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
Dan Currie, Student Government Association Vice President
Heather Sprinkle, Student Government Association Coordinator

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.
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FALL SEMESTER 2015
Registration for Continuing and Readmitted Students
April 6 - August 17, Mon. - Mon.

Freshman Orientation/Registration #1
June 9, Tues.

Freshman Orientation/Registration #2
June 11, Thurs.

Freshman Orientation/Registration #3
June 16, Tues.

Freshman Orientation/Registration #4
June 18, Thurs.

Transfer Orientation/Registration #1
June 19, Fri.

Freshman Orientation/Registration #5
June 23, Tues.

Freshman Orientation/Registration #6
June 25, Thurs.

Transfer Orientation/Registration #2
June 26, Fri.

Freshman Orientation/Registration #7
July 14, Tues.

Freshman Orientation/Registration #8
July 16, Thurs.

Transfer Orientation/Registration #3
July 17, Fri.

Freshman Orientation/Registration #9
July 21, Tues.

Freshman Orientation/Registration #10
July 23, Thurs.

Transfer Orientation/Registration #4
July 24, Fri.

Baldwin County Orientation
July 27, Mon.

Registration for New Fall 2015 Graduate Students
July 31-August 17, Fri. - Mon.

15% of all tuition and fees including housing and meals due
August 3, Mon.

Registration schedule cancelled if 15% payment is not received by August 3th (Students with awarded Financial Aid that exceeds 15% of tuition and fees and students participating in the Tuition Payment Plan will be excluded)
August 4, Tues.

Financial Aid Bookstore charges begin
August 10, Mon.

International Student Orientation
TBA

Residence halls open for Returning students
August 13, Thurs.

Residence hall check-in for Returning students (9:00 a.m.-4:00 p.m.)
August 13, Thurs.

Residence hall check-in for Returning students (9:00 a.m.-4:00 p.m.)
August 14, Fri.

Late Freshmen Orientation/Registration
August 11, Tues.

Late Transfer Orientation/Registration A-K
August 12, Wed.

Late Transfer Orientation/Registration L-Z
August 13, Thurs.

Residence Halls open for New students
August 15, Sat.

Residence Hall check-in for new students (9:00 a.m. - 4:00 p.m.)
August 15, Sat.

Residence hall check-in (9:00 a.m. - 4:00 p.m.)
August 16, Sun.

Convocation
August 17, Mon.

Classes begin
August 18, Tues.

100% refund period begins on dropped courses and complete withdrawals (including housing)
August 18, Tues.

Late Registration and Drop/Add (ends at 5:59 p.m. on August 20)
August 18-20, Tues. - Thurs.

Last Day to Add a Course (5:59 p.m.)
August 20, Thurs.

Last Day to Change to Audit (5:59 p.m.)
August 20, Thurs.

Financial Aid Bookstore charges end
August 20, Thurs.

Balance of tuition and fees including housing and meals due
August 21 if paying on campus, Fri.

Balance of tuition and fees including housing and meals due
August 23, Sun., if paying on-line

All registration schedules released if payment deadline not met
August 24, Mon.

Refunding financial aid credit balances to students begins
August 25, Tues.

50% refund period begins on dropped courses and complete withdrawals (including housing)
August 25, Tues.
Reinstatement Period
No Refunds after this date
Last day for Spring Semester 2016 degree applications
Labor Day Holiday for students, faculty, staff and administration
Priority readmission deadline for Spring Semester 2016
Time Tickets Posted for Spring 2016 Registration
Last day for faculty reports on incomplete grades (undergraduate and graduate)
Deadline for students to meet with Academic Advisor for Spring scheduling
Fall Break for Students
Last day to drop from a course (4:59 p.m.)
Last day to withdraw from University (4:59 p.m.)
Spring Semester 2016 registration for continuing and readmitted students
Theses/dissertations first submission deadline to Office of Graduate Dean by 5:00 p.m.
Theses/dissertations due in the Office of the Graduate Dean by 5:00 p.m.
Thanksgiving Holidays for Students begins at 5:00 p.m.
Thanksgiving Holidays begins at noon on Wed. for faculty, staff, and administration
Registration for New Spring 2016 Graduate Students
Last Day of Classes
Final Examinations
15% of all Spring 2016 tuition and fees including housing and meals due
Registration for Spring 2016 cancelled if 15% payment not received by December 8th
(Students with awarded Financial Aid that exceeds 15% of tuition and fees and students participating in the Tuition Payment Plan will be excluded)
Residence halls close @ 12:00 noon for students not graduating or assigned for Spring term
Commencement/Official Graduation Date
Residence Halls close @ 9:00 a.m. for Graduating Students
Final grade web entry due by 10:00 a.m.
Holidays for staff and administration

