	\$100.00
offender is subject to fines, arrest, and criminal charges	
Other – officer specified miscellaneous offense i.e. patient parking, delivery zone, loading zone, visitor parking, misuse of permit, etc.	\$20.00
Providing false information to Parking Services	\$50.00

WHEEL LOCK AND TOWING

Vehicles not parked in accordance with University Traffic and Parking Regulations, including safety hazards are subject to being cited, wheel locked (immobilized), or towed (impounded) at the owner's/operator's expense. The owner/operator of the vehicle is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved.

- Vehicles parked in or obstructing use of a handicap space, ramp, or curb cut without proper permit documentation may be wheel locked or towed.
- Vehicles parked in any reserved space, loading zone, or University/delivery vehicle only space may be wheel locked or towed.
- Vehicles left unattended, impeding the normal flow of traffic, whether in the roadway, alleyway, or parking lot may be towed.
- Vehicles blocking a fire lane may be towed.
- Any vehicle which is hampering emergency personnel in the performance of their duty or any emergency situation (i.e., fire, weather disaster, etc.) may be towed.
- Vehicles parked in any tow away zone may be wheel locked or towed.
- Vehicles parked in unauthorized locations or without proper permit may be wheel locked or towed.
- Vehicles parked on campus without a license plate and/or vehicle identification number visible may be wheel locked until proof of ownership can be established.
- Abandoned or disabled vehicles will be issued a seven (7) day tow-notice after which time, if the vehicle remains on campus, the vehicle will be towed at the owner's/operator's expense. A current parking permit displayed inside an abandoned or disabled vehicle does not exempt a vehicle from being towed.
- Any vehicle incurring four or more citations may be wheel lock or towed.
- Vehicles that are unregistered or have unpaid citations may be wheel locked or towed.
- Any individual found using or in possession of a reported lost or stolen parking permit, altered or counterfeit parking permit, temporary or unauthorized parking pass will have his/her vehicle wheel locked or towed. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to their Department Head or Dean and/or the Department of Human Resources for disciplinary action.
- Vehicles with a deactivated permit, invalid, revoked or suspended parking permit displayed may be wheel locked or towed.
- Any individual found displaying a permit or pass other than his/her own will have his/her vehicle wheel locked or towed. The unauthorized permit or pass will be confiscated.
- Students with a faculty/staff permit or retiree permit displayed in his/her vehicle will have his/her vehicle wheel locked or towed and the faculty/staff permit will be confiscated.
- Any individual who removes a wheel lock without authorization or damages a wheel lock while tampering with or attempting to remove the wheel lock is subject to fines, university disciplinary action, and possible arrest and restitution.
- Vehicles parked in restricted lots after hours (athletic fields, Mitchell Center, Residence Halls) without permission may be towed.

In addition to the above stated sanctions, loss of campus driving and/or parking privileges may also be imposed.

PAYMENT OF FINES

STUDENTS: Parking citations are paid online at www.southalabama.edu/parkingservices . Citation appeals must be made within twenty (20) calendar days of issuance. Transcripts and diplomas will not be released until payment is made in full. Students with a balance exceeding \$250 will not be allowed to register for classes.

FACULTY/STAFF: Parking citations are paid online at www.southalabama.edu/parkingservices. Citations may be appealed within twenty (20) calendar days of issuance. All citations must be paid in full prior to purchasing a new faculty/staff parking permit. Excessive citations and unpaid fines may be reported to an employee's Department Head/Dean and/or Human Resources for disciplinary action.

VISITORS: Parking citations are paid online at www.southalabama.edu/parkingservices . Citations may be appealed within twenty (20) calendar days of issuance.

APPEALS PROCESS

Any person who receives a University parking citation and believes there are valid reasons to appeal the citation, may file a written appeal online within twenty (20) calendar days of issuance at www.southalabama.edu/parkingservices . Verbal parking appeals are not accepted by telephone or in person at the Parking Services window. Failure to file an appeal within the 20 days allowed renders the tickets and associated fines as final.

Each citation must be appealed separately. Combining citations on one appeal is not acceptable and the appeal will not be considered.

If citations are paid during the appeals process, the appeal will be cancelled. Individual accepts responsibility of the citation when a payment is made.

The Student Government Association (SGA) will make a determination on student appeals.

The USA Traffic Appeals Committee will make a determination on appeals submitted by faculty, staff and designated guests.

Individuals are notified of appeal results via the e-mail address provided with each appeal.

Official visitors to the University should present their ticket at Parking Services located at Beta/Gamma Commons, 290 Stadium Blvd. A valid driver's license is required. Verbal parking appeals are only accepted by visitors (non-affiliates of USA). Visitors may also file a written appeal online within twenty (20) calendar days of issuance.

If a student believes the SGA has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by contacting the SGA at (251) 460-7191.

If a faculty, staff, or designated guest believes the USA Traffic Appeals Committee has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by sending an e-mail to parkingservices@southalabama.edu .

Second appeal decisions are final.

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
- No permit displayed/failure to obtain proper permit
- Permit used by another person/operation of the vehicle by another person
- 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

GRIEVANCES

Student Complaint Guidelines and Contact Information

The University of South Alabama has written policies and procedures governing student complaints. The following information details internal procedures for filing different types of complaints. Students are encouraged to follow these procedures. In the event that a student complaint cannot be resolved internally, contact information is provided for the Alabama Commission on Higher Education and the Southern Association of Colleges and Schools.

- General Complaints
- Sexual Harassment and Sexual Violence Complaints
- Final Grade Grievances
- Student Academic Conduct Policy

General Complaints

If a student has a complaint, they must provide a written description of the complaint, including the date and time of the event, the person or group with whom the student has the complaint, and the names of any witnesses. The written complaint must be submitted to the Office of the Dean of Students within 30 days of the event. Complaints about academic matters also may be submitted to the deans and department chairs.

The Dean of Students or his designee will then meet with the grievant to review the complaint, after which the Dean of Students will determine if the complaint can be handled by that office or needs to be referred to other university officials. Examples of grievances that will be referred to other University officials include discrimination or sexual harassment complaints against faculty, which are referred to the Senior Vice President of Academic Affairs or Vice President of Health Sciences, as appropriate, and complaints against University staff, including but not limited to discrimination or sexual harassment, which are referred to Human Resources.

Once it is determined that the Office of the Dean of Students is the appropriate forum for the resolution of the grievance, the Dean of Students will contact the accused. At this point, every effort will be made to resolve the complaint through informal discussion with the parties.

Should informal discussion with the parties fail, and the grievant desires a hearing, the Dean of Students will appoint an ad hoc group with two administrators, two faculty, and one student to hear the case and render a decision and recommend a remedy to the complaint. Members of the University Disciplinary Committee may be used on the committee. The ad hoc committee will meet within five (5) working days of the request for a hearing.

Should the grievance be determined by the committee to have merit, an appropriate remedy will be decided upon by the Dean of Students and the accused's supervisor. The accused shall have the right to appeal the decision to the Vice President for Student Affairs within seven (7) working days of the decision. The Vice President for Student Affairs will render a decision on the appeal within seven (7) working days from receipt of the appeal. The decision is final.

For those complaints related to violations of the Code of Student Conduct, which are taken to the Dean of Students, please refer to the policy in *The Lowdown* Code of Student Conduct for procedural steps that will be followed. If such a violation is not the basis of the complaint, the Dean of Students will work with the complainant toward a resolution of the complainant's issue, which may include Aid, referral to the Office of Special Student Services, etc.

Sexual Harassment and Sexual Violence Complaints

Students are protected by the University of South Alabama's Sexual Harassment and Sexual Violence Policy. Students may submit a written complaint to the compliance officer as described above or to the Dean of Students. Again, please refer to the procedures outlined in *The Lowdown* Sexual Offense Policy, The Faculty Handbook, or Staff Employee Handbook for complaints regarding sexual harassment or sexual violence.

Final Grade Grievances

A final grade grievance is defined as a student complaint regarding an academic action taken by instructional personnel in assigning a final grade for a course, qualifying exam or comprehensive exam. Complaints may be filed against an individual instructor or a committee. The complaint must be based on arithmetical or clerical error, arbitrary or capricious evaluation on the part of the instructor, substantial failure on the part of the mitigation circumstances beyond the student's control. The complaint may not be filed until the final course grade is received and cannot relate to an academic misconduct procedure. The Final Course Grade Grievance must be filed within 20 class days into the succeeding semester.

Meet with Instructor

As a prerequisite to filing a grievance and within the time frame allowed for filing a formal grade grievance, the student must first attempt to resolve the complaint with the instructor. In some cases, the student may make reasonable attempts to contact the instructor and be unsuccessful. If the student is unable to contact the instructor, this should be documented in writing by the student, and the student must submit the written documentation to the instructor's department chair (or dean if the department chair is either the party to the grievance or unavailable). In the absence of the instructor, the department chair/dean will act in the instructor's stead.

Filing the Grievance Form

A Final Grade Grievance Form must be filed by the student no later than 20 days into the succeeding semester (including summer if enrolled). A blank Final Grade Grievance Form may be obtained on the University's website at www.southalabama.edu/academicaffairs/forms or from any departmental office, any college dean's office, or the Office of Student Affairs. Page one of the Final Grade Grievance Form must be completely filled out and turned in to the chair of the department in which the course is taught or the academic evaluation took place. The form will be dated and signed by both the department chair and the student and a copy given to the student.

If the department chair is the party against whom the grievance is being brought, the student should submit the Final Grade Grievance Form to the dean of the college in which the course taught or the academic evaluation took place. In the event that the grievance is against the dean who is the instructor, the student should submit the Final Grade Grievance Form to the Senior Vice President for Academic Affairs or Vice President for Health Sciences as appropriate.

Grievance Facilitator

The department chair will facilitate the grievance process unless replaced as follows:

- If the department chair is the party against whom the grievance is being brought, the dean will then appoint another department chair to facilitate the grievance process.
- If the dean is the party against whom the grievance is being brought, the Senior Vice President for Academic Affairs or Vice President for Health Sciences will appoint an individual to facilitate the grievance process.

Initial Grievance Review

The department chair will arrange a conference with the student and the instructor to attempt resolution within ten (10) University class days of receipt of the Final Grade Grievance Form. For grievances filed during the summer term, instructors on nine-month contracts may not be available for a conference. In these circumstances, the department chair may schedule the conference during the following fall semester, unless the delay would unfairly penalize the student's progress in the program.

Prior to the conference, the facilitator will ensure that both the student and instructor involved have copies of the grievance procedure. The instructor will be given a copy of the Final Grade Grievance Form filed by the student and will be allowed to examine any supporting documentation. Both parties will be informed that the purpose of the meeting is to attempt to resolve the grievance.

If a mutually satisfactory resolution is achieved during the conference, the process will end and no further action will be taken. A record of the outcome of the conference will be filed along with the Final Grade Grievance Form in the department chair's office and the dean's office.

If a successful resolution is not achieved at the conference, the department chair will conclude at the conference. The department chair will advise the student that he or she has the right to accept the original grade given or to request a hearing before the College Grade Grievance Committee. The student must request a hearing at the conclusion of the conference, otherwise the final course grade will stand and the student will forfeit the opportunity to appeal the grade to the Final Grade Grievance Committee. The student's decision should be noted on the Final Grade Grievance Form. If the student accepts the grade at that point, the process ends and the form will serve as a record of that acceptance.

If the student requests a hearing, the department chair will notify the dean's office who will convene the appropriate College Grade Grievance Committee within three (3) class days of the conclusion of the conference.

College Grade Grievance Committees

Each dean annually appoints an Undergraduate and a Graduate Grade Grievance Committee. The Undergraduate Grade Grievance Committee will hear grade grievances from undergraduate students and the Graduate Grade Grievance Committee will hear grade grievances from graduate students. A minimum of five faculty members and one alternate member shall be appointed from the full-time faculty to each College Grade Grievance Committee. Faculty members must serve if appointed. Faculty appointed to the Graduate Grade Grievance Committee must hold graduate faculty status. A minimum of two students from the College will also be appointed by the Dean of the College to each committee. Student appointed to the Undergraduate Grade Grievance Committee will be Undergraduate Students. Student appointed to the Graduate Grade Grievance Committee will be Graduate Students.

The Dean will review the Grade Grievance Committee membership prior to a hearing to determine members who may have a conflict of interest. No member of the instructor's department shall serve on the committee. Likewise, should a member of the Committee be a party to the grievance to be heard, an alternate should serve in their stead and they should be absent themselves from any discussion of the grievance in which they are involved.

The Dean will appoint the chair and vice chair of the Grade Grievance Committees and will convene the appropriate Committee prior to a hearing to review the grade grievance process and answer any questions regarding the policy. Four faculty members and one student will constitute a quorum. The vice chair will preside in the absence of the chair. Majority rule will apply to decisions, with the student members having full voice and vote.

Grade Grievance Committee Hearing

Upon receipt of the materials and request for a hearing, the Chair of the Grade Grievance Committee will conduct a hearing within ten (10) class days of receipt of the request. The College Grade Grievance Committee hearing process will afford both parties the right to submit any documentation, supporting witnesses, or relevant information at the hearing. Legal representation at the hearing is prohibited. The Committee will review the evidence presented by both parties, interview both parties, and make a decision in the grade grievance.

Decisions may: uphold the grade given or academic action taken, or find the grievance is valid and assign a new final course grade or impose another appropriate action. The student, instructor, department chair, and dean will be notified in writing of the Committee's decision within three (3) class days of the conclusion of the hearing.

Appeal

The only grounds for an appeal of the Dean are violation of due process or rendering a decision in conflict with University policy. Either the student or the instructor may appeal the Committee's decision to the dean of the college in which the course is taught or the academic evaluation took place. The appeal must be in writing and must be made within ten (10) University class days of notification of the grade Grievance Committee's decision. The dean will review the evidence presented to ensure that the Grade Grievance Policy was followed, that due process was

provided, and that the decision of the committee is consistent with University policies. If the dean determines errors were made in the process or the decision rendered is inconsistent with University policies, the decision will be rescinded and the grievance will be sent back to the committee for corrective action.

The student, instructor, and department chair will be notified in writing of the dean's decision regarding the appeal within ten (10) class days following receipt of the appeal. The dean's decision is final and no further appeal is allowed.

Implementation of Grievance Outcome

The department chair will implement the outcome(s) of the grievance conference or appeal, as required, at the conclusion of the grievance procedure.

Confidentiality

Throughout the entire procedure, from filing of a formal complaint to final resolution, all information related to the grievance must be kept confidential. Once a final decision has been made and implemented, the original copy of the completed Final Grade Grievance Form and related Grievance documentation will be placed in the official confidential Grievance File of the department or other academic unit in which the grievance was recorded, for a minimum of five (5) years.

Summary

The following summarizes the timeline and procedures for a Final Grade Grievance.

1. A final course grade grievance cannot be filed until a grade has been received in a course. A Final Grade Grievance Form must be filed by the student no later than 20 class days into the succeeding semester to include summer term if the student is enrolled.
2. Prior to filing a grade grievance, the student must meet with the instructor to attempt resolution. If the instructor is unavailable, the student documents the attempts to contact the instructor in writing. The student contacts the instructor's department chair in the event a meeting with the instructor cannot be arranged. If there is no resolution, proceed to step four.
3. The student completes a Final Grade Grievance Form, files the form with the department chair within the required time frame.
4. A facilitated grievance conference with both the student and instructor present is conducted by the department chair within 10 class days of receipt of the Final Grade Grievance Form.
5. If a resolution is reached in the grievance conference, resolution will be noted and the process ends.
6. If the student requests review by the College Grade Grievance Committee, the department chair will forward all materials within three (3) days of the request to the dean's office. The dean will convene the appropriate College Grade Grievance Committee (i.e. the Undergraduate Grade Grievance Committee if the student is an undergraduate student or the Graduate Grade Grievance Committee if the student is a graduate student).
7. The Grade Grievance Committee holds a hearing within ten (10) days of receiving the request from the dean. The student and the instructor will be provided opportunity to present evidence and supporting materials.
8. The Committee's written notification of their decision is made within three (3) class days to the student, instructor, department chair, and dean. The department chair will implement the decision if there is no appeal.
9. The student or instructor may appeal the Committee's decision to the Dean within ten (10) class days. The only ground for an appeal are violation of due process or the rendering of a decision that conflicts with University policy. The decision of the Dean regarding the appeal is final and the process will end.

Student Academic Conduct Policy **(Policy effective for alleged misconduct occurring after October, 2014)**

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and competence in academic work. This responsibility can be met only through earnest and continuing effort on the part of all students and faculty.

Any dishonesty related to academic work or records constitutes academic misconduct including, but not limited to, activities such as giving or receiving unauthorized aid in tests and examinations, improperly obtaining a copy of an examination, plagiarism, misrepresentation of information, altering transcripts or university records. Academic misconduct is incompatible with the standards of the academic community. Such acts are viewed as moral and intellectual offenses and are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from the loss of credit for a particular assignment to dismissal from the University. Degree revocation may be warranted in cases involving academic misconduct by former students while they were students at USA. Note that dismissal from any University of South Alabama college or school for reasons of academic misconduct will also result in permanent dismissal from the University. Faculty, students, and staff are responsible for acquainting themselves with, adhering to, and promoting policies governing academic conduct.

The Office of the Senior Vice President for Academic Affairs (SVPAA) will maintain a permanent record of all Academic Misconduct penalties involving Level I, Level II, and Level III cases that is known as the Academic Misconduct Penalty Record. The record will include the student's name and student number; course title, section and instructor (as appropriate); semester in which the misconduct occurred; type of misconduct; penalty imposed; and student's major(s) at the time the penalty was imposed.

Upon receipt and recording of information regarding penalties imposed as above, the SVPAA will determine if the student has been found responsible for any previous incident(s) of academic misconduct. If a previous instance of academic misconduct has occurred in Level I or Level II cases, the SVPAA will notify the Dean of the college of the student's major. The Dean will then determine whether an additional and higher level charge of Academic Misconduct is warranted and should be brought against the student. In Level III cases, the SVPAA will notify the chair of the University Academic Standards Committee to convene the committee to determine if a more severe penalty is warranted.

The Academic Misconduct Penalty Record will be used for the purpose of determination and evaluation of repetition of academic misconduct and if appropriate, for charging the student with an additional charge of Academic Misconduct. The information contained in the Academic Misconduct Penalty Record will not be available to the course instructor. College level and University level Academic Standards Committees and/or their members will not have access to information contained in the Academic Misconduct Penalty Record prior to the conclusion of the case, including completion of appeals, if any. The only circumstance in which an Academic Standards Committee and/or its members will have access to information in the Academic Misconduct Penalty Record is if the Committee(s) is/are charged by the Dean or SVPAA to consider whether a more severe penalty is warranted in cases where it has been determined that another act of academic misconduct has occurred.

All matters related to academic misconduct are the responsibility of the academic units involved and the Office of the Senior Vice President for Academic Affairs. These matters will be resolved through procedures defined herein for both graduate (except the College of Medicine) and undergraduate students.

DEFINITIONS

The term “student” is used in this Policy to refer to one or more student(s) as appropriate to the case. The term “class day” refers to a weekday (Monday through Friday) excluding holidays, during which the offices of the University are open and the classes of the full term are in session, excluding final examination periods. The term “college” refers to colleges, schools, and academic divisions of the University.

COMMITTEES

1. College Academic Standards Committee

Each college shall have a Collegiate Undergraduate Academic Standards Committee (“CUASC”). Those colleges offering graduate programs, or graduate course work, shall also have a Collegiate Graduate Academic Standards Committee (“CGASC”).

For the CUASC, each college shall appoint four (4) full-time faculty members, plus one (1) full-time faculty member designated as an alternate, and two (2) upper-division student members. The CUASC shall be constituted early in the Fall Semester of each year.

For the CGASC, each college shall appoint four (4) graduate faculty members, plus one (1) graduate faculty member designated as an alternate, and two (2) graduate student members. The CGASC shall be constituted early in the Fall Semester of each year. Should a college have fewer than five (5) graduate faculty members, each eligible faculty member will serve on the CGASC, and the SVPAA shall appoint additional qualified members from other colleges to complete the CGASC.

2. University Academic Standards Committee

The University Academic Standards Committee (“UASC”) shall be composed of five (5) faculty members and one (1) alternate, at least four of whom are graduate faculty, and two (2) students, one graduate and one upper-division undergraduate. The UASC shall be appointed each Fall Semester by the SVPAA.

3. Committee Authority

Committees may prescribe penalties, sustain penalties, reduce penalties including reduction to no penalty, or dismiss charges, as appropriate to the case. However, when acting on an appeal request, a committee may not increase the severity of the previously prescribed penalty.

PROCEDURES

In cases of alleged academic misconduct, the hearing committee will make every effort to maintain confidentiality of all parties during the process. Information regarding the case is generally considered an educational record and is therefore only released to other institutional officials who have a legitimate educational interest or as otherwise required by law.

This policy recognizes three levels of academic misconduct (see the following identification of levels I, II, III). The college in which a Level I case is heard shall normally be the college in which the misconduct occurred, not necessarily the college of the student’s major program. A Level II case will normally be heard in the college of the student’s major program. A Level III case will normally be heard by the University Academic Standards Committee.

The committee chair will be elected by the committee. The chair shall maintain complete, confidential records of all proceedings, including minutes of all hearings held regarding the case. Neither minutes nor recordings will be made of committee meetings when deliberations occur.

Neither the student nor the faculty member involved shall have representation, including legal representation, during meetings with the student, the presentation of the case, or during the appeal process. However, legal assistance in preparing a defense or statement for presentation to the committee is permissible.

The committee will confirm its decision by vote. The chair of the committee will not vote except in case of a tie. After a decision is rendered, an appeal may be requested (see section under Appeal). The only grounds for appeal are the alleged lack of due process in the case or alleged unlawful/prohibited discrimination against the student in the hearing/consideration of the case ("Hearing Process").

All penalties must be within the authority or purview of the involved unit. For example, an instructor may impose a penalty of failure in a course where cheating is involved, but the instructor may not dismiss the student from the program.

A student accused of academic misconduct, or involved in the appeals process for alleged academic misconduct, will not be allowed to withdraw from a class(es) related to the charge of academic misconduct until the charges, penalties and/or appeals have been resolved through the process described below. The student must be allowed to remain in or complete the class(es) until the case is resolved. The student may not withdraw from a class(es) in which a penalty is pending for academic misconduct.

The three levels of misconduct consideration in this Policy are as follows:

Level I – Cases Limited to a Specific Class and/or Instructor

- When an instructor discovers an act of academic misconduct, the student involved shall be informed verbally or in writing of the alleged violation.
- If the instructor decides to impose a penalty, the instructor shall prepare a dated, written statement describing the alleged violation and the recommended penalty, along with a copy of the Student Academic Conduct Policy. The instructor shall either mail the statement, with attachment, by U.S. mail with Return Receipt Requested, or hand deliver the statement, with attachment, to the student and ask the student to sign for receipt of the statement. A copy of the written statement will be submitted to the department chair. The instructor will also request that the department chairperson immediately notify the registrar to block the student from withdrawing from the course. At any point in the process in which it is determined that the student has not committed the alleged academic misconduct, the block will be removed.
- The student has ten (10) class days from receipt of the written notification from the instructor to submit a written response to the instructor. Failure of the student to respond in a timely manner (not to exceed ten (10) class days from receipt of the notification) will be considered as agreement by the student with the misconduct charge and acceptance of the imposed penalty. The instructor will inform the student in writing of the penalty, to be delivered to the student via U.S. mail (Return Receipt Requested), or hand delivery with student requested to sign for its receipt. If the student responds to the notice with a written denial of the charge, the department chair will be notified and a review conference will be arranged. If the student does not respond in writing with denial of the charge, the instructor will submit a report of the penalty, using the Standard Form: Academic Misconduct Penalty Record (AMPR), to the departmental chair who will in turn forward it through the dean of the college to the SVPAA.
- At any stage in the Level I process, the department chair may decide that the alleged misconduct is of such a serious nature as to warrant inquiry beyond the Level I proceeding and to refer the case to the College Academic Standards Committee (Level II) for disposition.

- **Academic Standards Case Review Conference** - Upon receipt of the written denial of the instructor's charges, the following procedure applies (in the event the department chair is the accuser, the college dean shall perform the functions ascribed below to the chair):
- Within ten (10) days of receipt of the student's written denial, the department chair shall arrange a conference to be held as soon as practicable.
- The conference shall be conducted by the chair with the student and the involved instructor to examine the details of the academic standards case. Prior to the conference, the department chair will ensure that both the student and instructor have copies of the Academic Standards Policy.
- If a mutually satisfactory resolution is achieved during the conference, the process will end and no further action will be taken. A record of the outcome of the conference will be filed in the department chair's office and the dean's office. If the outcome of the conference results in the dismissal of the charge, the chair is responsible for taking necessary steps for removing blocks on registration.
- If a resolution is not achieved at the conference, the department chair will conclude the conference. The department chair will advise the student that he or she has the right to accept the original penalty given or to request a hearing before the College Academic Standards Committee. The student has two class days after the conclusion of the conference to request a hearing, otherwise the original penalty will stand and the student will forfeit the opportunity to have a hearing of the case before the applicable College Academic Standards Committee. The student's decision should be noted in writing on the AMPR and signed by the student and department chair.
- If the student does not request a hearing, the department chairperson will submit a report of the penalty (if any), using the AMPR, through the Dean to the SVPAA.
- If the student requests a hearing before the College Academic Standards Committee, the department chair will notify the dean's office of the need for a hearing. This notification should take place within three class days of the conclusion of the conference. The AMPR will also be forwarded to the Dean.
- **Hearing** - The dean shall notify the appropriate College Academic Standards Committee in writing to begin a hearing within ten (10) class days of receipt of notification. The CASC Hearing Process will afford both parties the right to submit any documentation, statements of supporting witnesses, or relevant information at the hearing. Legal or other representation at the hearing is prohibited. The CASC will review the information presented by both parties and, at the hearing interview both parties and any witnesses it chooses. At the conclusion of the hearing the CASC will retire to further review the information presented as necessary and determine whether or not the charge of academic misconduct is upheld or dismissed. In cases where the CASC upholds the charges, the CASC may affirm or reduce the previously recommended penalty. The CASC shall submit its decision to the dean in writing within five (5) class days of the conclusion of the hearing. The dean shall provide written notification of the CASC's decision to the student within five (5) class days of the dean's receipt of notification from the CASC.
- If the case is not appealed:
 1. The chair of the CASC will submit a report to the SVPAA through the College Dean of the penalty imposed, if any, using the AMPR, and
 2. The Dean is responsible for notifying the Registrar to remove or continue registration blocks and/or to take necessary actions to enforce any penalty assigned.
- **Appeal** - Grounds for appeal are the alleged lack of due process in the case or alleged unlawful/prohibited discrimination against the student in the hearing process. If the student wishes to appeal the decision of the CASC, a written request for appeal, including the basis

for same, must be filed with the dean within five (5) class days of the student's receipt of the written notification of the CASC's decision from the dean. The dean will forward the appeal to the Senior Vice President for Academic Affairs (SVPAA). The SVPAA shall notify the University Academic Standards Committee ("UASC") in writing to begin a review within ten (10) class days of receipt of the notification. The UASC will first determine if grounds exist for an appeal based upon its review of the record developed in the hearing process. If there is a decision that grounds for an appeal exist, the appeal shall be based upon the record developed in the hearing process, and the UASC may interview case principals as it deems appropriate. At the conclusion of the interviews (if any) and review of the information provided, the UASC shall determine whether or not the charge of academic misconduct is upheld or dismissed. In cases where the UASC upholds the charges, the UASC may sustain or reduce the previously imposed penalty. The UASC shall submit its decision to the SVPAA in writing within five (5) class days after the conclusion of its deliberations. The decision of the University Academic Standards Committee related to the appeal of the Level I case shall be final. Also, at the conclusion of the appeal process, the Chair of the UASC will submit a report of the penalty imposed, if any, to the SVPAA using the AMPR. The SVPAA shall provide written notification of the UASC's decision to the student within five (5) class days of receipt of notification from the Committee, and as appropriate, the written notification to the student will include notification of additional charges if previous incident(s) of academic misconduct have occurred as indicated in the SVPAA review of the Academic Misconduct Penalty Record. The SVPAA will be responsible for informing the Registrar to remove or continue registration blocks on the student, and for taking necessary action(s) such as suspension or dismissal, as appropriate.

Level II – Cases Involving Action by a College or School

If the alleged academic misconduct is beyond the scope of a specific class and/or instructor, or is of such a serious nature as to warrant review of continued participation in an academic program, the procedures shall be as described below. Note that dismissal from a college or school for reasons of academic misconduct will result in permanent dismissal from the University. Because of the possible severity of the penalty, all allegations of academic misconduct at this level proceed directly to a hearing by the College Academic Standards Committee of the College of the student's academic program or major, and the penalty will be determined by that CASC if the allegations are sustained.

- The instructor, department chair, or other involved party shall forward a written notification of the alleged violation(s) with relevant information to the academic dean or equivalent administrator of the academic program or major of the student involved. A copy of the written notification will be given to the student either through delivery by US Postal Service, Certified-Return Receipt Requested or by hand delivery.
- The college dean shall notify the CASC in writing of the allegations, transmit any relevant information to the CASC, and instruct the CASC to begin the hearing process within ten (10) class days of the notification (in the event that the college dean is the accuser, the college assistant/associate dean or person appointed by the SVPAA shall perform the functions ascribed below to the dean).
- The hearing shall be conducted in the presence of only the involved student, faculty member, and/or administrator, and witnesses. The student and faculty/ administrator(s) shall have opportunities to present all relevant information and witnesses. Legal counsel or other representatives are not permitted in the hearing.
- At the conclusion of the hearing, the CASC shall convene to review the information gathered during the hearing process and determine whether or not the charge of academic misconduct is upheld. The CASC, in its best judgment, may uphold or dismiss the charges. In cases in

which the CASC upholds the charges, the CASC may impose a penalty, including suspension or permanent dismissal from the University. The CASC shall submit its decision to the dean in writing within five (5) class days of the conclusion of the hearing. The dean shall provide written notification of the CASC's decision to the student within five (5) class days of the receipt of notification from the CASC and the following actions shall be taken:

- If the case is not appealed:
 1. The Chair of the College Academic Standards Committee will submit a report to the SVPAA through the College Dean of the penalty imposed, if any, using the AMPR, and
 2. The Dean is responsible for notifying the Registrar to remove or continue registration blocks, and/or to take necessary actions such as suspension or dismissal as appropriate.
- **Appeal** – The only grounds for appeal are the alleged lack of due process in the case or alleged unlawful/prohibited discrimination against the student in the hearing process. If the student wishes to appeal the decision of the CASC, a written request for appeal, including the basis for same, must be filed with the dean within five (5) class days of student's receipt of the written notification of the CASC's decision from the dean. The dean will forward the appeal to the Senior Vice President for Academic Affairs (SVPAA). The SVPAA shall notify the University Academic Standards Committee in writing to begin a review within ten (10) class days of receipt of the notification. The UASC will first determine if grounds exist for an appeal based upon its review of the record developed in the hearing process. If there is a decision that grounds for an appeal do exist, the appeal shall be based upon the record developed in the hearing process, and the UASC may interview case principals as it deems appropriate. At the conclusion of any interviews and its review of the information provided, the UASC will determine whether or not the charge of academic misconduct is upheld or dismissed. In cases where the UASC upholds the charges, the UASC may sustain or reduce the previously imposed penalty. The UASC shall submit its decision to the SVPAA in writing within five (5) class days after the conclusion of its deliberation. The decision of the University Academic Standards Committee related to the appeal of the Level II case shall be final. Also, at the conclusion of the appeal process, the Chair of the UASC will submit a report of the penalty imposed, if any, to the SVPAA using the AMPR. The SVPAA shall provide written notification of the UASC's decision to the student within five (5) class days of receipt of notification from the UASC, and as appropriate, the written notification to the student will include notification of additional charges if previous incident(s) of academic misconduct have occurred as indicated in the SVPAA review of the Academic Misconduct Penalty Record. The SVPAA will be responsible for informing the Registrar to remove or continue registration blocks on the student, and for taking necessary action(s) such as suspension or dismissal, as appropriate.

Level III – Cases Involving Action Beyond a College or School

If the academic misconduct warrants inquiry beyond a college or school, the procedure shall be as follows:

- The department, academic unit, or other party shall submit a written notification and statement of allegations to the SVPAA. A copy of the notification/statement of allegations shall be sent to the student via US Postal Service-Certified, Return Receipt Requested, or hand delivered with signature of student receipt requested.
- The SVPAA shall notify the University Academic Standards Committee in writing of the allegations, transmit any relevant information to the UASC, and instruct the UASC to begin the hearing process within ten (10) class days of the notification.

- The hearing shall be conducted in the presence of the only the student, witnesses, and other involved parties. All parties shall have opportunities to present all relevant information and witnesses. Legal counsel or other representatives are not permitted in the hearing.
- At the conclusion of the hearing, the UASC shall convene to review the information presented and determine whether or not the charge of academic misconduct is upheld or dismissed. For cases in which the UASC recommends a penalty, the penalty may range up to and include dismissal from the university. The UASC shall submit its decision in writing to the SVPAA within five (5) class days of the conclusion of the hearing. The SVPAA shall provide written notification of the Committee's decision to the student within five (5) class days after receipt of notification from the Committee.
- **Appeal** – Grounds for appeal are the alleged lack of due process in the case or alleged unlawful/prohibited discrimination against the student during the hearing process. If the student wishes to appeal the decision of the UASC, a written request for appeal including the basis for same must be submitted to the SVPAA within five (5) class days of the student's receipt of the decision notification. The SVPAA will first determine if grounds exist for an appeal. If there is a decision to consider the appeal, the SVPAA shall conduct the appeal review beginning within ten (10) class days of receipt of the request. The review shall be based upon the study of the record developed through the hearing process. The SVPAA may interview case principals and conduct other reviews as deemed appropriate. The SVPAA shall notify the student promptly in writing of his/her decision. The decision of the SVPAA in the Level III case shall be final.

At the conclusion of the Level III process, including appeal, if any, the SVPAA will report the penalty imposed, if any, using the AMPR. If previous incidents of academic misconduct have occurred, the Chair of the University Academic Standards Committee will convene the committee to determine if a more severe penalty is warranted. The SVPAA is responsible for notification of the Registrar to remove or continue registration blocks, and/or to take necessary actions such as suspension or dismissal, as appropriate.

SGA

2014-2015 Officers
Senate Staff
Senators

The SGA is the voice and governing body of the students. All University of South Alabama students are members of the SGA and encouraged to get involved.

The purpose of the SGA is to protect and advance the students' interests as well as to promote the welfare of the students by providing student services.

The SGA operates as a constitutional democracy and is composed of three branches: The Executive Branch, the Judicial Branch, and the Legislative Branch.

Divisions of the SGA

The Executive Branch

The Executive Branch is responsible for upholding the SGA Constitution, carrying out the policies of the SGA, and enforcing the laws of the SGA. The officers of the Executive Council are President, Vice President, Treasurer, and Attorney General, each with his or her respective function.

The Executive Council formulates the semester budget and presents it to the Senate for approval, as well as attends to other SGA matters under their authority.

The Judicial Branch

The Judicial Branch is comprised of the Chief Justice and eight Associate Justices, known as The Supreme Court. The Judicial Branch of the SGA is responsible for interpreting the SGA Constitution and all laws passed by the Student Senate. In addition, the Supreme Court hears student disciplinary cases as requested by the Dean of Students, or his representatives. The Chief Justice presides over the Supreme Court. The Associate Justices are appointed by the President, with Senate approval. See Article VI, Section 2 of the Constitution for more details.

The Legislative Branch

The Legislative body of the SGA is the Student Senate. The Senate formulates SGA policy in accordance with the Constitution and makes the laws of the SGA. In addition, the Senate provides a forum for the discussion of university-wide issues every Monday night at 8:00 p.m. in the Student Center and is open to all students.

The SGA Senate is composed of students elected from every college and division on the basis of the percentage of students enrolled in each. The Senate elects a President Pro-Tem from within its membership who supervises the Senate committees and presides over the Senate in the absence of the Vice President.