SPRING SEMESTER 2016
15% of all tuition and fees including housing and meals due
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)
Faculty, staff and administration return to work
International Student Orientation
Residence Hall check-in (9:00 a.m. - 4:00 p.m.)
Financial Aid bookstore charges begin
Orientation/Advising/Registration First-Time Freshmen
Orientation/Advising/Registration Transfer Students
Open Registration for Spring 2016
Classes begin
100% refund period begins on dropped courses and complete withdrawals (including housing)
Late Registration and Drop/Add (ends at 5:59 p.m. on January 13)
Last Day to add a course (5:59 p.m.)
Financial Aid Bookstore charges end
Balance of tuition and fees including housing and meals due
Balance of tuition and fees including housing and meals due
Martin Luther King Holiday for faculty, staff and administration
50% refund period begins on dropped courses and complete withdrawals (including housing)
Refunding financial aid credit balances to students begins (refunds)
All registration schedules released if payment deadline not met
Reinstatement Period
No refunds after this date
Last Day for Summer Term 2016 degree applications
Mardi Gras Holiday for faculty, staff and administration
Last day for faculty reports on incomplete grades (undergraduate and graduate)
Priority readmission deadline for Summer and Fall 2016 terms
Spring Break for students (includes weekend classes)
Time Tickets posted for Summer/Fall 2016 Registrations
Deadline for students to meet with Academic Advisor for Summer scheduling
Theses/dissertations due in Office of Graduate Dean by 5:00 p.m.
Last day to drop from a course (4:59 p.m.)
Last day to withdraw from University (4:59 p.m.)
Summer 2016 Registration for continuing and readmitted students
Fall 2016 Registration for continuing and readmitted students
Theses/dissertations due in Office of Graduate Dean by 5:00 p.m.
Last day of classes
Exam Preparation Day
Final Examinations
Registration for New Summer 2016 Graduate Students
Residence halls close @ 12:00 noon for students not graduating or assigned for summer term
Commencement/Official Graduation Date
Residence halls close @ 9:00 a.m. for graduating seniors
Final grade web entry due by 10:00 a.m.
Summer Transition (Spring residents assigned for Summer move to summer room assignment)

**MAY SEMESTER 2016**
Deadline to Apply for May Semester Housing
Open Registration for May (ends at 4:30 p.m.)
All tuition, fees, housing and meal plan balances are due in full by 4:30 p.m.
Void for nonpayment
Reinstatement
Classes begin
No refunds after this date for May Term classes
Last Day for May Term classes
Residence halls close @ 9:00 a.m.
Final web grade entry May classes due by 10:00 a.m.