Senate Committees

The Rules Committee, which is comprised of three Senators, attends to the internal rules and regulations of the Senate including attendance and committee requirements of all Senators. See Chapters 303 and 305 of the Code-of-Laws for more details.

Appropriations, which is staffed by three senators, allocates funds to student groups whose activities directly benefit the students and who request funds after the semester budget has been approved. See Chapter 306 of the Code-of-Laws for more details.

The Legal Affairs Committee is comprised of three senators who assist members in properly drafting constitutional amendments, Code-of-Laws revisions, resolutions and bills. See Chapter 307 of the Code-of-Laws for more details.

SGA Committees

Each committee carries out a particular task and is headed by a chairperson, generally referred to as "chair". Membership on the committees is open to all USA students. The divisions and committees are as follows:

STUDENT INTERESTS DIVISION – They are responsible for carrying out the first function of the SGA, which is to protect and advance the student interests. In general, student interests are the development of South to its fullest potential. This consists of the cultivation of athletics, the social life of the students, and minority relations.

Athletic Development Committee – this committee works to provide a variety of athletic opportunities for all students. This committee also works to encourage all USA students to support and promote all aspects of Jaguar athletics.

Social Development Committee – this committee works toward the betterment of the social life of the students.

Multicultural Affairs Committee – this committee deals with the concerns and needs of all minority students on campus.

STUDENT SERVICES DIVISION – Responsible for carrying out the second function of the SGA, which is to promote the welfare of the students by providing student services. This includes services that the SGA itself provides, as well as assisting with services provided by other student organizations.

University Safety and Improvements Committee – this committee works to improve the conditions of the campus through projects the committee feels are needed.

Non-Traditional Students Committee – this committee attends to the special needs, problems, and interests of non-traditional and night students.

Jaguars Involved in Volunteer Efforts (J.I.V.E.) – this committee streamlines and publicizes all volunteer and service opportunities both on campus and in the community not only to every organization, but also to all students. In addition, J.I.V.E. organizes campus-wide community service events. J.I.V.E. provides community service opportunities to all organizations and students. It makes USA's outreach to the Mobile community more of a group effort, being a unifying force for the university.

Inter-presidents Council Committee – this committee functions as a forum for the presidents of all organizations to discuss issues and to seek solutions to their individual problems.

INTERNAL AFFAIRS/SUPPORT DIVISION – this division attends to the business of the SGA, providing support and direction to SGA related projects.

Public Relations/Advertising Committee – this committee considers methods of advertising to promote the SGA and its committees by designing, developing, and printing posters, banners, newspaper ads, and other media.

Web Communications Committee – this committee introduces new internet technology and opportunities to SGA. The committee creatively maintains SGA's website by working with USA Web Services to update the site's information.

Recruitment Committee – this committee give incoming students their first impression of SGA, working to promote SGA at orientation, Move-In Day, and Get on Board Day.

Governmental Affairs Committee – this committee works with Higher Education Partnership and STARS Organizations.

Elections Committee – this committee coordinates the SGA and Homecoming elections and in this capacity, recruits candidates and enforces election regulations regarding campaigns. The committee helps to formulate election procedures and regulations, tabulates ballots, publishes results of elections, and has the authority to assess and adopt new election processes.

Constitution of the Student Government Association

ARTICLE I – NAME

The name of this organization shall be the “Student Government Association of the University of South Alabama”.

ARTICLE II – MEMBERSHIP

Section 1 – The membership of this organization shall consist of all enrolled students at the University of South Alabama who have paid the student activity fee.

Section 2 – All members of this organization shall enjoy all rights and privileges granted to its members.

Section 3 – All members of this organization shall be subject to the government instituted by this constitution, and to the rules and regulations thereof.

Section 4 – Neither membership nor the rights and privileges of membership shall be in any way denied or restricted on the basis of course load, field of study, nationality, religion, race, color, sex, or any other criteria except for such qualifications for office as shall be provided for by this constitution.

Section 5 – Members may be asked to produce their current student identification card as proof of membership in order to attend social functions and to participate in voting procedures.

ARTICLE III – PURPOSE

The purpose of the Student Government Association of the University of South Alabama is to provide a harmonious and effective learning process by which individuals may better themselves and their community by social, economic, and cultural advancement, to provide a forum for the expression and advancement of student needs and interests, and to provide services for the students.

ARTICLE IV – RECOGNITION OF AUTHORITY

It is recognized that the University of South Alabama is a state institution and all powers and authority of the Student Government Association are derived from the Alabama State Legislature through the Board of Trustees of the University of South Alabama.

Therefore, any part or parts of this constitution or any laws passed hereunder which may be in conflict with any law or laws of the State of Alabama, or any rules or regulations, promulgated by the Board of Trustees shall be null and void from the time of its or their enactment.

ARTICLE V – GOVERNMENT

Section 1 – The government of the Student Body of the University of South Alabama shall be collectively called the “Student Government Association of the University of South Alabama”.

Section 2 – The Student Government Association shall be composed of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch.

Section 3 – Each of the three branches of government shall exist separately with independent powers. The powers and privileges listed in this constitution shall serve as a check and balance system on the three branches of the Student Government Association of the University of South Alabama. All branches of the Student Government are responsible to and for the Student Body as provided for by this constitution.

Section 4 – Before entering into the execution of their office, all Student Government Association officials designated by this document shall take the following Oath of Affirmation, which will be administered by the Chief Justice:

“I, _____, do solemnly swear to uphold the Office of _____ to the best of my ability and to recognize and uphold the Constitution of the Student Government Association as the supreme governing law of the Student Body. I do further pledge myself to command the dignity and respect that this office entails and to consider the best interest of all the students in every action taken by myself and the Student Government Association of the University of South Alabama, so help me God”.

Section 5 – Student Government Association officials not enrolling a semester may carry out the duties of their office providing that they will be enrolled two out of three semesters of their term of office.

ARTICLE VI – EXECUTIVE

Section 1 – The Executive Council

- 1.1 The Executive Council shall consist of the following: The President, the Vice President, and the Treasurer.
- 1.2 *Duties and Powers of the Executive Council:*

- 1.2.1 The Executive Council shall carry out the duties and the powers of their respective offices as provided for by this constitution and other laws passed by the Student Senate.
- 1.2.2 The Executive Council shall attend weekly meetings of said council and all meetings of the Student Senate except with approved leave of absence by two-thirds vote of the senators at the meeting.
- 1.2.3 The Executive Council shall formulate the budget each semester and submit it to the Senate at the third meeting of the semester.
- 1.2.4 The Executive Council shall uphold the constitution and the laws of the Student Government Association office and employ qualified office personnel. The President may terminate any position.

Section 2 – The President

- 2.1 The Chief Executive powers of the Student Government Association shall be vested in a President of the Student Body who shall be elected annually by the majority of the members voting for that office in the Spring Semester elections. The President shall serve a term of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice on a date chosen by the incoming or outgoing Executive Council at or near the end of Spring Semester.
- 1.2 *Duties and Powers of the President:*
 - 2.2.1 The President shall execute all powers designated to him or her in this constitution, and uphold the laws of the Student Body.
 - 2.2.2 The President shall consult with, and direct the activities of the Executive Council.
 - 2.2.3 The President shall have the power to call special sessions of the Student Senate. He or she must give at least 24 hours advance notice before the Senate can convene in special sessions. Special Senate meetings shall conform to the same rules of attendance and procedure as regular meetings for all Senators who are notified by telephone or personally by the President or his or her delegated representatives. The President must make a reasonable effort to contact all Senators. Senators who do not receive proper notification shall not be counted absent.
 - 2.2.4 The President shall have the power to fill all vacancies occurring to all offices before their designated term of office subject to the restrictions of Article VI, Section 7.
 - 2.2.5 The President shall have the power to veto all bills of the Student Senate. If the President does not veto bills of the Student Senate within ten days after passage, such bills will become law without the President's signature. A veto must be posted for all students, within clear view, within 24 hours of his or her decision.
 - 2.2.6 The President shall have the power to examine all books and records of members of the Executive Council, and all organizations subsidized principally, by the Student Activity Fee.
 - 2.2.7 The President shall have the authority to bring before the Supreme Court, or the proper board of authority, charges against any university approved organization for violation of provisions governing the regulation of such organizations.
 - 2.2.8 The President shall make recommendations for legislation to the Student Senate at the beginning of each meeting and at other times.
 - 2.2.9 The President shall work with the Executive Council to formulate the budget for the Student Government Association portion of the student activity fee each semester and submit it to the Senate at the third meeting of the semester.
 - 2.2.10 The President shall appoint with two-thirds approval of the senators voting at the meeting: Eight associate justices, four appointed no later than, and who serve a one year term from, the first regular Senate session in Spring Semester and four appointed no later than, and who serve a one year term from the first regular Senate session in Fall Semester. Four

defense attorneys who serve a one year term: two appointed no later than, and who serve a one year term from the first regular Senate session in Fall Semester and two appointed no later than, and who serve a one year term from the first regular Senate session in Spring Semester.

- 2.2.11 The President shall take responsibility for financial matters of the Student Government. Failure to refrain from deficit spending will be grounds for impeachment.
- 2.2.12 The President shall, from time to time and at the last meeting of the semester, submit to the Student Senate a financial report and a state of the campus address. In the state of the campus address will be outlined his or her recommendations for the upcoming semester, and his or her assessment of the activities of the past semester.
- 2.2.13 The President shall receive just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.
- 2.2.14 The President shall serve as an ex-officio member of the Board of Trustees.
- 2.2.15 The President shall appoint all student members to committees not under SGA control as requested by such committees.
- 2.3 The President can require, when necessary, a written advisory opinion from the Supreme Court on matters concerning interpretation of this constitution and the by-laws passed by the Student Senate; an advisory opinion does not have the effect of law.
- 2.4 The President of SGA will ask a member of the faculty/staff to act as SGA Advisor. If the person accepts, he or she will be appointed as such if approved by two-thirds vote of the Senate. This person may be removed by two-thirds vote of the Senate.

Section 3 – The Vice President

- 3.1 The Vice President of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.
- 3.2 *Duties and Powers of the Vice President:*
 - 3.2.1 The Vice President shall preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.
 - 3.2.2 The Vice President shall execute the duties and powers of the President of the Student Body at his or her request.
 - 3.2.3 The Vice President shall have the power to fill, by appointment, all vacant seats occurring in the committee structure. The Vice President may appoint all new committee chairs at the beginning of each semester. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of Senators at that meeting. He or she shall serve as an ex-officio member of all such committees.
 - 3.2.4 The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each Senate meeting and records of such minutes and bills passed. The clerk shall be paid a monthly salary.
 - 3.2.5 The Vice President shall receive a just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.

Section 4 – The Treasurer

- 1.1 The Treasurer of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.
- 1.2 *Duties and Powers of the Treasurer*
 - 1.2.1 The Treasurer shall carry out the allocation of the Student Government Association's portion of the student activity fee as approved by the Student Senate.

- 1.2.2 The Treasurer shall establish and maintain an audit system for all Student Government Association expenditures.
- 1.2.3 The Treasurer shall establish and maintain an audit system for all university approved student organizations that are subsidized by the Student Government's portion of the student activity fee.
- 1.2.4 The Treasurer shall present to the President and the Student Senate written financial reports on all organizations funded through the Student Government Association or appropriations committee. This report shall be made each semester and may be published in the student newspaper.
- 1.2.5 The Treasurer shall be held responsible for the maintenance of a balanced budget and to prevent deficit spending. He or she shall have the responsibility of co-signing requisitions with the President. Failure to meet either of these responsibilities without a valid reason will be grounds for disciplinary action.
- 1.3 The Treasurer shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.

Section 5 – The Attorney General

- 5.1 The Attorney General of the Student Government Association shall be elected for a term of one academic year beginning at the start of the summer term. He or she shall be elected by a majority of the students voting for that office in the Spring elections. He or she shall begin his or her term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.
- 5.2 *Duties and Powers of the Attorney General*
 - 5.2.1 The Attorney General shall insure that all laws and rules of the Student Government Association are enforced.
 - 5.2.2 The Attorney General shall act as prosecutor of the Student Government Association.
 - 5.2.3 The Attorney General shall have the duty of recording and monitoring the expenditures of allocated funds. This includes standing accounts as well as appropriated funds.
 - 5.2.4 The Attorney General shall have the authority to bring charges against any university approved organization for misuse of allocated funds by that organization.
 - 5.2.5 The Attorney General shall have the authority to conduct a probe into misuse of power by Student Government elected or appointed officials. He or she shall report all findings to the Supreme Court for action.
- 5.3 The Attorney General will be removed from a case involving Student Government if he or she is a witness or defendant. The Executive Council will appoint a temporary replacement who will vacate office immediately after that hearing.
- 5.4 The Attorney General shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.
- 5.5 The Attorney General shall attend all meetings of the Student Senate except upon approved leave of absence by two-thirds vote of the Student Senate at that meeting.
- 5.6 The Attorney General shall oversee and maintain the Student Government Association's Safe Ride Program, when such program is available.

Section 6 – The Defense Attorneys

- 6.1 The Defense Attorneys shall consist of four students appointed by the President as in Article VI, Section 2.2.10, subject to two-thirds approval of the Senate.
- 6.2 Each defendant in all cases established under the authority of this constitution shall be notified by that court, six working days before the hearing, of the availability and names of all four of the Defense Attorneys.

- 6.3 Each defendant may choose any one of the four Defense Attorneys, or he or she may choose any other person he or she wishes, excluding the Chief Justice, members of the Supreme Court, and the Attorney General, to act as Defense Attorney.
- 6.4 In cases before the Supreme Court, Defense Attorneys will be appointed by the Court on a rotating basis, five working days before the hearing, provided no preference has been indicated by the defendant.
- 6.5 Defense Attorneys will be made available to defendants of other student courts as may be established at this university.

Section 7 – Vacancies in Office

- 7.1 If a vacancy occurs in any major office before one half of the designated term of office, the Supreme Court shall call a special election to fill that post. This special election will be held within 15 class days of the time the office was vacated.
- 7.2 If there is no one elected to a particular office, the President may appoint a student to that position, subject to two-thirds approval of the Senate. The appointee will receive all compensation and have all rights and responsibilities as designated for that office in this constitution.
- 7.3.1 If the office of the President is vacated after one half of the designated term, the Vice President shall take over his or her duties and the President Pro-Tem shall take the Vice President's office.
- 7.3.2 If the office of the Vice President is vacated after one-half of the designated term, the President Pro-Tem shall take over his or her office.
- 7.3.3 If the President Pro-Tem vacates his or her office before its designated term, a new Pro-Tem will be chosen from the Student Senate at the next regular Senate meeting.
- 7.3.4 If the office of the Treasurer, Chief Justice, or Attorney General is vacated after one half of the designated term of office, the President of the Student Government Association shall fill the vacancy by appointment subject to two-thirds approval of the Student Senate.
- 7.4 In the event that a senate position is vacated before the designated term of office, the President shall fill the vacancy by appointment subject to a two-thirds approval of the senate. Appointments made by the SGA President to be approved by the senate are to be announced one week prior to formal consideration by the senate. With a two-thirds vote this procedure may be dispensed with.
- 7.5.1 Vacancies in other offices will be filled as in Section 7.4, Article VI.
- 7.5.2 No person shall hold more than one of the following offices at any one time:
 - President
 - Vice President
 - Treasurer
 - Chief Justice of the Supreme Court
 - Attorney General
 - Senator
 - Associate Justice of the Supreme Court
 - Student at Large
 - Senate Clerk or SGA Secretary

Any person holding one of these offices must vacate all rights and responsibilities before taking another office as in succession or appointment to a higher office.

Section 8 – Leave of Absence

- 8.1.1 If the President takes a leave of absence, the Vice President shall temporarily take over his or her duties. The President Pro-Tem shall take over the Vice President's duties temporarily, and a temporary Pro-Tem will be chosen from the existing Senate.

- 8.1.2 The person filling an office as designated in 8.1 or Section 7 must meet all requirements for that office.
- 8.1.3 If the Treasurer, Chief Justice or Attorney General takes a leave of absence, he or she shall be permitted to designate a temporary replacement with two-thirds Senate approval.
- 8.1.4 If the President Pro-Tem takes leave of absence, a temporary replacement shall be elected by a majority of senators voting at that meeting.
- 8.2 Any Student Government official is eligible for only on leave of absence during his or her term of office.

ARTICLE VII – LEGISLATIVE

Section 1 – The Student Senate

- 1.1 The Legislative power of the Student Government Association shall be granted to the Student Senate, which shall be composed of thirty-three senators from different colleges, divisions and schools in the university. Representation shall depend on the percentage of students enrolled in that college, division, or school. Percentages at or above .5 will be rounded up and percentages below .5 will be rounded down. No college, division, or school shall have less than two Senate seats. In case a college, division, or school has one seat by percentage, an extra seat will be added to the existing thirty-three seats.
 - 1.1.1 The colleges, divisions, and schools that will have representation in the Student Senate will be as follows:
 - College of Arts and Sciences
 - Mitchell College of Business
 - College of Education
 - College of Engineering
 - Pat Capps Covey College of Allied Health Professions
 - College of Medicine
 - School of Computing
 - School of Continuing Education
 - 1.1.2 The University of South Alabama official census from the Institutional Research office for the fall semester directly preceding the spring semester elections will be used to determine the proportion of the Student Senate seats in 1.1 and 1.1.1. This proportion will be established on a percentile basis of enrollment by the Elections Rules Committee for that election.
- 1.2 In addition to the thirty-three seats apportioned to the colleges, divisions, and schools of the University, there shall be two senators appointed by the President with a two-thirds vote of the Senate.
 - 1.2.1 One appointed senator shall represent transfer students. They shall have a minimum transfer GPA of 2.0 and must have been at the University for fewer that two semesters in order to be eligible for appointment.
 - 1.2.2 One appointed senator shall represent freshmen students. They shall have a minimum high school GPA of 2.0 and must have been at the University for fewer than two semesters in order to be eligible for appointment.
- 1.3 Senators will serve a term of office of one year from the semester in which they are elected. Appointed Senators shall serve until the end of the Spring semester.
- 1.4 The quorum for Student Senate meetings will be two-thirds of the senators holding office that semester.