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SUMMER SEMESTER 2016

Financial Aid bookstore charges begin
International Student Orientation
Residence Hall check-in (9:00 a.m.-4:00 p.m.)
Orientation/Advising/Registration First-Time Freshmen
Orientation/Advising/Registration Transfer Students
Open Registration for Summer 2016
International Student Orientation
Residence Hall check-in (9:00 a.m.-4:00 p.m.)
Orientation/Advising/Registration First-Time Freshmen
Orientation/Advising/Registration Transfer Students
Open Registration for Summer 2016  
Memorial Day Holiday for faculty, staff and administration  
Classes for Full/First Term begin  
100% refund period begins on dropped courses and complete withdrawals for Full/First Terms (including housing)  
Late Registration and Drop/Add Summer 2016 (ends at 5:59 p.m. on June 2)  
Last Day to add a course Summer 2016 (5:59 p.m.)  
Last Day to change to audit Summer 2016 (5:59 p.m.)  
Financial Aid bookstore charges end  
All tuition, fees, housing and meal plan balances are due in full ($50 late payment fee assessed June 3)  
50% refund period begins on dropped courses and complete withdrawals for First Term  
Last day for Fall Semester 2016 degree applications  
Refunding financial aid credit balances to students begins (refunds)  
50% refund period begins on dropped courses and complete withdrawals for Full Term (including housing)  
All registration schedules released if payment deadline not met.  
No refunds after this date for First Term classes  
Reinstatement Period  
No refunds after this date for Full Term classes  
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.)  
Theses/dissertations first submission deadline to Office of Graduate Dean by 5:00 p.m.  
Classes End for First Term Classes  
Exam day for First Term classes  
Second Term classes begin  
Final web grade entry (First Term classes) due by 10:00 a.m.  
50% refund period begins on withdrawals for Second Term Courses  
Fourth of July Holiday for students, faculty, staff, and administration  
No refunds after this date for Second Term courses  
Last day to drop a Full Term course (11:59 p.m.)  
Last day to withdraw from University (Full Term) (11:59 p.m.)  
Last day for faculty reports on graduate and undergraduate incomplete grades  
Last day to drop a Second Term course (4:59 p.m.)  
Theses/dissertations due in Office of Graduate Dean by 5:00 p.m.  
Last Day for Full Term/Second Term Classes  
Final Examinations for Full Term/Second Term classes  
Official Graduation Date  
Residence Halls close @ 12:00 noon for Students not assigned for Fall term  
Final web grade entry (Full Term and Second Term classes) due by 10:00 a.m.  

May 24, Tues.
May 24, Tues.
May 25, Wed.
TBA
TBA
May 27-30, Fri. - Mon.
May 30, Mon.
May 31, Tues.
May 31, Tues.
May 31 - June 2, Tues. - Thurs.
May 31, Tues.
June 2, Thurs.
June 3, Fri.
June 3, Fri.
June 7, Tues.
June 7, Tues.
June 8, Wed.
June 8-10, Wed. - Fri.
June 12, Mon.
June 14, Tues.
June 27, Mon.
June 27, Mon.
June 28, Tues.
June 30, Thurs.
July 1, Fri.
July 4, Mon.
July 6, Wed.
July 7, Thurs.
July 11, Mon.
July 12, Tues.
July 15, Fri.
July 25, Mon.
July 26-29, Tues. - Fri.
July 30, Sat.
July 30, Sat.
August 1
UNIVERSITY OF SOUTH ALABAMA MAIN CAMPUS
307 University Blvd, N, Mobile, AL 36688-0002 ..................460-6101

ACADEMIC AFFAIRS
Dr G David Johnson, Provost & Senior Vice President, AD 300 ..................................................460-6261
Dr Charlie Guest, Associate Vice President, AD 300 ...........................................................460-6261
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 300 ..........................................................460-6261
Tina Hancock, Faculty Records Specialist, AD 300 ..................................................................460-6261
Nicole Cohron, Executive Assistant I, AD 300 ............................................................................460-6261
Brenda Upchurch, Administrative Assistant, AD 300 ................................................................460-6261

ACCOUNTING-UNIVERSITY
Main Office Number ..........................................................460-6261
G Scott Weldon, Assistant Vice President, Financial Affairs, AD 380 .................................460-7442
Polly Stokley, Controller, AD 380 ...............................................................................................461-1403
James Brown, Assistant Controller, AD 380 ..............................................................................460-6588
Alisha Banks, Accounting Supervisor, AD 380 ........................................................................460-6652
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ACCOUNTS PAYABLE
Ranita Richburg, Manager, Accounts Payable, AD 260 ..............................................................460-6191
FAX ...........................................................................................................................................461-1518

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

AFRICAN-AMERICAN STUDENT ASSOCIATION
Justin Walker, President, SC 120 .................................................................................................460-2869