Section 2 – Duties and Powers of the Student Senate

- 2.1 Senators shall be required to attend all Student Senate meetings. Absence from two Senate meetings within one semester unless otherwise excused by the Rules Committee, will result in the removal of the senator in violation. A senator may not be counted absent more than once during any meeting with the exception of a budget meeting.
- 2.1.1 A senator missing two roll call votes in a meeting, unless otherwise excused by the Rules Committee, will be counted absent.
- 2.2 The Student Senate shall have the final authority over all rules proceedings within the Student Senate that are not prescribed in this Constitution or Code-of-Laws.
- 2.3 The Student Senate shall have the final authority in the adoption of the budget of the Student Government Association as proposed by the Executive Council and in all subsequent changes which may occur in the Student Government Association budget after its approval by two-thirds vote of the senators at that meeting.
- 2.4 The Student Senate shall have the power to override the veto of the President of the Student Government Association with a two-thirds vote of the Senate.
- 2.5 The Student Senate shall have the power to enact or revise the Code-of-Laws of the Student Government Association with two-thirds vote of the Senate.
- 2.6 The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting in summer semester. The President Pro-Tem shall serve for the remainder of his or her term of office as a senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.
- 2.7 The Student Senate shall comply in full with all duties and powers established in this Constitution and by the Code-of-Laws.
- 2.8 No legislation passed by the Student Senate will constrict or modify any power granted under this Constitution except as specified by Article XIII.
- 2.9 A majority vote of the senators at meeting will be necessary in order to cancel a meeting.
- 2.10 The Student Senate shall have the power to confirm or reject, with a two-thirds approval of the senate, appointments of the President of the Student Government Association.
- 2.11 The Student Senate shall keep a journal of its proceedings and from time to time publish this, and the yeas and nays of the members of the Senate on any financial question. At the request of one-fifth of the senators present, any vote tally, complete with name, shall be entered into the journal. The Senate Clerk shall be responsible for the upkeep and publication of this journal.
- 2.12 Cloture may be invoked by the submission of a written petition to the President of the Senate. The petition shall be signed by at least two-thirds of the senators at that meeting.
- 2.13 The Student Senate shall have the authority to establish lower courts that it deems necessary. The legislative actions establishing these courts shall also establish appellate jurisdictions for these courts.

ARTICLE VIII – JUDICIAL

Section 1 – The Supreme Court

- 1.1 The judicial powers of the Student Government Association shall be vested in a judicial system composed of the Supreme Court, University Traffic and Parking Committee, and such courts as may be established by the residence halls.
- 1.2 *Duties and Powers of the Supreme Court*
- 1.2.1 The presiding officer of the Supreme Court shall be the Chief Justice. He or she shall be elected by a majority of those voting for that office in the Spring elections. He or she shall assume office after being sworn in the Chief Justice of the prior administration, as in Article

- V, Section 4, after the final senate meeting of that administration. The Chief Justice shall serve a one-year term beginning at the start of the summer term.
- 1.2.2 The membership of the Supreme Court shall consist of eight Associate Justices. The Associate Justices will be appointed by the President of the Student Government Association as provided by Article VI, Section 2.2.10.
 - 1.2.3 The Chief Justice shall direct the actions of the Court.
 - 1.2.4 The Supreme Court shall hear all cases, and shall be the final authority in all cases, involving questions of interpretation of this Constitution and of all laws passed by the Student Senate. Decisions may only be rendered in cases formally brought before the Court.
 - 1.2.5 The Chief Justice or an Associate Justice may voluntarily choose not to hear a case in which he or she feels that he or she is biased. If the Chief Justice chooses not to hear a case, an ad hoc Chief Justice will be appointed from the existing Court by the President, subject to two-thirds approval of the Senators at that meeting.
 - 1.2.6 The Supreme Court shall have the power to declare null and void any law passed by the Student Senate which is found to be in violation of the Constitution.
 - 1.2.7 The Supreme Court shall hear cases of appeal from courts as may be established by the residence halls and any other campus organizations, as well as student conduct hearings referred by the Dean of Students. These cases may be appealed to the Dean of Students.
 - 1.2.7.1 The Supreme Court may choose to hear cases for which no lower court exists.
 - 1.2.8 The Supreme Court shall have the authority to hear all protests against an election and shall have the power to invalidate an election. A new election must be held within 14 days of the invalidation. The Supreme Court will designate the specific date.
 - 1.2.9 The Chief Justice shall see that accurate records are kept of Supreme Court hearings, cases, and decisions.
 - 1.2.10 The Chief Justice shall receive just compensation for his or her work while in office, the amount of which will not be lowered during his or her term.
 - 1.2.11 All Supreme Court Justices will serve as members of the Office of Judicial Affairs' University Disciplinary Committee (UDC). The UDC is a committee that consists of three to five students who will preside over formal hearings of students charged with violating the Student Code of Conduct. All UDC members must attend a one-day training session once a year.

Section 2 – University Traffic and Parking Committee

- 1.1 Student Members of the University Traffic and Parking Committee.
 - 1.1.1 Four student members shall serve on the University Traffic and Parking Committee in addition to the faculty and staff members determined by the University. The student members shall be appointed by the SGA President and shall serve a one year term.
- 1.2 *Duties and Powers of the student members of the University Traffic and Parking Committee*
 - 1.2.1 Student members of the committee shall have all rights and privileges of all members of that committee.
 - 1.2.2 Student members shall attend all meetings of the committee and shall report to the Student Senate on the activities of that committee at the first regular Senate meeting of each month. Traffic and Parking Committee members missing two consecutive meetings of their committee shall be expelled.
 - 1.2.3 Student members shall always act in the best interests of the students of the University of South Alabama.

ARTICLE IX – DISCIPLINARY PROCEDURES

Section 1 – Any official of the Student Government Association shall be subject to disciplinary actions. He or she may be charged by any official of the Student Government Association, except members of the student courts, or by a petition signed by 7% of the student body. Disciplinary proceedings will be initiated when a Student Government Association official is charged with improper conduct, misuse of Student Government funds, failure to fulfill the duties of his or her office, or violation of this Constitution or the Code-of-Laws.

1.1 Charges must be brought up on the Senate floor and seconded by any official of the Student Government Association.

1.1.1 Senate approval is not needed to initiate disciplinary procedures.

Section 2 – Procedures for Disciplinary Action against an Official of the Student Government Association

2.1 The charges shall be submitted to the Supreme Court and the Attorney General in writing after verbal charges are made. This should include a summary of the evidence supporting the charges.

2.2 The Chief Justice shall notify the official of the charges against him or her and offer him or her the opportunity to appear before the Supreme Court in a closed preliminary hearing. The official must have at least 10 class days notice before the court hearing.

2.3 The Attorney General or his or her designated special prosecutor shall present the charges and a summary of the evidence in the preliminary hearing which cannot be attended by members of the Student Senate unless they are summoned by the prosecution as witnesses. The defendant or his or her counsel shall be allowed an opportunity to question the validity of the evidence supporting the charges. He or she shall not be allowed to present a full defense.

2.4 On the basis of the arguments presented to it, the Supreme Court shall decide whether there is sufficient evidence to support the charges against the official. If the court decides that there is sufficient evidence, the case will be referred to the Student Senate for a trial. If not, the case will be dismissed.

2.5 Upon recommendation of the Supreme Court, the Student Senate shall hear the evidence. The Supreme Court shall set the date of the trial, not less than one week and not more than two weeks from the date of the decision.

2.5.1 The Student Senate shall hear the evidence and vote on a verdict. This shall be an open hearing.

2.6 The presiding officer shall be the Vice President, except in cases involving the Vice President. In such cases, the President Pro-Tem shall preside over the trial.

2.7 The procedure to be followed during the trial will be the same as any trial before the Supreme Court.

2.8 A three-fourths vote will be necessary to declare the officer guilty of the charges.

Section 3 – Exceptions to Section 2

3.1 In cases involving the Chief Justice or members of the Supreme Court, the Executive Council shall assume the duties of Sections 2.1, 2.2, 2.3, 2.4, and 2.5.

Section 4 – Disciplinary Council Actions and Implementation of Punishment

4.1 The Disciplinary Council shall consist of the President, Chief Justice and the President Pro-Tem of the Senate. In the event that a member of this council is the defendant, a

replacement for him or her shall be elected from among all other Student Government officials by a majority vote of Senators at the trial. All members of the Disciplinary Council must be present during the trial.

- 4.2 Should an official be found guilty by the Student Senate, the case will be referred to the Disciplinary Council for a recommendation of a suitable punishment.
- 4.2.1 The recommendation of punishment must be presented to the Student Senate within 15 class days of the guilty verdict. Punishment may vary from public censure, suspension of voting rights for a stipulated amount of time, permanent removal from office, or any other disciplinary actions the council may suggest.
- 4.2.2 All members of the Disciplinary Council must confer in a formal meeting, and two of the three must be in agreement before the punishment can be recommended to the Senate.
- 4.3 Upon receiving the council's recommendation, the Senate may then accept, reject or modify the punishment. Implementation of punishment requires a majority vote of Senators at the meeting.
- 4.4 If the official is removed from office, that official shall immediately lose all titles, offices and other privileges of the office or position from which he or she has been removed. In such cases the Supreme Court shall call a special election to fill the vacancy, or the vacancy will be filled by appointment according to Section 7, Article VI. An official removed from office shall be ineligible for any office or position in the Student Government Association.

ARTICLE X – ELECTIONS AND QUALIFICATIONS FOR OFFICERS

Section 1 – Elections

- 1.1 Spring semester elections shall be held during the first week of April. The date will be designated by the Supreme Court and announced one month in advance.
- 1.2 All officers, senators, and other elected students will be elected during the Spring semester elections.

Section 2 – Academic Qualifications for Running for and Holding Office

- 2.1 All candidates for office, whether elected or appointed, must HAVE and MAINTAIN a cumulative GPA as stipulate for the office.
- 2.2 Minimum cumulative GPA for offices will be as follows:

President	2.5
Vice President	2.5
Treasurer	2.5
Chief Justice	2.5
Attorney General	2.5
Student at Large	2.0
Senate Clerk	2.0
Senators	2.0

- 1.3 A person holding an office, who falls below the stipulated GPA listed in 2.2 for one semester, will relinquish all powers and privileges of that office.
- 1.4 Should a person holding such an office be placed on academic probation, he or she must relinquish all powers and privileges of that office.

Section 3 – Class Standing Qualifications for Office

- 3.1 All candidates for President, Vice President, Treasurer, Chief Justice, Attorney General, or members of the University Traffic and Parking Committee must have successfully completed at least 44 hours at the University of South Alabama and must be a regularly enrolled student.

- 3.2 All candidates for student senate positions must be enrolled in that college.
- 3.3 All candidates for election or appointment to any office under this Constitution must meet any and all qualifications set forth in this Constitution for the office in question.

ARTICLE XI – INITIATIVE AND REFERENDUM

Section 1 – Initiative

The students reserve to themselves the power, by petition signed by seven percent of the student body, to propose laws and, by petition signed by ten percent of the student body, to propose amendments to the constitution. The student body shall enact or reject such laws and amendments at the polls by a majority of those voting.

Section 2 – Referendum

The students reserve to themselves the power, by a petition signed by seven percent of the student body, to require the measures enacted by the Student Senate be submitted to the members of the student body for their approval or rejection.

Section 3 – Secret Ballot

Any election, referendum, or other form of voting by the student body under the auspices of the Student Government Association shall be by secret ballot, and poll officials shall take such actions as necessary to insure that secrecy of balloting is maintained.

ARTICLE XII – BALANCING THE BUDGET

Section 1 – For all standing accounts, deficit spending in one allocation period will result in the subtraction of that amount overspent from the amount to be funded in the next allocation period.

Section 2 – If, for standing accounts allocated \$500 and above, the amount overspent is in excess of fifteen percent of the original allocated amount, the organization allocation will be suspended during the next allocation period, thus providing a probationary period.

Section 3 – During the probationary period, the organization must present a proposed plan to facilitate proper budgeting in order to again receive monies.

Section 4 – As stated in Article VI, Section 2.2.9, the President, Vice President and the Treasurer shall hold budgeting responsibilities as listed under their respective duties.

ARTICLE XIII – AMENDMENTS

Section 1 – Amendments to this constitution may be proposed by a two-thirds vote of the Student Senate at any two regular senate meetings or by petition of ten percent of the student body as prescribed in Article XI, Section I.

Section 2 – Amendments presented in such a manner to the Student Senate and agreed upon by two-thirds of the Senate will be submitted to the student body for approval. The amendments will be adopted with a simple majority of votes for passage in the election, be it regular or special. Unless otherwise stipulated in that amendment, all amendments will go into effect immediately upon passage.

ARTICLE XIV – BOARD OF STUDENT COMMUNICATIONS

Section 1 – Name

The name of the organization which shall have the authority to execute the powers described below will be the Board of Student Communications.

Section 2 – Recognized Publications

The student operated newspaper, the student operated television station and the yearbook, if published, shall operate under the jurisdiction of the Board of Student Communications.

Section 3 – Duties

- 3.1 To advertise for, interview, and select the editors and business managers of the student publications listed above, and to remove these officers if the Board deems that action necessary.
- 3.2 To approve the salaries of all student publication personnel.
- 3.3 To approve the budgets of all student publications and to monitor these budgets.
- 3.4 To set forth the general policies to the student publications.
- 3.5 To review the monthly financial statements of the publications.
- 3.6 To support and advise the editors, business managers, and publications in their responsibilities as is necessary.

Section 4 – Membership

- 4.1 The membership of the Board of Student Communications will consist of the following with no person filling two positions:

The Dean of Students or his or her designee

The Director of the Office of Public Relations or his or her designee

Faculty member in the field of Print Journalism

The departmental chair of the English department or his or her designee

A professor of Journalism

A faculty member from the Mitchell College of Business with interest in the business management of the student publications

A faculty member in the field of broadcasting

Editor(s) of the student publication(s) and General Manager of Student Radio Station

The President of the Student Government Association

The President Pro-Tem of the Student Government Association

A student representative from the student operated television station

A student-at-large to be elected during the annual SGA elections as Student Representative to the Board

The President of the Student Activities Board or his or her designee

- 4.2 The Board of Student Communications shall be chaired by a professor from the Department of Communication. The chair may discuss all issues with the Board, but will vote only in the case of a tie.

- 4.3 Should a student member of the Board be an applicant for the position of Editor or Business Manager of a publication, he or she shall be ineligible to attend the interview other than his or her own, and shall be ineligible to vote for the selection of the position for which he or she is an applicant.

- 4.4 The incoming Editor of The Vanguard and the General Manager of the Student Radio Station, upon his or her selection in the Spring Semester, shall become a voting member of the Board, and shall serve jointly with the outgoing Editor throughout the remainder of his or her term.

Section 5 – Meetings

- 5.1 The Board shall meet no less than once each semester.
- 5.2 The editors and business managers shall be elected in the Spring semester of each year and assume responsibility at the end of Spring semester.
- 5.3 The chair shall set the time, date, and place for each meeting of the Board of Student Communications and shall have the authority to call additional meetings as is deemed necessary.
- 5.4 Meeting notices must be posted at least one week prior to the meeting.

Section 6 – Quorum

- 6.1 Quorum shall be a simple majority of the members of the Board including the chair.
- 6.2 No proxy votes will be permitted.

Section 7 – Funding

- 7.1 The funding for the student newspaper shall be from the fee approved by the Board of Trustees on September 9, 1980 and by the sale of advertising.
- 7.2 The funding for the yearbook shall be from the sale of the yearbook, advertising, and funds that may be allocated by the Student Government Association.
- 7.3 Funding for the student radio station shall be from the fee approved by the Board of Trustees in June of 1994 and by sale of patronships.
- 7.4 The funding for Campus Television shall be from the sale of advertisements they televise, and a percentage of the student activity fee.

Section 8 – First Amendment Freedom

The editors of the student publications shall be free from any type of censorship, and shall be responsible for the form, content, and staff of the publication.

Section 9 – Legal Liability

The Board of Student Communications operates within the professional perimeters of University employees; thus the members are covered by the same protection afforded University employees in their designated responsibilities.

ARTICLE XV – STUDENT PROGRAMMING BOARD/JAGUAR PRODUCTIONS

Section 1 – Name

The name of the organization, which shall have the authority to execute the powers described below, shall be the Student Programming Board (SPB) known as Jaguar Productions.

Section 2 – Recognized Committees

The following committees shall make up the Jaguar Productions Board. Any special committee formed will operate as a sub-committee under one of the existing committees. The recognized committees are:

1. Special Events
2. Talks & Topics
3. Comedy
4. Movies
5. Membership Development
6. Promotions
7. Music
8. Technical

Section 3 – Purpose

The purpose of the Jaguar Productions Board shall be:

1. To provide entertainment and educational programs for the University of South Alabama community.
2. To plan, coordinate, implement, and evaluate all programs presented.
3. To review student interests and develop programming to suit those interests.

Section 4 – Membership

4.1 The membership of the Jaguar Productions Board will consist of the following:

The chairs of the ten standing committees

The President of the Student Government Association or his or her designee

The President of the African-American Students Association or his or her designee

Three students-at-large

The President of the Student Jaguar Productions Board

The Vice President of the Jaguar Productions Board

The Financial Director of the Jaguar Productions Board

The Jaguar Productions Board Advisor and his or her Graduate Assistant shall serve as ex-officio members of the Board, advising on matters of University policy and finances.

- 4.2 The Vice President of the Board shall chair the Board, but shall not vote. The President may discuss all issues with the Board, but will only vote in the case of a tie. The Financial Director and the Administrator of Community Participation will not vote.

Section 5 – Committee Membership

- 5.1 Membership on the Jaguar Productions Board committees shall be open to all University of South Alabama students with an interest in providing quality programs for the University community. Individual committees may set up additional requirement for membership upon approval of the Board. These additional requirements must be reasonable and program related.

Section 6 – Meetings

- 6.1 The Board shall meet weekly during periods of scheduled classes. During class breaks, the Board shall meet as necessary to plan programs.
- 6.2 The President of the Board shall set the time, date, and place for each meeting of the Jaguar Productions Board and shall have the authority to call additional meetings as deemed necessary, with at least 24 hours notice to members of the Board.
- 6.3 Meeting notices for regularly scheduled meetings must be posted at least three days prior to the meeting.

Section 7 – Quorum

- 7.1 Quorum shall be a simple majority of the voting members of the Board.
- 7.2 Proxy votes shall be permitted only by the first assistant of the committee whose chair is absent.

Section 8 – Funding

The funding for the Jaguar Productions Board shall be from the University Programs Office's budget, sponsors, fundraising, event charges, and funds that may be allocated by the Student Government Association.

Section 9 – Selection and Qualifications of President, Vice President, and Financial Director

- 9.1 Candidates for the position of President, Vice President, and Financial Director of the Jaguar Productions Board shall be regularly enrolled students with at least a 2.5 cumulative GPA at the University of South Alabama on record as of the deadline for application. The selection committee shall have the ability to waive this requirement with a unanimous opinion. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process. The candidate must have sufficient Board experience.
- 9.2 A person whose cumulative GPA significantly falls below their GPA for two consecutive grade reports at the time of selection shall relinquish all powers and privileges of that office.
- 9.3 Applications for the position of President, Vice President, and Financial Director will be available in the Activities Office after the fourth week of class Spring semester. Applications must be returned by 5 p.m. on the Friday of the sixth week of classes.
- 9.4 All qualified applicants will be interviewed by a nominating committee consisting of the outgoing President of JP, the outgoing SGA President, one student-at-large, the outgoing Financial Director, and the JP Advisor. JP will decide who the student-at-large will be. If anyone from the nominating committee is applying for any one of these executive offices, that person will be replaced by another student-at-large. A majority vote of the nominating committee is necessary for official nomination.
- 9.5 If any member of the nominating committee resigns or is impeached, a student-at-large from JP will be selected by a majority vote of the JP to fill the vacancy on the nominating committee.
- 9.6 The nomination shall be presented to the SGA Senate before the last meeting of Spring semester for approval. A two-thirds vote is needed for approval.
- 9.7 The term of office of the President, Vice President, and Financial Director of the Jaguar Productions Board shall be one year, starting and ending the first week of April. They shall be sworn in by the SGA Chief Justice before assuming official duties.
- 9.8 The President, Vice President, and Financial Director shall not be allowed a voluntary leave of absence during their term of office. The President, Vice President, and Financial Director shall be granted an emergency leave of absence with two-thirds approval of the Student Activities Board. The term of a leave of absence shall be from the time of its approval until the last day of class for that semester.

Section 10 – Duties and Responsibilities of the President of JP

- X.1 The President of JP shall serve as the chief executive officer of JP and see that all projects and activities are carried out.
- X.2 The President shall appoint an executive assistant for the Board who shall keep and publish the minutes of each meeting.
- X.3 The President, Vice President, and Financial Director shall develop and manage the Activities Board budget, taking into account the financial needs of each committee and present this budget to the Dean of Students or their designee for funding.

- X.4 The President shall serve as the official representative of JP at University functions.
- X.5 The President shall set, post, and keep regular office hours.
- X.6 The President shall have the power to veto all proposals passed by the SAB. A veto may be overridden by a two-thirds vote of the JP voting membership.

Section 11 – Duties and Responsibilities of the Vice President of JP

- 11.1 The Vice President of JP shall work with and support the President of JP to see that all projects and activities are carried out.
- 11.2 The Vice President shall work with the President and Financial Director to develop and manage the Activities Board budget, taking into account the financial needs of each committee.
- 11.3 The Vice President shall set, post, and keep regular office hours.
- 11.4 The Vice President shall chair all Board meetings.
- 11.5 The Vice President shall assume the role of the President in their absence.

Section 12 – Selection and Qualifications of Committee Chair

- 12.1 A candidate for the position of committee chair shall be a regularly enrolled student, and shall have at least 2.0 cumulative GPA at the University of South Alabama on record as of the deadline for applications. The selection committee shall have the ability to waive this requirement with a unanimous option. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process. The candidate shall have sufficient experience.
- 12.2 A chair whose cumulative GPA falls significantly below their GPA at the time of their selection for two or more consecutive grade reports shall relinquish all powers and privileges of their office.
- 12.3 All qualified applicants will be interviewed by a selection committee consisting of the incoming President of JP, the incoming Vice President of JP, the JP Coordinator, and the JP Advisor.

Section 13 – Duties and Responsibilities of Committee Chairs

- 13.1 The committee chairs will train and motivate their committee members.
- 13.2 The committee chairs will work with the committee members in the planning, advertising, implementation, and evaluation of programs assigned to their committees.
- 13.3 The committee chairs are directly responsible for the efficient and effective operation of their committees.
- 13.4 The committee chairs will maintain records of expenditures, keeping within the committee budget allocation.
- 13.5 The committee chairs will chair all meetings of their committees and keep minutes of these meetings, reporting significant activities to JP.
- 13.6 The committee chairs will attend all Jaguar Productions Board Meetings or send a representative. In order for this representative to vote, the representative must be the First Assistant of that committee.
- 13.7 The committee chairs will assist the President of JP in meeting the overall goals and objectives of the Board.
- 13.8 A Chair shall be able to take a semester's leave of absence by notifying the President of JP in writing one week prior to this leave.
- 13.9 The chair shall appoint a first assistant subject to approval by the selection committee described in Section 12.3.

Section 14 – Vacancies

- 14.1 Any vacant chair shall be filled by a replacement, either temporary or permanent, within 15 class days, using the same process as in Section 12.
- 14.2 If the position of President, Vice President, or Financial Director of JP becomes vacant before the term of office expires, a temporary replacement will be appointed by the JP Advisor until the nominating committee can select a new permanent replacement. The permanent replacement must be named within 15 class days.
- 14.3 If a vacancy occurs due to a leave of absence and replacement is dictated by procedure, a temporary replacement shall be named by the JP Advisor until the end of the term.

Section 15 – Impeachment

- 15.1 The SGA Senate shall have the sole authority in all impeachment proceedings against the President, Vice President, or Financial Director of the Jaguar Productions Board. The procedure will be the same as for any SGA official, stated in Article IX of the Constitution of the Student Government Association of the University of South Alabama.
- 15.2 The Jaguar Productions Board shall have the authority to remove a chair from the Board, based on the recommendation of the JP Vice President. A two-thirds vote of the JP will allow removal from office. The chair being considered for removal will not be allowed to vote on this matter.

Section 16 – Operating Procedures

The Jaguar Productions Board may establish operating procedures, as it deems appropriate, providing these procedures are presented to the Board in writing and accepted by a two-thirds vote of the members of the Board in attendance at that meeting. These operating procedures shall in no way conflict with the Constitution.

Student Activities Board Operating Procedures

TITLE 1. Definitions, Interpretations and Construction of Operating Procedures

Chapter 100. The official codifications for the operating procedures of Jaguar Productions, as approved by the JP (Student Activities Board).

100.1 Each title shall deal with related topics and each shall be composed of numerically designated chapters, as follows:

- Title I (100-199) Definitions, Interpretations and Construction of Operating Procedures**
- Title II (200-299) Executive Branch**
- Title III (300-399) Activities Board**
- Title IV (400-499) Funding**
- Title V (500-599) Door Prize Eligibility**
- Title VI (600-699) Salaries**

100.2 Each chapter may be subdivided by decimal arrangement (i.e. Chapter 100 may be divided into 100.1, 100.2, etc.).

TITLE II. Executive Branch

Chapter 200. Composition of the Executive Branch

200.1 The Executive Branch shall be composed of the:

1. President of Jaguar Productions
2. Vice President of Jaguar Productions
3. Financial Director of Jaguar Productions
4. Jaguar Productions Coordinator
5. Jaguar Productions Advisor

Chapter 201. Composition of the Executive Council

201.1 The Executive Council shall be composed of the:

1. President of Jaguar Productions
2. Vice President of Jaguar Productions
3. Financial Director of Jaguar Productions

Chapter 202. Duties of the Executive Council

202.1 In addition to the duties of their respective offices, the Executive Council shall have the following duties:

1. The timely formulation of a semester budget for the SAB's approval.
2. To uphold the Constitution and Operating Procedures of the SAB.
3. To designate office space in the SAB.
4. To attend weekly meetings of the Executive Council.

Chapter 203. Duties of the President of Jaguar Productions

203.1 In addition to their duties outlined in the Constitution, the President shall have the following duties:

1. To supervise all JP activities.
2. To be the official spokesman for the JP.
3. To accept the resignation of any JP chair or officer.
4. To assist with the training and education of new Board and committee members.

Chapter 204. Duties of the Vice President of Jaguar Productions

204.1 In addition to their duties outlined in the Constitution, the Vice President shall have the following duties:

1. To assist the President in monitoring all JP activities.
2. To assist the President with the training and education of new Board and committee members.
3. To chair the Board meetings using proper Parliamentary Procedure.

Chapter 205. Duties of the Jaguar Productions Advisor and Coordinator

205.1 To advise and assist the JP in its daily operations and the formulation of events.

Chapter 206. Duties of the Financial Director of Jaguar Productions

206.1 The Financial Director shall have the following duties:

1. To approve all requisitions and payment from JP funds.
2. To set up and operate a cash box at JP events/activities. (Said box should be requested two weeks prior to the event activity).
3. To keep an up-to-date journal of account balances and file all requisitions with their supporting documents.

4. To pay all bills as promptly as possible.
5. To be held responsible for the maintenance of a balanced budget and for preventing deficit spending.

Chapter 207. Eligibility Requirements for Executive Branch

207.1 Waiving of GPA requirements will only be considered for applicants with GPA's from 2.0 through 2.49.

207.2 In the event that members of the executive branch are placed on academic probation, they must relinquish all powers and privileges of that office.

TITLE III. Programming Board

Chapter 300. Parliamentary Procedure

300.1 The SAB shall operate under Roberts Rules of Order (Revised Edition) except when in conflict with either Constitution or Operating Procedures.

Chapter 301. Procedure for Passing a Proposal

301.1 For a proposal to be brought before the SAB, it must meet the following conditions:

1. All proposals must be typed on standard proposal forms.
2. All proposals must be sponsored by a voting member of the SAB.
3. All proposals must be submitted to both the President of Jaguar Productions and the Financial Director by noon on the class day before the board meeting. In a critical situation, this requirement may be waived by the President.
4. All proposals must be previewed by the President and Financial Director of Jaguar Productions.
5. The President of the JP shall have the power to refer all proposals to the appropriate committee. The SAB may pull a proposal out of committee by a majority vote.
6. All events or activities that require the University to enter into binding contracts shall be first voted on and passed by a majority vote in advance of the confirmation of the contract.
7. If, for reasons deemed necessary by the SAB, the Constitution needs a change, deletion, or addition, the 301.2 Use of telephone votes shall be allowed only when the SAB has voted to do so on a specific proposal.

Chapter 302. Attendance Rules

302.1 All members of the SAB shall attend all SAB meetings or send a representative. In order to vote, this representative must be the first assistant of the respective committee.

302.2 Only two unexcused absences will be allowed to SAB members per semester. After the second unexcused absence, the member will be excused from the Board.

302.3 The Executive Council will decide whether an absence is excused.

302.4 Leave of absence requests must be submitted in writing to the Vice President of the SAB.

Chapter 303. Duties of Chairs

303.1 In addition to the duties outlined in the Constitution, the committee chairs shall have the following duties:

1. To be responsible for assisting the promotions committee in promoting events sponsored by the chairs' committee.
2. To assign a committee member as a representative to the Membership Development committee and the Promotions committee.
3. To turn in all necessary paperwork (proposals, event evaluations, committee reports, etc.) by deadline dates set by the Executive Council.
4. To be directly responsible for the efficient and effective operation of their committee's events.

TITLE IV. Funding

Chapter 400. Budget Formulation

- 400.1 All budget requests shall be submitted to the Financial Director by the deadline set each semester by the Financial Director.
- 400.2 The budget shall be formulated by the Executive Council subject to approval by the AB by a two-thirds vote.
- 400.3 The SAB President, Vice President, and Financial Director shall be responsible for executing the budget set forth by the SAB.

TITLE V. Door Prize Eligibility

Chapter 500. All Jaguar Productions Board members shall be ineligible for door prizes given away by Jaguar Productions.

TITLE VI. Salaries

Chapter 600. Salary Stipulations

- 600.1 Salaries for chairs shall be based upon office hours and not time spent during activities or events. Salaries for officers will be a combination of office hours and time spent during activities or events determined by the SAB Advisor.
- 600.2 Board members are required to set regular office hours and be present in the Jaguar Productions office at those times in order to be paid.
- 600.3 Board members are required to sign in and out on the departmental time sheet so that proper office time may be credited to them.

Chapter 601. Salary Scales

- 601.1 Salaries will be based upon a prescribed number of hours for each position paid at minimum wage.
- 601.2 The SAB members will be paid in the following manner:
1. President – 20 hours at minimum wage
 2. Vice President – 15 hours at minimum wage
 3. Financial Director – 10 hours at minimum wage
 4. All committee chairs except Promotions and Technical – 3 hours at minimum wage
 5. Promotions Chair – 6 hours at minimum wage
 6. Technical Chair – hours worked at events
- 601.3 In the event that the Financial Director is also the Graduate Assistant, that person will not be paid the Financial Director's salary.

Student Government Association Code-of-Laws

TITLE I. Definitions, Interpretations, and Construction of and Compliance with the Laws.

Chapter 100. System of Student Government Association Code-of-Laws, to be observed in the official codification of said laws as established by law:

A. There shall be titles, each dealing with related and similar topics, and each composed of numerically designated chapters, as follows:

- Title I (100-199) Definitions, Interpretations, and Construction of and Compliance with the Laws.
- Title II (200-299) Executive Branch
- Title III (300-399) Legislative Branch
- Title IV (400-499) Judicial Branch
- Title V (500-599) Election Laws
- Title VI (600-699) Ethics
- Title VII (700-799) Allocation Rules
- Title VIII (800-899) Administration

B. Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 99 may be divided into sections as 99.1, 99.2, 99.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

TITLE II. Executive Branch

Chapter 200. Duties of the President

- 200.1 In addition to his or her duties outlined in the Student Government Association Constitution, the President shall also have the following duties:
 - 200.1.1 To direct and supervise all SGA activities.
 - 200.1.2 To be official spokesman for the SGA.
 - 200.1.3 To hire and appoint, as well as dismiss, all personnel in the SGA whose appointment or election is not provided for by the Constitution, with the approval of the Executive Council.
 - 200.1.4 To supervise the maintenance of accurate, up-to-date records of SGA events, monies, and inventory.
 - 200.1.5 To approve all requisitions, direct pay forms, and payments from SGA funds.
 - 200.1.6 To sign all contracts binding on SGA.
 - 200.1.7 To accept the resignation of any SGA officer except a Senator or a member of the Supreme Court.
 - 200.1.8 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding one-half month's stipend for each meeting missed.
 - 200.1.9 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of the absence.
 - 200.1.10 To set, post, and keep office hours.

Chapter 201. Duties of the Vice President

- 201.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Vice President shall also have the following duties:
 - 201.1.1 To coordinate all SGA elections.
 - 201.1.2 To organize and direct the maintenance of accurate records of SGA events.
 - 201.1.3 To accept the resignation of any Senator.
 - 201.1.4 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance will result in withholding of one half month's stipend for each meeting missed.

- 201.1.5 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
- 201.1.6 To set, post, and keep office hours.
- 201.1.7 To appoint the Senate Clerk. (Description of duties of Senate Clerk may be found under the Senate Staff, Ch. 309 of Title III – Legislative Branch of the SGA Code-of-Laws).
- 201.1.8 To preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.
- 201.1.9 To execute the duties and powers of the President of the student body at his or her request.
- 201.1.10 To have the power to fill, by appointment, all vacant seats occurring in the committee structure. The Vice President may appoint all new committee chairs at the beginning of each semester. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of Senators at that meeting. He or she shall serve as an ex-officio member of all such committees.
- 201.1.11 Update the Student Government Association website and respond to all electronic inquiries and website inquiries in coordination with the Web Committee.
- 201.1.12 To serve as editor of The Lowdown.
- 201.1.13 To coordinate all SGA banquets, Senate retreats, and conferences such as, but not limited to, awards banquets and inductions.

Chapter 202. Duties of the Treasurer

- 202.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Treasurer shall also have the following duties:
 - 202.1.1 To keep an up-to-date journal of account balances and file all requisitions and direct pay forms with their supporting documents. These may be examined by any student.
 - 202.1.2 To audit all accounts of SGA each semester.
 - 202.1.3 To send each funded organization a balance statement each semester.
 - 202.1.4 To report all account balances to the Senate each semester and when requested by the Senate.
 - 202.1.5 To pay all bills as promptly as possible.
 - 202.1.6 The Treasurer cannot be a business manager of an SGA funded activity or organization.
 - 202.1.7 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding of on half month's stipend for each meeting missed.
 - 202.1.8 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
 - 202.1.9 To set, post, and keep office hours.
 - 202.1.10 To nominate candidates for the position of Chair of the Appropriations Committee.
 - 202.1.11 To attend all meetings of the Appropriations Committee.

Chapter 203. Comptroller

- 203.1 A Comptroller may be appointed by the Executive Council subject to a two-thirds approval of senators at a regular Senate session. He or she may be dismissed by the Executive Council for improper conduct or failure to perform his or her duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate at a regular Senate session.
- 203.2 The Comptroller shall assist the Treasurer in supervising expenditures and shall carry out any tasks designated to him or her by the Executive Council.

Chapter 204. Duties of the Attorney General

- 204.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Attorney General shall also have the following duties:
- 204.1.1 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding of one half month's stipend for each meeting missed.
- 204.1.2 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
- 204.1.3 To set, post, and keep office hours.
- 204.1.4 To work in conjunction with the Chief Justice and President on student traffic ticket appeals in accordance with Chapter 402.
- 204.1.5 The Attorney General shall oversee and maintain the Student Government Association's connection with the STARS committee and the Higher Education Program.