ALLIED HEALTH PROFESSIONS, PAT CAPPS COVEY COLLEGE OF
Dr Richard Talbott, Dean, HAHN 3042 ....................................................................................445-9250
Dr Julio Turrens, Associate Dean, HAHN 3042 ..........................................................................445-9250
Joanna Bowen, Financial Operations Specialist, HAHN 3042 .................................................445-9255
Deborah H Tittle, Administrative Assistant ................................................................................445-9250

ACADEMIC ADVISORS
Karen LaSarge, HAHN 3028 .................................................................................................445-9260
Jay Hunt, HAHN 3028 .............................................................................................................445-9260
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BIOMEDICAL SCIENCES
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CARDIORESPIRATORY CARE
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OCCUPATIONAL THERAPY
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PHYSICAL THERAPY
Dr Dennis Fell, Chair, HAHN 2011 ...........................................................................................445-9330
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PHYSICIAN ASSISTANT STUDIES
Dr Diane Abercrombie, Chair, HAHN 3124 ............................................................................445-9334
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Karen Edwards, Director, AH .................................................................................................460-7084

Marie Fox, Assistant Director, AH .........................................................................................460-7084
Coleman Wolf, Alumni Membership Specialist, AH .................................................................460-7092
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Dr Eric Loomis, Associate Dean, HUMB 110 .........................................................................460-7811
Dr Robert L Coleman, Assistant Dean, HUMB 118 ..............................................................460-6282
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Academic Advising, AHS 345 .............................................................................................460-7904/460-7233
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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 147 ................................................................................460-7211
CPT John S Brewer, Jr, AHS 147 ................................................................ .........................460-7211
TSGT Angela Proctor, AHS 147 ...............................................................................................460-7211
TSGT Dewayne Cannon, AHS 147 .......................................................................................460-7211
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Dr Timothy Sherman, Chair, LSCB 124 ................................................................................460-6331
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CHEMISTRY DEPARTMENT
Dr David Forbes, Chair, CHEM 223 ....................................................................................460-6181
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COMMUNICATION DEPARTMENT
Dr James Aucoin, Chair, EGCB 100 ....................................................................................380-2800
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Dr Lawrence Tatom, Chair, PAC 1052 ................................................................................460-6305
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GENERATIONAL STUDIES, CENTER FOR
GERONTOLOGY ..........................................................................................................................460-6803
Dr Roma Hanks, Director, HUMB 36 .....................................................................................460-6347

HISTORY DEPARTMENT
Dr Clarence Mohr, Chair, HUMB 346 ................................................................................460-6210
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INTERNATIONAL STUDIES
Dr Susan McCready, Director, HUMB 322 ...........................................................................460-7161

MARINE SCIENCES
Dr Sean Powers, Chair, LSCB 25 ..............................................................................................460-7136
FAX ...........................................................................................................................................460-7357

Dauphin Island Sea Lab ..............................................................................................................861-2141
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 Juddon Gillett, Chair, AHS 124 ....................................................................................460-6341
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 SL 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

**SOCIOLGY/ANTHROPOLOGY/SOCIAL WORK DEPARTMENT**
Dr Roma S Hanks, Chair, HUMB 16 .................... 460-6347
FAX .......................................................... 460-7925

**Archaeology Museum**
Barbara Filion, 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 .................... 460-6355
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**
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**
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**
TJ 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

**BASICITY/University of Alabama**
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 ................ 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 ................................................ 460-6412

Dr Donald Mosley, Interim Chair, MCOB 354 .......... 460-6702
STUDENT ADVISING OFFICE, MCOB 110 .............. 460-7167
FAX .......................................................... 460-7083

**BUSINESS OFFICE - University** (see Accounting-University)

**CAMPUSS INVOLVEMENT-ORGANIZATIONS** (see Student Activities-Organizations/Greek Affairs)

**CAMPUSS RECREATION**
Dr Philip Theodore, Director, SRC .......................... 460-6065
Brian Alfred, Assistant Director, Field House ........ 461-1627