Chapter 205. Executive Cabinet

- 205.1 There may be three Executive Directors who shall each be responsible for a particular division of the SGA. Each Executive Director shall be responsible for a general function of the SGA and in this capacity shall coordinate and supervise the committees under his or her division. The directors shall be collectively known as The Cabinet and shall report to the Executive Council upon request or as necessary.
- 205.2 The Executive Directors shall be appointed by the Executive Council subject to a two-thirds approval of the Senate. Directors may be dismissed by the Executive Council for improper conduct or failure to perform their duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate.

Chapter 206. Executive Committees

- 206.1 Committee Chairs shall be appointed and dismissed as stated in Article VI, Section 3.2.3 of the SGA Constitution.
- 206.2 Committee Chairs, or their designees, shall report to the Senate on the committee's activities as necessary or when requested by the President of the Senate. Committee Chairs shall be required to report to their Executive Director upon request or as the Chair feels necessary.
- 206.3 Committee membership is open to all students and shall be maintained as in Article VI, Section 3.2.3 of the SGA Constitution.

Chapter 207. Designation of Divisions and their Committees

STUDENT INTERESTS DIVISION

Inter-presidents Council
Social Development
Athletic Development Committee
Multicultural Affairs Committee

STUDENT SERVICES DIVISION

Non-traditional Students Committee
University Safety/Improvements Committee
J.I.V.E.

INTERNAL AFFAIRS/SUPPORT DIVISION

Elections Committee

Recruitment Committee

Governmental Affairs Committee

Public Relations and Advertising Committee

Web Communications Committee

TITLE III. Legislative Branch

Chapter 300. Parliamentary Authority

300.1 Roberts Rules of Order (Revised Edition) shall be the Parliamentary authority for the conduct of the Senate except when in conflict with the Constitution and the Student Government Association Code-of-Laws.

Chapter 301. Coding System for Bills and Resolutions

301.1 All Bills and Resolutions introduced into the Senate must be numbered by date and sequence of introduction.

Chapter 302. Procedure for Passing a Bill or Resolution in the Senate

302.1 For a Bill or Resolution to be introduced in the Senate, it must first meet the following conditions:

302.1.1 For the purpose of uniformity, all bills or resolutions shall be typed or printed with the title, bill or resolution number, and name(s) of the Senator(s) sponsoring the bill or resolution, preceding the first section.

302.1.2 A bill can only be introduced to the Senate by a Senator and it must be read by the Chair at the meeting it was first introduced.

302.1.3 All bills may be either submitted to the Senate in accordance with 302.2.1 or to the Legal Affairs Committee Chair in accordance with 302.2.

302.2 if the bill is submitted to the Legal Affairs Committee Chair, he or she has at most, two SGA meetings to bring the document before the Senate in accordance with 302.3. If the bill dies within the Legal Affairs Committee, it can be resubmitted to the Senate where it will be subject to 302.2.1.

302.2.1 The bill may be presented to the Senate floor by a Senator where discussion will take place and initial editing can occur. A majority vote is required to approve any changes or additions. The bill must be passed by a majority vote to remain alive in the Senate, at which point it is submitted to the Legal Affairs Committee for editing and review. The Legal Affairs Committee must present the newly revised bill at the next Senate meeting, where it will be subject to 302.3.

302.3 After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.

302.3.1 If the Legal Affairs Committee finds the changes approved by the Senators in the previous SGA meeting to be in violation of either the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair will explain the violations and, if possible, how to correct them. The Legal Affairs committee will not change any of the previous Senate approved additions or changes.

302.3.2 Any changes and/or additions by Senators must be approved by a two-thirds vote in the SGA meeting (according to the flow chart 302.3.2).

302.3.3 If there are not changed or additions to the document, the bill will then be presented at the next SGA meeting in accordance to 302.4.

- 302.3.4 If editing changes are approved, the bill will go to the Legal Affairs Committee where the corrections approved by the Senate will be implemented and checked for violations of the SGA Constitution and Code-of-Laws. If violations occur due to the changes in the bill, it is subject to 302.3.5. If none are found, it is subject to 302.4.
- 302.3.5 If after the Legal Affairs Committee implements the Senate approved changes, and the bill is found to be in violation of either the Constitution or Code-of-Laws, the last bill presented to SGA by the Legal Affairs Committee will be presented at the next SGA meeting in accordance to 302.4
- 302.4 After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.
- 302.4.1 If the Legal Affairs Committee has found the changes approved by the Senate in the previous SGA meeting to be in violation of the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair must explain to the Senate which sections of the Constitution or Code-of-Laws were broken before discussion of the bill can be had by the Senate.
- 302.4.2 Any changes or additions to the bill by Senators must be approved by a two-thirds vote in the SGA meeting, where the bill will become subject to 302.3.4.
- 302.4.3 The Senate may table the bill where it will be presented at the next SGA meeting in accordance with 302.4.
- 302.4.4 If no changes or additions are needed, the Senate may vote on the bill. The bill requires a two-thirds vote to pass.
- 302.5 Appropriation requests from SGA committees must be submitted to an SGA official seven business days prior to the meeting in which the request will be considered. Appropriation requests from SGA committees do not go through the Appropriations Committee. Requests must be put on display so Senators can review the requests.
- 302.5.1 All requests for funds from student organizations not included in the semester budget must be referred to the Appropriations Committee and must be reported out of that committee before a Senate vote is taken. Only with a two-thirds vote of senators present at that meeting may this procedure be dispensed.
- 302.5.2 The Appropriations Committee does not have to follow 302.1.1 through 302.4.4. The Committee may refer their bills to the Legal Affairs Committee, where they will review the bill for violations of either the Constitution or the Code-of-Laws. If violations are found during the review, recommendations will be submitted to the Appropriations Committee.
- 302.6 All bills and resolutions meeting the requirements of Title III, Chapter 302.1.1 that are presented to the Chair prior to that meeting constitute the agenda of business before the Senate and require no formal introduction from the floor, but will be automatically considered by chronological order as determined by the Chair.
- 302.7 Resolutions meeting the requirements of 302.6 may be voted upon by a majority of the Senate in the meeting they are introduced.

Chapter 303. Attendance Rules for Senators

- 303.1 Senators having more than two absences, unless otherwise excused by the Rules Committee, in one semester, shall be expelled.
- 303.1.1 Senators who are absent from an SGA meeting must submit a written excuse to the Rules Committee by the beginning of the following meeting, or be subject to an unexcused absence. The Rules Committee will advise the senator in violation of the decision in writing by the next Senate meeting, and keep a continuous record of all material pertinent to their duties. This record will be maintained in the SGA office. All correspondence may be exchanged via the Senate mail boxes in the SGA office.

- 303.1.2 Two unexcused absences in one semester will result in the removal of the Senator in violation from his or her seat in the Senate, or suspension of his or her stipend for that semester. It is the responsibility of the Rules Committee to levy the penalty.
- 303.1.3 A written appeal of any absence ruling may be rendered to the Chief Justice within three days of the ruling. The Chief Justice will consider the appeal at an informal hearing between the Vice President, Senate Pro-Tem, and Rules Committee Chair. The appeal will be (1) dismissed and the decision of the Rules Committee allowed to stand; (2) reduced from expulsion to loss of stipend, or (3) overturned and the senator reinstated with full benefits. A written decision on any appeal will be provided to the Senator violator by the beginning of the next Senate meeting.
- 303.2 Senators must not miss more than two roll calls during a meeting or they shall be counted absent.
- 303.2.2 Failure to attend a budget meeting will count as two absences unless otherwise excused by the Rules Committee.
- 303.2.3 The budget packet (consisting of the agenda and allocation requests) must be picked up no later than 5:00 p.m. on the Monday of the budget meeting. Any Senator failing to do so will be unable to vote in the budget meeting.
- 303.3 Expelled senators will be notified of their removal within seven (7) days following the submission of their appeal to the Rules Committee.
- 303.4 Each Senator may take one semester's leave of absence in the summer. The President of the Senate must be informed in writing of this action. The deadline for requesting leave is the second meeting of the semester.
- 303.5 Senators must be enrolled at least two (2) semesters out of three (3) in an academic year.
- 303.6 Each Senator will be actively involved in at least one committee.
- 303.7 Senators will post and keep one office hour in the SGA office or their college unless stipulated otherwise by the President Pro-Tem.
- 303.8 Senators who fail to perform their duties as stipulated in Chapter 303.6 and 303.7 may be removed from office with a four-fifths vote of the Senators present at that meeting.

Chapter 304. Senate Committees

- 304.1 The Student Senate shall have seven standing committees and any other ad hoc committees the President of the Senate may establish. The standing committees shall be known as the Rules Committee, the Legal Affairs Committee, the Appropriations Committee, Judicial Affairs Committee, the Academic Affairs Committee, the Student Affairs Committee, Web Committee, and the Senate Involvement Committee.
- 304.2 The Student Senate shall have the power to create any other committees it may so desire through the passage of a simple law.
- 304.3 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.
- 304.4 Chairs for the Senate Committees will be nominated at the first Senate meeting and elected to that position by a majority vote of the Senators present at the second Senate meeting in the Fall semester. In the Summer semester the Senate President Pro-Tem will appoint temporary chairs to the Senate Committees. The Summer committee chairs and their respective Committee members shall serve until the election of the new Senate Committee Chairs in the Fall semester. In the event that the standing Committee Chair's position becomes vacant during the previously elected Chair's term, the Senate will elect a replacement Chair at the following Senate meeting. The Senate Rules Committee must have five members to operate in its duties. In the occurrence that there are not available replacement members to make up the Committee, the Senate shall take on the duties of the Committee.

- 304.5 The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval of the Senators present at that meeting.
- 304.6 The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the Senate President Pro-Tem.
- 304.7 The Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.
- 304.8 Any Senator of the committee, including the Chair, having more than three unexcused absences in one semester or more than five absences in one term shall be expelled.
- 304.9 A Senator may not hold more than one committee chair at any given time.
- 304.10 The President Pro-Tem will coordinate and supervise the office hours of all senators and their membership in committees.
- 304.11 The President Pro-Tem will keep one office hour in the SGA office.

Chapter 305. Rules Committee

- 305.1 The Rules Committee of the Senate shall be responsible for enforcing Senate rules and regulations concerning senator's attendance and committee requirements.
- 305.2 If senators wish to have absences excused, they will report to the Rules Committee within seven (7) days. Absences automatically excused include illness (verified by a doctor's excuse) and deaths in the family.
- 305.3 All other absences will be reviewed by the Rules Committee, upon request, for consideration.
- 305.4 Decisions of the Rules Committee can be appealed to the Chief Justice.

Chapter 306. Appropriations

- 306.1 The Appropriations Committee of the Senate shall be responsible for receiving and voting on requests of appropriation funds from recognized university student organizations.
- 306.2 The Appropriations Committee must approve any appropriations request referred to it by a majority vote and prepare the bill or resolution in accordance with Chapter 302.1.1 before introducing it to the Senate.
- 306.3 The Appropriations Committee shall consist of five (5) senators: one chair and four members.
- 306.4 The Appropriations Committee Chair will establish a meeting time of the appropriations committee, serve as the presiding officer of the Appropriations Committee, prepare all appropriations bills in accordance with Chapter 302.1.1, and maintain a journal of attendance for all Appropriations Committee members.
- 306.5 Any member of the Appropriations Committee, to include the Chair, having more than three unexcused absences in one semester or more than five unexcused absences in one term shall be expelled.
- 306.6 Absences that are automatically excused are illness (verified by a doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.
- 306.7 The Appropriations Committee Chair will be elected by majority vote of the Senate from the candidates nominated by the Treasurer.

Chapter 307. Legal Affairs

- 307.1 The Legal Affairs Committee shall have the sole responsibility for drafting additions or changes to the Student Government Association Constitution or the Code-of-Laws. Any senator may submit a bill or resolution to the Legal Affairs Committee and the committee

must draft that bill or resolution in the correct format, according to Title III, Chapter 302.1, before it is advanced out of the committee. The committee must report any bill or resolution out of the committee with a majority vote; otherwise the bill or resolution will die in the committee. A senator may also submit their bill or resolution to the Senate in accordance with Title III, Chapter 302.

- 307.2 The Legal Affairs Committee will be made up of five (5) senators: one chair and four members.
- 307.3 The Legal Affairs Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of the meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.
- 307.4 Any senator of the Legal Affairs Committee, including the Chair, have more than three unexcused absences in one semester or more than five absences in one term shall be expelled.
- 307.5 Absences that are automatically excused are illness (verified by a doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.
- 307.6 The Chair of the Legal Affairs Committee is responsible for recording all additions or changes to the SGA Constitution or Code-of-Laws on the master copy of the SGA Constitution and Code-of-Laws and reproducing the new SGA Constitution and Code-of-Laws for the Senate.

Chapter 308. Governmental Affairs Committee

- 308.1 The Governmental Affairs Committee shall have the sole responsibility of helping with Higher Education Day planning and will participate in STARS Partnership events.
- 308.2 The Governmental Affairs Committee will be under the direct supervision of the Attorney General.
 - 308.2.1 The Committee will be comprised of four (4) members; a committee chair and three Senators.

Chapter 309. Senate Involvement Committee

- 309.1 The Senate Involvement Committee will have the sole responsibility for determining whether or not a senator receives their stipend.
- 309.2 The Senate Involvement Committee will be made up of one representing senator from each college.
 - 309.2.1 The Senate Pro Tem will head the Senate Involvement Committee.
 - 309.2.2 Each college is responsible for selecting one senator from said college to represent that college in the committee.
 - 309.2.3 Each college will be responsible for selecting its representative by the fourth business meeting.
- 309.3 The Senate Involvement Committee will grade each senator on office hours, general involvement, and project involvement.
 - 309.3.1 Office hours are defined by how many office hours a senator completes in a given semester.
 - 309.3.2 General Involvement is defined as follows: membership in SGA committees, participation in SGA sponsored or co-sponsored events, and representing SGA in other campus activities, including but not limited to Get Acquainted Day, blood drives, Convocation, and any other activities or projects approved by the Senate Pro-Tem.
 - 309.3.3 Project Involvement as defined by Title VIII, Chapter 801.
- 309.4 The Senate Involvement Committee can penalize a senator's stipend with a three-fourths vote of the committee.
 - 309.4.1 Each member of the committee holds one vote.
 - 309.4.2 The Senate Pro-Tem holds one vote which can only be cast to break a tie.
- 309.5 The senate can override a decision of the committees with a two-thirds majority.

Chapter 310. Student Affairs Committee

- 310.1 The Student Affairs Committee shall have the sole responsibility to be familiar with the needs of students, to occasionally hold hearings on student needs, and offer suggestions to the university administration or the vice president of student affairs when requested or required and to offer suggestions to the administration or the Vice President of Student Affairs when requested or required.
- 310.2 The Student Affairs Committee will plan Spirit Day and Coordinate the Mr. and Miss Jaguar elections.

Chapter 311. Senate Staff

- 311.1 The Senate Staff shall consist of the following:
 - Student-at-Large
 - Senate Clerk
- 311.2 The Student-at-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association. Failure to do so would result in a loss of stipends.
- 311.2.1 A Student-at-Large having more than three unexcused absences in one semester shall be expelled. He or she will be notified of his or her removal within three days following the third absence.
- 311.2.2 A Student-at-Large shall serve as chair for the Inter-presidents Council and is responsible for holding at least two Inter-presidents Council meetings each semester.
- 311.3 The Senate Clerk of the Student Government Association shall be appointed by the Vice President for a period of one academic year consisting of Summer, Fall, and Spring semesters. The Senate Clerk shall have the following duties:
 - 311.3.1 To take the roll and accurately record the minutes at all Student Government Association meetings.
 - 311.3.2 To type and submit the minutes for approval at the next SGA meeting.
 - 311.3.3 To accurately record the results for all roll call votes.
 - 311.3.4 To count all secret ballot votes.

Chapter 312. Web Committee

- 312.1 The Web Committee shall have the responsibility to maintain and develop the Student Government Association website and web media outlets such as Facebook, Twitter, etc.
- 312.2 The Web Committee will be under direct supervision of the Vice President.
 - 312.2.1 The Web Committee will be comprised of at least five (5) members; a committee chair and four Senators.
- 312.3 The Web Committee shall maintain the network and computer hardware within the Student Government Association office as well as advise the President on new technological purchases.

Chapter 313. President Pro-Tem

- 313.1 The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting summer semester. The President Pro-Tem shall serve for the remainder of his or her term of office as a Senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.
- 313.2 The President Pro-Tem will serve on the Disciplinary Council.
- 313.3 The President Pro-Tem will head the Senate Involvement Committee.
- 313.4 The President Pro-Tem will stipulate the location(s) for senate office hours and the location of the sign-in

- 313.5 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.
- 313.6 In the Summer semester the President Pro-Tem will appoint temporary chairs to the Senate Committees.
- 313.7 The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval Senators present at that meeting.
- 313.8 The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the senate President Pro-Tem.
- 313.9 The President Pro-Tem will coordinate and supervise the office hours of all Senators and their membership in committees.
- 313.10 The President Pro-Tem will keep one office hour per week in the SGA office.
- 313.11 The President Pro-Tem must approve all colleges' projects proposed for the Senate Involvement Committee.

Chapter 314. Quorum Requirements

- 314.1 The quorum for Student Senate meetings in Article VII, Section 1.3 is based on the total number of Senators minus those Senators who are on a leave of absence.

TITLE IV. Judicial Branch

Chapter 400. Powers and Duties of the Supreme Court

- 400.1 A quorum of five members will be required for the Supreme Court to conduct a hearing or to issue an official decision.
- 400.2 Whenever a member of the court disqualifies him/herself from hearing a particular case (or group of cases) or is on a leave of absence the SGA President must replace him or her by appointing, with two-thirds approval of the Senate, an ad hoc justice. The ad hoc justice will only have jurisdiction in the case(s) which he or she has been appointed to hear. Once the Supreme Court has announced its decision(s) in the case(s) which he or she was appointed to hear, the ad hoc justice must resign from the court.
- 400.3 The Supreme Court shall meet at least once a month. The Chief Justice must notify each Associate Justice at least 96 hours in advance of the time a case is to be heard. The Chief Justice and all members of the Supreme Court shall be required to attend court meetings and case hearings. Any member of the Supreme Court being absent from two (2) case hearings or meetings, or any combination of the two within one term of office, is dismissed from the Court. Absences may be excused, for valid reasons, by a two-thirds vote of Associate Justices at a meeting of the Court. Meetings of the Supreme Court shall be subject to the stipulations of Title IV, Chapter 400.1. The Chief Justice shall be responsible for maintaining the attendance records of the court.

Chapter 401. Duties of the Chief Justice

- 401.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Chief Justice shall also have the following duties:
 - 401.1.1 To supervise the activities of all judicial courts in regard to their constitutional duties.
 - 401.1.2 To supervise the maintenance of the permanent Journal of Laws.
 - 401.1.3 To accept the resignation and requests for leave of absence of any members of the Supreme Court.
 - 401.1.4 To see that reasons are given for all decisions made by the Supreme Court.
 - 401.1.5 To keep up-to-date copies of the Student Government Association Constitution and the SGA Code-Of- Laws.
 - 401.1.6 To attend all regular meetings of the Senate so as to be informed of the legislation passed.

Non-compliance shall result in withholding of one-half of one month's stipend for each meeting missed.

- 401.1.7 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the Chief Justice will not receive payment during the period of absence.
- 401.1.8 To set, post, and keep office hours.
- 401.1.9 To work in conjunction with the Attorney General and President on student traffic ticket appeals in accordance with Chapter 402.

Chapter 402. Student Traffic Ticket Appeals

- 402.1 Any student who receives a traffic and or parking ticket who believes there are reasons to appeal the ticket may file a written appeal on-line at www.southalabama.edu/parkingservices within 10 business days.
- 402.2 All appeals will first be ruled upon by the Chief Justice or Attorney General.
- 402.3 If for any reason the Chief Justice and Attorney General are unable to agree on a decision the UDC Officer will have the tie breaking vote.
- 402.4 If a student does not agree with the first appeal decision he or she may appeal a second time to the UDC Officer. Contact the Vice President for Student Affairs to make an appointment, 460-6171.

TITLE V. Election Laws

Chapter 500. Election Rules Committee

- 500.1 The Election Rules Committee shall be composed of not less than five members who are to be appointed by the President of the Senate.
- 500.2 The Committee shall have the power to appoint students who are not seeking an office in the election to help them run the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the election law. Any decisions of the Election Rules Committee may be appealed to the Supreme Court.
- 500.3 After the Supreme Court decides the date for an election, the Elections Committee will set the deadline for candidates' applications. All candidates for office must meet all qualifications (as stated in Article X, Section 2 of the Constitution) by 5:00 p.m. on the deadline date for applications. The Committee shall be charged with establishing procedures for validating the qualifications of a candidate. They are furthermore empowered to set the date when campaigning (defined as any written or printed material) may begin; running the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the elections law.
 - 500.3.1 A mandatory candidate meeting will be held at 5:15 p.m. on the same day that applications are due. Failure to attend this meeting will result in immediate disqualification. A candidate may, however, send a representative to the meeting in the event that he or she cannot attend.
 - 500.3.2 Candidates seeking the office of President, Vice President, and Treasurer of the Student Government Association will participate in a mandatory Candidates' Forum to be held prior to the general election to present their platform. This forum will be open to the public. If a candidate is unopposed, the candidate must still participate in the forum and be available to answer questions. The date and time of the forum will be decided by the Supreme Court and the Election Rules Committee. The date of forum will be announced on the same day as the dates for the general election. Failure to participate in this forum will result in immediate disqualification from the election. Candidates who are disqualified from the election due to

absence from the Candidates' Forum may appeal to the Supreme Court for reinstatement of their candidacy.

- 500.4 With regards to enforcing the Election Laws, the Committee will:
- A. Assess campaign violations
 - B. Keep specific written records of all violations. This should include:
 - 1. Who committed the violation
 - 2. What the violation was
 - 3. Where the violation occurred
 - 4. Who assessed the violation
 - 5. Date of violation
 - 6. Penalty imposed for the violation
 - C. The Elections Committee shall assess campaign violations. When a poster or other campaigning material is found in an illegal place, the committee member shall remove that poster in the presence of any student, sign the back of the poster, and give the date, time and place of the violation; as well as request the witnessing student to initial and give student number for proof of witness. No person may be fined more than once for each violation (e.g. if he or she has one poster in an illegal place, he or she cannot be fined four times for that poster. He or she can, however, be fined four times for four illegal posters).
 - D. Notify the candidate in writing for the specific violations which he or she committed and the amount of fines which he or she must pay. He or she should be informed that he or she has the options of paying his or her fines to the SGA secretary to be placed in the Contingency Account, or appealing the fines to the Election Rules Committee.
 - E. If the Election Rules Committee upholds the fines, the decision may be appealed to the Supreme Court.
 - F. Every effort must be made to verbally notify the candidate of disqualification within forty-eight (48) hours of the time of disqualification. Written notification of violations must be mailed within three (3) business days. This applies to any person who is not a member of SGA.
- 500.5 No member of the Election Rules Committee, including the President of the Senate may be involved in any committee work for or during any election which he or she is running for office.
- 500.6 All S.G.A. election and registration deadlines for candidates shall be publicized at least one month in advance of the date they are to be held.
- 500.7 The Election Rules Committee shall expand the rules regarding campaign publicity in Chapter 502 as is necessary with approval of the Executive Council. It is the responsibility of the Election Rules Committee to make available to all candidates at the time of the candidate registration deadline a copy of the expanded rules.
- 500.8 An Electronic polling system for student body elections shall be included as a way of polling the student body at the discretion of the current Election Committee.

Chapter 501. Homecoming Elections

- 501.1. The date set for the Homecoming election must be a minimum of four days before the Homecoming game.
- 501.2 All candidates for homecoming king and queen must have a cumulative 2.0 GPA at the time of the application deadline.
- 501.3 The terms "king" and "queen" are gender specific.
- 501.4 The nominating or sponsoring organization shall be responsible for any fines, and failure to pay said fines shall be reported to the Office of Campus Involvement and a hold will be placed on the candidate's grade at the end of the semester.

Chapter 502. Campaign Regulations

502.1 Publicity

- 502.1.1 All campaign preparations (including material preparation or campaign committee meetings) on or in sight of the University campus prior to the campaign dates must be made in a non-public area (i.e. an area made inaccessible to the general student body or general public).
- 502.1.2 Flyers may not exceed 8 1/2 by 11 inches and may be placed (using masking tape only) on ceramic tile or brick walls or other unpainted surfaces but not glass doors or windows.
- 502.1.3 Only one flyer per bulletin board inside buildings is allowed, but not to exceed two flyers per floor per building.
- 502.1.4 No posters will be allowed in any library or any dining service area.
- 502.1.5 Flyers may not be placed on trees, nor windshields.
- 502.1.6 No nails are to be used to hang any campaign materials.
- 502.1.6.1 Banners and sheets may be hung outdoors only.
- 502.1.7 All campaign materials must bear the name of the individual or organization which is responsible for its publication. That individual or group will be liable in student courts for any statement contained in the material. Individuals distributing unmarked material will be held personally liable for what they distribute. If any organization distributing material is not officially recognized on campus, the names of the officials of the group must be filed with the Election Rules Committee by application date.
- 502.1.8 All editorials must be distinguished as being the responsibility of the editor or writer. The editor will be held liable for statements in ads not marked as herein required.
- 502.1.9.1 No campaigning, either verbal or material, will be allowed in any building containing polls on election day.
- 502.1.9.2 No campaigning, either verbal or material, will be allowed within 30 feet of any poll on election day.
- 502.1.9.3 The above word "campaigning" will not be considered to mean buttons or stickers worn by students on election day while the polls are open.
- 502.1.9.4 No campaign materials may be worn by a person working at the polls during the election.
- 502.1.10 Violations of the above regulations will result in a fine of \$1.00 per violation with the exception of 502.1.6 which will result in a fine of \$5.00 per violation.
- 502.1.11.1 Any candidate who receives more than \$25.00 in fines during the election (through the date of the election) will be subject to disqualification.
- 502.1.11.2 Only the Election Rules Committee has the power to officially declare a candidate disqualified through the date of elections. The Supreme Court may disqualify a candidate if a candidate's appeal is upheld.
- 502.1.12 All flyers, banners, etc. must be removed by 5:00 p.m. on the third day following elections. Non-compliance will result in a \$2.00 fine for each violation.
- 502.1.13 All write-in candidates are subject to the same regulations as recognized candidates.
- 502.1.14 Only the following may be hung, displayed, or advertised on the main campus or Springhill campus unless told otherwise by the elections chair:
 - a. flyers (except on car windshields)
 - b. banners
 - c. sheets

Endorsements

- 502.1.15 No facility on the University campus may lend its support in any capacity to any candidate. Permission cannot be granted exclusively to any candidate for the distribution of material by such a facility.

- 502.1.16 No employee of the University (faculty, staff, or administration) may campaign in any capacity for any candidate. Any student who is an employee in any capacity for the University of South Alabama may not campaign, either verbal or material, for any candidate while on the clock.
- 502.1.17 No candidate may receive any exclusive assistance (“exclusive assistance” is defined as “any service or contribution which is provided to a candidate which is not equally made available to all other candidates”) from any type of business; violation of this will result in disqualification of the candidate.
- 502.1.18 No candidate may use university letterhead (or copies of letterhead) for campaigning purposes.

CHAPTER 503. Campaign Expenses

- 503.1 No candidate’s campaign expenses may exceed \$250.00 including all contributions. This amount is to cover the general and run-off elections.
- 503.2 Each candidate must submit an itemized financial statement containing an estimate of the fair market value of each item which he or she used in the campaign. This statement must be submitted no later than 5:00 p.m. on the first day following elections (23 hours after the polls close).
- 503.3 The Election Rules Committee has the power to assess a candidate’s expenditures according to the fair market value of the expenditures. Any candidate whose expenses are determined by the committee to be over \$250.00 will be disqualified. All materials used in the general election may be used in the run-off election.
- 503.4 Failure to turn in itemized financial statements for campaign expenditures as stipulated in 503.2 will result in a hold on the candidate’s grades.

CHAPTER 504. Voting Procedures

- 504.1 Candidates’ names will appear on the ballot in a position determined by alphabetical order. Space will be provided on ballots for write-in candidates.
- 504.2 The polls will be open from 8:00 a.m. to 6:00 p.m. on the main campus. The Elections Committee Chair shall have the discretion to maintain polling places beyond these time requirements.
- 504.3 The location of the polls will be announced two weeks before the election by the Election Rules Committee.
- 504.4 The students who staff the polls must be approved by the Election Rules Committee in advance.
- 504.5 Voting may also take place on any personal computer using Student ID number, pin number, birth date, last name, or any combination thereof when made available by the Elections Committee.
- 504.6 As long as one of the official voting areas on the main campus remains open from 8:00 a.m. - 6:00 p.m. the election is official.
- 504.7 Voting shall be by secret ballot. To receive a ballot, the voter must follow procedures outlined by the Elections Committee. The voter must mark the ballot according to the instructions on the ballot. The voter shall be responsible for submitting the completed ballot to the elections vendor.
- 504.8 The manner in which votes are tabulated will be determined by the Elections Committee and results of all votes counted will be posted at the SGA office.

CHAPTER 505. Run-Offs

- 505.1 A majority of the total votes cast is necessary to win any of the elected SGA offices other than Senator and Student-At-Large. Votes cast for non-SGA members (as defined in Article II Section I of the SGA Constitution) do not count towards the number of total ballots cast in any race.
- 505.2 In case no candidate receives the majority necessary to win, a runoff election will be held approximately one week after the general election. The two candidates receiving the highest percentage of the vote will participate in the run-off election. The date of the runoff election shall be determined before the date of the general election and published with the date of the general election.
- 505.3 If a tie occurs for the last Senator position in any college, division or Student-At-Large position, these individuals will participate in a runoff to be held approximately one week after the general election.

CHAPTER 506. Protests

- 506.1 Any protest of a Student Government Election or a Homecoming Queen and King Election must be submitted to the Supreme Court within five (5) business days after the day of election. Any decision by the Election Rules Committee may be appealed to the Supreme Court.

CHAPTER 507. Absentee Ballots

- 507.1 Any student who will be absent on Election Day because of a University approved activity is eligible to cast an absentee ballot in any S.G.A. election.
- 507.2 The absentee ballot must be cast not more than one week prior to Election Day.
- 507.3 The date, time, place, and procedure for casting an absentee ballot must be announced two days in advance by the Election Rules Committee.
- 507.4 The Election Rules Committee will collect all absentee ballots and be responsible for their security. The absentee ballots will be counted when the regular ballots are counted.
- 507.5 All election rules, procedures, and decisions made by the Election Rules Committee concerning the regular polls will be in effect at the absentee ballot poll.
- 507.6 In an election in which 504.5 is applicable, 507.1, 507.2, 507.3, 507.4, and 507.5 shall be suspended.

TITLE VI. Ethics

Chapter 600. Conflict of Interest

600.1 Restrictions on SGA Offices:

600.1.1 No person shall hold more than one of the following offices at any one time:

- President
- Vice President
- Treasurer
- Senator
- Chief Justice
- Member of the Supreme Court
- Attorney General
- Defense Attorney
- Executive Assistant
- Senate Clerk or SGA Secretary
- Student At Large

- 600.1.2 Exceptions to the preceding restriction must be approved in bill form by the SGA Senate.
- 600.1.3 No person holding an office in Title VI, Chapter 600.1.1 may receive any income out of SGA monies for anything other than the stipend which he or she is entitled to draw by his or her Office.
- 600.1.4 No person holding an office in Title VI, Chapter 600.1.1 may be employed as a member of the SGA office staff.
- 600.2 Restrictions on the Judiciary
- 600.2.1 Members of the Supreme Court, including the Chief Justice, who have qualified to be a candidate for any SGA office may not hear election protests involving that office or the entire election.
- 600.2.2 The Supreme Court may not rule on any case in which the Chief Justice or a member of the Supreme Court is a defendant. The case will automatically be referred to the Dean of Students for adjudication.

SGA BUDGET/APPROPRIATIONS REQUEST INFORMATION

IMPORTANT - Please read the following rules and regulations carefully before filling out the request form. If the form is not filled out completely and correctly, delays in receiving funding may occur. If you have any questions, please contact the SGA Treasurer at 460-7191.

TITLE VII. Rules for the Allocation of SGA Funds

Chapter 700 Financial Rules

700.1 Definitions

SGA- Student Government Association of the University of South Alabama

AC- Appropriations Committee, a standing committee charged with the review of all financial requests to the SGA.

Financial request- A formal written request asking for SGA funds to be utilized in a manner stipulated in the request. This includes both internal and external requests.

Internal requests- Financial requests that originate inside the SGA, and is a SGA sponsored request (example: senate project).

External request- Financial requests that come from a non-SGA entity, such as, but not limited to, a student organization or a USA department.

Allocation- An external financial request from an non-SGA entity.

Appropriation- A type of allocation to a student organization. Must adhere to appropriation rules, as well as allocation, and financial request rules.

Co-sponsorship- A type of allocation to a student organization or USA entity. Must adhere to co-sponsorship rules, as well as allocation, and financial request rules.

STG (Supplemental Travel Grant) - A type of allocation to a student organization or USA department. Must adhere to STG rules, as well as allocation, and financial request rules.

- 700.2 No amount of the Student Government Association's funds may be spent before the forming of a senate approved budget; this is to exclude the purchase of needed office supplies.

- 700.3 All funding done by the SGA shall be in the form of reimbursement, and shall follow the rules set in Chapter 705.
- 700.4 Informational meetings for students and organizations shall be held each semester before the SGA budget meetings and shall be hosted by the SGA Treasurer.
- 700.5 All requests for funds submitted to the Appropriations Committee must be received by the Treasurer at least seven (7) working days prior to the time the allocation is needed. This rule may be waived with three-fourths approval of the Appropriations Committee.
- 700.6 Financial requests are to be received by the SGA Treasurer before the date when funds are needed, and then reviewed by the Appropriations Committee. The Appropriations Committee will then present a financial recommendation to the senate before or during a scheduled SGA meeting. Financial requests cannot be passed on the first meeting in which all relevant information is brought to the senate, the exception to this is with an appropriation request which has been reviewed by the senate and the AC before the meeting.
- 700.7 Although the rules are to be considered in each decision made; the Student Government Association, in particular the senate, has full authority to deny requests based on the opinions of the Student Government Association members. It is only with the discretion of the SGA members that any funding take place.
- 700.9 An allocation must be spent as stipulated by the SGA if such stipulation is applicable.
- 702.10 Any organization which uses any part of an SGA funding for private or commercial gain shall have the remainder of its allocation cut off and shall not receive any SGA allocation for three semesters to follow.
- 702.11 In order for an organization to receive funding from SGA, it must be authorized as a registered organization through the Office of Student Activities and have been registered three consecutive semesters immediately preceding the budget request.
- 700.12 Every organization seeking a Student Government Association allocation must have a member present at the meeting at which funding is considered. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at the meeting.
- 700.13 All requests must contain itemized proof of cost.
- 700.14 Any request that would require an itemized list of names and jag numbers, is to be numbered so that the total number of students and jag numbers can easily be confirmed.
- 700.15 All advertising for an activity that is fully or partially funded by the SGA must effectively recognize the SGA's support. All publications must contain the SGA logo.
- 700.16 SGA will not pay for promotional items for events unless the event is sponsored by SGA, and, therefore, the promotional items must contain the SGA logo. These items must be approved by the Executive Council.
- 700.17 Any solicitation for funds from the SGA for a campus-wide publication must meet the following criteria, unless it is published each semester or annually:
- a. be a recognized student organization, and
 - b. be approved by the appropriations committee, then the SGA senate
- 700.18 SGA will not pay for office supplies. Examples are, but not limited to, stationary, pens, paper, envelopes, film, stamps, invitations, paper clips, etc. and any other item not recommended by the Executive Council.
- 700.19 SGA will not reimburse expenditures for awards, gifts, giveaways, or plaques.