**CAREER SERVICES CENTER**
Bevley White-Green, Director, MH 2100 ................ 460-6188
FAX .......................................................... 460-6091
CENTER FOR ACADEMIC SERVICE LEARNING AND CIVIC ENGAGEMENT
Kimberly Pettway, Director, SC 240 ................................................. 460-6116

CENTRAL UTILITIES
Heating and Air Conditioning Service (24 Hrs) .......................... 460-7047
Chris Portella, Assistant Director, CPT ............................................. 460-7049
Eddie Greene, Superintendent, Electrical Distribution
Systems, CPT .................................................................................. 460-7215

COMPUTER SERVICES CENTER
Chris Cannon, Executive Director, Information Technology, CSC 460-6161
FAX ......................................................... 460-7844

COMPUTING, SCHOOL OF
Dr Alec Yasinac, Dean, SH, Ste 2106 ........................................ 460-6390
Dr Harold Pardue, Director of SOC Graduate Studies,
and Coordinator of IS Program, SH, Ste 2105 .................... 460-7634
Angela Clark, Coordinator of IT Program, SH, Ste 2208 .......... 460-6400
Dr Tom Johnston, Coordinator of CS Program, SH, Ste 2130 .... 460-7361
Patty Lynn, Administrative Assistant, SH, Ste 2104 ................. 460-7641
Vickie Speed, Academic Records Specialist, SH, Ste 2105 ...... 460-7360
Deana Neal, Financial Operations Specialist, SH, Ste 2103 ...... 460-7450
FAX ..................................................... 460-7274

CONTINUING EDUCATION AND SPECIAL PROGRAMS,
SCHOOL OF
Dr Jim Connors, Interim Dean, AHE 101 ................................. 460-6283
Dr Deanne Manders, Associate Dean, AHE 101 ...................... 460-6283
INTERDISCIPLINARY STUDIES (Adult Degree Program and
Interdisciplinary Degree Program)
Dr Joycelin Finley-Hervey, Interim Chair, AHE 214 ............... 460-6263
Advisors Main Office ................................................................. 460-6263

CENTER FOR CONTINUING EDUCATION AND CONFERENCES
AHE 232 ....................................................................................... 460-7200
FAX .......................................................................................... 460-7709
Emergency Response Training ................................................. 460-7200
Road Scholar (formerly Elderhostel) ........................................ 460-7200
Special Courses (non-credit) .................................................... 460-7200
Seminars and Workshops ......................................................... 460-7200
Summer Camps ........................................................................ 460-7200

DEVELOPMENTAL STUDIES
Leslie Whiston, Interim Co-Chair, AHE 205 ......................... 460-7155
Jeremy Daughtrey, Interim Co-Chair, AHE 201 ....................... 460-7155

ENGLISH AS A SECOND LANGUAGE (ESL)
Sylvia Koestner, Director, AHE 224 ......................................... 460-7165

INTERNATIONAL EDUCATION
Holly Hudson, Interim Director, AHE 120 .............................. 460-6283
Brianne Altier, Coordinator, International Education ............. 460-7053
Donna Pigg, Immigration Coordinator .................................... 460-7053
UNIVERSITY WRITING CENTER .................................................. 460-6480

COUNSELING SERVICES
Dr Bob Hanks, Director, Counseling and Testing, AHE 326 ...... 460-7980
FAX .......................................................................................... 460-7492

CREDIT UNION
103 Mill Street .......................................................................... 706-0255
FAX .......................................................................................... 706-0299
USA Medical Center Location (Monday, Wednesday, Friday) .... 471-7219
USA Children’s & Women’s Location (Thursday) .................... 415-1000

CUSTODIAL SERVICES
Todd Culp, Superintendent of Custodial Services, MSHP .......... 460-2276
FAX .......................................................................................... 460-7934

DEAN OF STUDENTS
Dr Michael Mitchell, Vice President, Student Affairs/Dean, SC 245 .................................................. 460-6172
Judy Friedhoff, Administrative Assistant, SC 245 ................. 460-6172
FAX .......................................................................................... 460-6157

DEVELOPMENT AND ALUMNI RELATIONS
Dr Joseph F Busta, Jr, Vice President, MTH ......................... 460-7616
Sheila Davis, Executive Assistant I, MTH .......................... 460-7616
FAX .......................................................................................... 460-7647

ADVANCEMENT SERVICES
Kim Peterson, Director, MTH ................................................. 414-8026
FAX .......................................................................................... 461-1776

ALUMNI RELATIONS
Karen Edwards, Director, AH ................................................. 460-7265
FAX .......................................................................................... 460-6558

CHILDREN’S & WOMEN’S HOSPITAL DEVELOPMENT
Beth Mattei, Director, CWH 415-1636 ............................... 415-1622
FAX .......................................................................................... 460-7481

ESTATE PLANNING
Angela Dunn, Associate Director, Planned Giving, DSB ........ 460-7906

HEALTH SCIENCES DEVELOPMENT
Rachael Banks, Director, DSB ..................................................... 460-7481
HOSPITAL DEVELOPMENT
Travis Grantham, Director, MMM ............................................. 461-1775
FAX .......................................................................................... 461-1776

MEDICAL ALUMNI ASSOCIATION - DEVELOPMENT
Rachael Banks, Director, Health Sciences Development, DSB .... 460-7481
FAX .......................................................................................... 460-6278

MITCHELL CANCER INSTITUTE - DEVELOPMENT
Kelly McCarron, Director, DSB ................................................. 445-8423

UNIVERSITY DEVELOPMENT
Joshua Cogswell, Director, DSB .................................................. 460-7839
FAX .......................................................................................... 461-1776

DINING SERVICES
Dining Services Office, SC 232 ............................................. 460-6296
FAX .......................................................................................... 461-1340
Catering ..................................................................................... 460-7948
FAX .......................................................................................... 461-1662
Dial-A-Meal, Campus .............................................................. 460-6383
Fresh Food (Dining Hall) ......................................................... 414-8115
FAX .......................................................................................... 414-8093

EDUCATION, COLLEGE OF
Dr Andi Kent, Interim Dean, UCOM 3600 ............................. 380-2738
Dr Wanda Green, Associate Dean, UCOM 3600 ............... 380-2738
Darlene Eaton, Administrative Assistant, UCOM 3600 .......... 380-2604
Regina McCready, Financial Operations Specialist, UCOM 3600 380-2872
FAX .......................................................................................... 380-2748

ACADEMIC DEPARTMENTS
HEALTH, PHYSICAL EDUCATION & LEISURE STUDIES
Dr John Kovaleski, Chair, HPELS 1007 ................................. 460-7131
FAX .......................................................................................... 460-7252

LEADERSHIP AND TEACHER EDUCATION
Dr Andre Green, Chair, UCOM 3600 .............................. 380-2761
FAX .......................................................................................... 380-2758

PROFESSIONAL STUDIES
Dr James Stefurak, Chair, UCOM 3600 .............................. 380-2861
FAX .......................................................................................... 380-2713

COLLEGE OF EDUCATION OFFICES
ASSESSMENT AND EVALUATION
UCOM 3600 .......................................................................... 380-2738
EDUCATIONAL CERTIFICATION & STUDENT SERVICES
UCOM 3600 .......................................................................... 380-2737
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, Academic Records Specialist, UCOM 3600 380-2000

MEDIA LAB CHECKOUT
G Tashbin, Coordinator of Technical Labs, UCOM 3600 380-2873

STUDENT ADVISING CENTER
Peggy Delmas, Office Manager, UCOM 3600 380-2889
Academic Advisors, UCOM 3600 ........................................ 380-2889

SOUTH ALABAMA RESEARCH & INSERVICE
CENTER (SARIC) .................................................................. 380-2741
FAX .......................................................................................... 380-2707

EDUCATIONAL TALENT SEARCH
Harriett Burroughs, Coordinator, UCOM 5700 380-2620
**SPONSORED PROGRAMS**
SuzAnne Robbins, IRB Compliance Specialist, CSAB 138 .......................... 460-6308
Leigh Holland, HAHN 3055 ............................................................... 445-9400
Mavis Jarrell, Kristyn Seawell and Eric Light ........................................ 445-9416