Chapter 701 Appropriations

- 701.1 Appropriations can only be approved during the SGA's semester budget meeting(s). This rule may be waived with two-thirds approval of the Senators present at that meeting.
- 701.2 Appropriations requests can be 'mass-approved' only during a senate budget meeting. Where mass approval entails approval multiple requests in one motion.

- 701.3 In order to mass approve requests, the requests in question must of been reviewed by the appropriations committee and recommended by the committee for mass approval. If the committee has not recommended a request for mass approval, it may not be.
- 701.4 If one or more senators wishes to discuss an appropriation request, or feel it should not be mass approved. That request shall not be subject to mass approval, and can only be passed individually after discussion has taken place.
- 701.5 A senator may request a packet not be mass approved, by;
- Indicating so during a SGA meeting.
 - Noting so on the senator appropriation review sheet.
 - Indicating to any member of the Executive Council their request.
- 701.6 All allocation request forms must be completed, as stated on the request form and Code-of-Laws, and turned in to the SGA office by 5:00 p.m. six (6) working days prior to the budget meeting each semester. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at that meeting. 701.7 No organization shall receive an appropriation allocation of more than \$2,000.00 in one SGA fiscal year running from summer to spring semesters.
- 701.7.1 An organization may only request and receive up to \$500.00 per person for travel, lodging, and/or registration expenses per fiscal year out of their appropriation allocation budget.
- 701.7.2 An organization may request up to \$1,000.00 of their annual appropriation allocation amount for a speaker. This includes travel and lodging expenses and the actual speaker fee.
- 701.8 The SGA may fund uniforms if the particular organization requesting provides the names and student numbers of the recipients. The uniforms may not display advertising for an event and a sample design must be approved by the senate.
- 701.9 Only torso and leg garments will be considered for uniforms. Any other uniform request must be approved by the Executive Council.
- 701.10 *An organization may receive up to 30 dollars per person for uniform(s) for each SGA fiscal year.***
- 701.11 **Student Government funds cannot be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless:**
The organization requesting the funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:
- submitting a paper at the event, or
 - participating in competition at the event, other than delegation of the year, chapter of the year, spirit awards or equivalents thereof, or
 - submitting a project or display at the event, or
 - hosting the convention within two years of the date that the appropriation is approved by the Senate, or e. there for the sole purpose of receiving information on further education, academic, or professional opportunities
- 701.12 SGA, per University policy, cannot provide funds for conferences, conventions, or other trips, whose primary purpose could reasonably be classified as leisure or recreational.
- 701.13 The organization requesting funds for travel to a conference must attach to the Budget/Appropriation Request, an itemized numbered expense list. This includes a list of the people planning to attend the event, their student numbers, a copy of the registration form, a travel itinerary, and any other information received by the organization related to the conference, convention or trip including costs associated with travel, lodging, conference fees, etc.
- 701.14 SGA will not pay for opting-in to meals or food at a conference. Only meals that are provided by the initial registration fee may be included in the reimbursement.
- 701.15 SGA shall reimburse for gas mileage, per the University policy allowing for the Federal minimum for travel reimbursements. SGA will reimburse mileage for one vehicle for every group of four going (i.e. 1 vehicle/1-4 people; 2 vehicles/5-8 people; etc.) Estimated gas mileage must be calculated using the main campus as the starting destination.

- 701.16 SGA will not pay for equipment such as, but not limited to, any type of media equipment, audio equipment, digital cameras, computers, printers, videos, books, hardware tools, recreational equipment, individual sports safety equipment or intramural equipment. The only exception would be for equipment that is not reasonably available on campus and is vital for the organization to function, which will be decided by the Executive Council. If such equipment is approved then the equipment must be stored on campus and proof of on campus storage must be provided to the SGA Treasurer in order to be reimbursed.
- 701.17 SGA will not pay for an organization's fees such as, but not limited to, website fee, chapter fee, and intramural fee.
- 701.18 SGA will not appropriate for food or drink.

Chapter 702 Co-sponsorships

- 702.1 All requests for co-sponsorships must be received at least two regularly scheduled SGA meetings prior to the event and a representative of the group seeking co-sponsorship must be present at the Senate meeting in which the request is reviewed.
 - 702.2 Allocation of food and drinks will only be given for events sponsored or cosponsored by SGA and its' committees.
 - 702.3 The SGA may choose to co-sponsor certain projects or activities with another USA student organization.
 - 702.4 SGA co-sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.
 - 702.5 A co-sponsorship entails additional financial information to be presented to the senate, Executive Council, and the appropriations committee, as including but not limited to:
 - a. Information about the project's full scope
 - b. Information about additional sponsors their support or additional funding methods,
 - c. A full copy of all receipts for services, materials, or items, used in the project (not just receipts limited to project portions cosponsored by SGA) ,
 - d. An after-event report of the co-sponsoring project's goals, accomplishments and results,
 - e. Any additional information requested by the senate, appropriations committee or Executive Council.
 - 702.6 Every organization seeking a SGA Co-sponsorship must be able to demonstrate that a substantial effort has been made, on the part of that organization, to fund the project on its own.
 - 702.7 The SGA will only reimburse up to a maximum of 65% of the total project's cost proof of purchased cost received (receipts of all actual expenditures, not just planned expenditures).
 - 702.8 Co-sponsorship of an organizational event does not impact that organization's annual appropriation allocation.
 - 702.9 An organization shall not receive funding for conference expenses, travel, lodging, and registration expenses through co-sponsorship.
 - 702.10 Any event co-sponsored by SGA shall be free, and open for the student body.
 - 702.11 If an organization is requesting a co-sponsorship for an off campus venue, they must provide (1) bid for an on-campus venue, as well as two (2) additional off campus venue bids with an estimation of attendance for the event.
- Chapter 703 Supplemental Travel Grants (STGs)**
- 703.1 No STG requests can be granted until a portion of the SGA budget has been allotted and set aside for STGs.
 - 703.2 STGs are not required to be voted on and approved by the SGA senate, and can be passed by the Appropriations Committee by a 4/5ths vote, only if the appropriate amount of funds remain in the STG budget.

- 703.3 An allocation must be spent as stipulated by the SGA if such stipulation is applicable.
- 703.4 STGs can be requested by academic departments, and student organizations on behalf of individual students.
- 703.5 STGs are for travel, lodging, and/or registration expenses for conferences only.
- 703.6 The maximum a student can receive through an STG is \$500 per SGA fiscal year. The maximum a sponsoring organization or department can request is \$1000 per SGA fiscal year.
- 703.7 STG eligibility is strictly limited to students who are active academic participants in an academic or professional conference only. Examples of “active academic participation” may include presenting a paper, being an invited commentator, presenting a poster presentation, participating in an academic competition. Networking, team/skill building, or attending workshops is not an example of active academic participation.
- 703.8 SGA, per University policy, cannot provide funds for conferences, conventions, or other trips, whose primary purpose could reasonably be classified as leisure or recreational.
- 703.9 Proof of “active participation” is required and is to be included in the STG request form.
- 703.10 The organization or department requesting funds for travel to a conference must attach to the request, an itemized numbered expense list. This includes a list of the people planning to attend the event, their student numbers, a copy of the registration form, a travel itinerary, and any other information received by the organization related to the conference, convention or trip including costs associated with travel, lodging, conference fees, etc.
- 703.11 SGA shall reimburse for gas mileage, per the University policy allowing for the Federal minimum for travel reimbursements. SGA will reimburse mileage for one vehicle for every group of four going (i.e. 1 vehicle/1-4 people; 2 vehicles/5-8 people; etc.) Estimated gas mileage must be calculated using the main campus as the starting destination.
- 703.12 SGA will not pay for opting-in to meals or food at a conference. Only meals that are provided by the initial registration fee may be included in the reimbursement.
- 703.13 An organization can only request a STG if the amount that SGA would provide for the STG would cause an organization to go over their annual appropriation allocation limit if it was passed as an appropriation. Otherwise the group is to submit an appropriation request, or modify an existing one.
- 703.14 An STG will not affect an organization’s annual appropriation allocation limit. Unless specifically stated in 703.13

TITLE VIII. Administration

Chapter 800. Stipends and Salaries

- 800.1 The following schedule of SGA stipends shall become effective June 3, 2002.
 - President - \$675.00
 - Vice President - \$625.00
 - Treasurer - \$575.00
 - Chief Justice - \$325.00
 - Attorney General - \$325.00
 - Senate Clerk - \$200.00
 - Senator - \$200.00
 - Committee Chair - \$100.00
 - Senate Committee Chairs - \$100.00
 - Student-at-Large - \$200.00
- 800.2 The President may hire secretaries who shall receive just compensation subject to Senate approval.

- 800.3 All stipends paid by the SGA are subject to the following conditions:
- 800.3.1 The SGA Senate may withhold or prorate payment of a stipend to any official who fails to perform the duties as prescribed for his or her office, with a two-third vote of the Senate. Any SGA official can bring before the Senate a resolution to withhold stipend for non-performance of duties.
- 800.3.2 Stipend payments may not be withheld by the Senate in order to intimidate an officer, if the officer meets all qualifications for payment.
- 800.3.3 Any official on academic probation or probation at USA cannot receive stipends.
- 800.3.4 Missed meetings by officers may be excused by a 3/4 vote of the Senate. Such a vote to excuse the absence also excuses the officer from any loss of pay as prescribed by Chapters 200.1.8, 200.1.9, 201.1.4, 201.1.5, 202.1.7, 202.1.8, 204.1.1 204.1.2, 401.1.6 and 401.1.7.
- 800.4 Stipends are to be paid once a month for all officers, and the Senate Clerk, but Senators, Student-at-Large, and Committee Chairs will receive a stipend on a semester basis.
- 800.5 No Senate may receive the benefits of a stipend increase during said term. Chapter

Chapter 801. Salaries for Committee Chairs and Senators

- 801.1 To meet stipend requirements a senator must complete one office hour per week as well as attend all Senate meetings, with the exception of excused absences. Absences can be appealed and excused by a two-thirds majority of the Senate by secret ballot for extenuating circumstances which must be documented.
- 801.1.1 In order to meet stipend requirements, committee chairs and student Senate committee chairs must complete one office hour per week and if requested by the President of the Senate, the committee chair must attend a specified Senate meeting, unless it is excused due to a death in the family or a doctor's excuse.
- 801.2 All stipends paid by the SGA to Senators, committee chair, student-at-large, and Student Senate committee chairs are a stipend of \$100.00 per semester.
- 801.3 Each college is required to complete one project per year.
- 801.4 The President Pro-Tem must approve all projects.
- 801.5 Each college is required to nominate one person to be in charge of said project.
- 801.6 This person will be required to coordinate the event, as well as evaluate each senator's involvement on the project.
- 801.7 This evaluation shall be forwarded to the President Pro-Tem for evaluation by the Senate Involvement Committee as specified in Title III, ch.308.
- 801.8 If a senator or committee chair fails to meet the requirements as stated in 801.1, an appeal may be turned in to the Rules Committee.
- 801.9 An executive officer must be allowed to sit in on the appeal process as well as have the ability to vote.
- 801.10 The chair of the Rules Committee must choose the executive officer to sit in on the appeal.
- 801.11 The decision of the Rules Committee must be explained at the following scheduled SGA senate meeting. Chapter 802. Description and Stipend of Student-at-Large

Chapter 802. Description and Stipend of Student-at-Large

- 802.1 In order to meet stipend requirements, the Student-at-Large must complete an office hour per week as well as attend all Senate meetings, unless excused due to a death in the family or doctor's excuse.
- 802.2 The stipend paid by the Student Government Association to the Student-at-Large is a prorated amount of \$100.00 per semester.
- 802.3 An appeal may be made if the Student-at-Large fails to fulfill 802.1.
- 802.4 The only way the Student-at-Large's stipend can be withheld is by a two-third vote of the senate.

- 802.5 The Student-at-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association. Failure to do so would result in a loss of stipend.
- 802.6 A Student-at-Large having more than three unexcused absences in one semester shall be expelled. He or she will be notified of removal within three days following the third absence.
- 802.7 The Student-at-Large shall serve as the chair for the Inter-presidents Council and is responsible for holding at least two Inter-presidents Council meetings a semester.

Chapter 803. Sheet Sign Regulations

In a cooperative effort to maintain the beauty of our campus and still offer maximum advertising options to students, the following sheet sign regulations will be enforced:

- 803.1 A student affiliated with the organization must request approval at the SGA office. Valid student ID is required to register the number and locations of sheet signs.
- 803.2 A record of all signs will be kept in the SGA office.
- 803.3 All signs that have not been registered will be taken down and disposed of.
- 803.4 Sheet signs may be hung seven days prior to specified event.
- 803.5 Sheet signs must be removed within three days after the event.
- 803.6 Sheet signs must be hung with biodegradable cord.
- 803.7 Sheet sign regulations for Homecoming and SGA elections are specified elsewhere in The Lowdown. Restrictions for Advertising Regular Meetings
- 803.8 Sheet signs advertising weekly meetings can be hung four times per semester.
- 803.9 All sheet signs must comply with all other regulations of this sheet sign policy.

Penalties and Fines

- 803.10 First violation: a warning will be issued to the offending department or organization.
- 803.11 Second violation: a \$10.00 fine will be levied against the responsible department or organization.
- 803.12 All fines must be paid in the semester in which they were levied. The grades of student registering signs will be on administrative hold until all fines are paid.
- 803.13 Third violation: all sheet sign privileges are suspended until the following school year. (Academic year is defined as summer, fall and spring semesters, with summer the beginning of the academic year and spring the end of the academic year.)

Off-limit Areas - \$10.00 Fine First Offense

- 803.14 No sheet signs within fifty yards of any location on Old Shell Road or University Boulevard.
- 803.15 No sheet signs can be attached in any manner to bushes.
- 803.16 No sheet signs on or near the walkway between Humanities Building and the Student Center.

QUICK REFERENCES

What	Go To	Where	Phone
Absences (excessive) From class, notices for	Student Affairs Office	SC 245	460-6172
Academic Advising Courses: selection, scheduling changes, waivers	Academic Advisor	your college/ department	
CLEP/Graduate Exams/ACT	Testing Services	AHE 326	460-6271
Degree application	Registrar	MH 1100	460-6251
Drop/Add	Registrar	MH 1100	460-6251
Grade appeals	Instructor, College Dean's Office		
Graduation Requirements Registrar	Academic Advisor MH 1100	your college/department	460-6251
International Students	International Advising	Meisler Hall, Suite 2200	60-6050
Study skills, tutors, related problems Special Student Services	Academic Advisor PTCL	your college/department	
Accidents Auto/Emergency:			
On campus	University Police	Campus Police Office	460-6312/ 511
Off campus	Mobile Police	2460 Government St.	911
Injury:			
On campus or University Police	Student Health Center Campus Police Office	TRP III, 1450 460-6312/ 511	460-7151
Off campus	USA Medical Center	2451 Fillingim Street	471-7300
Activities			
Information Desk	SC - First Floor Lobby	460-7090	
Student Activities	SC 101	460-7003	
Jaguar Productions	SC 130	460-7144	
Student Government Association	SC 214	460-7191	
Admission International Students	Office of Admissions Office of International Admissions	MH 2500 MH 2200	460-6141 460-6050
Appeals Academic	Instructor, Academic Dean's Office		
Disciplinary	Dean of Students Office	SC 245	460-6172
Traffic	Dean of Students Office	SC 245	460-6172

Athletics			
Sports Information	Sports Information Desk	HPELS 1151	460-7035
Automobiles and Bicycles			
Registration, parking permits	Registration, Student Accounting	MH 1300	
Report lost/stolen	University Police	Campus Police Office	460-6312
Campus Recreation	Student Rec. Center		460-6065
Counseling			
Academic	Coordinator, Academic Advisor, Instructor, Academic Advising		
Career	Career Services, Counseling Services	MH 2100	460-6188
Career Testing	Counseling Services	AHE 326	460-7151
Financial Financial Aid Office	Counseling Services MH 1200	AHE 326 460-6231	460-7151
International Student Concerns	International Student Activities	MH 2300	460-6050
Personal and Psychological	Counseling Services	AHE 326	460-7151
Substance Abuse	Counseling Services	AHE 326	460-7980
Dean of Students Office	Dean of Students	ASC 1345	460-6172
Employment			
Co-Op Program	Career Services	MH 2100	460-6188
Career Employment Assistance	Career Services	MH 2100	460-6188
Housing			
Beta or Gamma	Beta/Gamma Area Office	Beta/Gamma Commons	460-6465
Delta 1-5	Delta Area Office		460-6315
Epsilon 1,2, and Delta 6	Epsilon Area Office	Epsilon 1	460-7870
Greek Residence Halls	Central Housing Office	Delta Commons, 100	
Initial Room Assignments	Greek Area Office	Delta Commons, 114	460-7759
	Central Housing Office	Delta Commons, 100	460-6185
ID Cards	Registration		
Replacement	ID Card Office	SC Computer Lab	460-6077
Lost and Found	SC Information Desk		460-7090
University Police	Campus Police Office	460-6312	
Orientation	New Student Orientation	MH 2600	460-7093
Programs and Special Events	University Programs	SC 130	460-7144
	Jaguar Productions	SC 130	460-7144

Re-Admission			
Former Students	Office of Registrar	MH 1100	460-6251
Academic suspension/dismissal	Office of Registrar	MH 1100	460-6251
Rules and Administration			
Student Affairs Office	Student Government Association	SC 214	460-7191
		SC 245	460-6172
Scholarships	Financial Aid	MH 1200	460-6231
Study/Education Abroad	Office of International Education	Alpha Hall East 320	460-7053
Study, internships, research Abroad			
Transcripts	Registrar's Office	MH 1200	460-6251
Vending Refunds	SC Information Desk		460-7090
Withdrawal	Academic Dean's Office		

UNIVERSITY OF SOUTH ALABAMA
ALMA MATER

*All hail great university,
Our Alma Mater dear,
South Alabama,
red and blue,
proud colors we revere.
Nestled among the hills of pine,
enduring throughout time,
Upward and onward may your fame
continue in its climb.
It seems that we have just begun;
too soon we must depart
In all that life has planned for us,
you'll share within our hearts.
So with thy blessings now send us,
pray highest be our aim,
South Alabama may we ever
glorify your name!*