**PANHELLENIC**
Landry Underwood, Coordinator, SC 114 ......................................... 460-7003

**PAYROLL**
Robin Lankford, Manager, Payroll Accounting, AD 280 ...................... 460-6717
FAX .......................................................................................... 460-7628

**POLICE** (See University Police)
**POST OFFICE** (See USA Mail Hub)
**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
Sharon Davis, Administrative Assistant, 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

**PROPERTY/INVENTORY**
Main Office Number ........................................................................ 460-6150
FAX .......................................................................................... 460-7008

**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

**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 Houseley, 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, Director, MH 2400 ............................................ 460-6494

**SERVICE LEARNING CENTER, SC 240**
460-6116

**SPECIAL STUDENT SERVICES**
Dr 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 Pease, Medical Director, HPELS 1171 ......................... 460-6088

**STUDENT ACADEMIC SUCCESS AND RETENTION**
Dr Nicole T Carr, Director, ASC ..................................................... 460-6475
Amanda Herman, Assistant Director, ASC ....................................... 460-6985

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

**STUDENT ACTIVITIES-ORGANIZATIONS/GREEK AFFAIRS**
Brigette Soderlind, Assistant Director, SC 101 .................................. 460-7003
FAX .......................................................................................... 414-8256

**STUDENT AFFAIRS**
Dr Michael Mitchell, Vice President, Student Affairs, AD 245 ............ 460-6172
Judy Friedhoff, Administrative Assistant, SC 245 .............................. 460-6172
FAX .......................................................................................... 460-6157

**STUDENT CENTER**
Dr Krista Harrell, Associate Dean of Students, Campus Life, SC 101 ........................................................... 460-6452
Information Desk ............................................................................ 460-7090
Student Activities-O rganizations/Greek Affairs ................................ 460-7003
Rachael Bolden, Associate Director, Student Center Services:
ID Cards, Room Reservations, Computer Lab ................................. 460-6077
University Programs/Jaguar Productions ......................................... 460-7144
FAX .......................................................................................... 414-8223

**STUDENT GOVERNMENT ASSOCIATION**
Heather Sprinkle, Coordinator, SC 214 ............................................ 460-7191

**STUDENT HEALTH SERVICES**
Beverly Kellen, Practice Director, TRP III 1200 .................................. 460-7151
FAX .......................................................................................... 414-8227

**STUDENT RECREATION CENTER** ............................................. 460-6065

**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, Director, AHE 326 .................................................. 460-7051
FAX .......................................................................................... 460-7492

**TICKET OFFICE, MC 2193** ............................................. 460-6047
FAX .......................................................................................... 461-1675

**TRAVEL, AD 380** ................................................................. 460-6242
UNIVERSITY PHYSICIANS GROUP, UCOM, Suite 6000A …660-5787
UNIVERSITY POLICE
Zeke Aull, Chief of Police, Beta Gamma ……………………460-6312
FAX ……………………………………………………………460-6425
UNIVERSITY PROGRAMS/JAGUAR PRODUCTIONS
James Contratto, Associate Director, SC 130 …………………460-7144
FAX ……………………………………………………………414-8223
UNIVERSITY WRITING CENTER
AHE 207 …………………………………………………………460-6480
UPWARD BOUND
Rochelle Johnson, Coordinator, PTCL ……………………460-7321
USA MAIL HUB
Bob Morton, Site Manager …………………………………414-8191
USA POLLING GROUP ………………………………………460-7290
FAX ……………………………………………………………461-1433
USA WEATHER AND EMERGENCY HOTLINE ……………460-6999
VANGUARD AND JAG TV
Manager, Student Media, FCS 14 ………………………….460-6442
Editor, Vanguard, FCS 14 ………………………………460-6442
FAX ……………………………………………………………414-8293
General Manager, Jag TV, ………………………………461-1515
FAX ……………………………………………………………461-1532
VENDING ………………………………………………………460-6481
VETERANS AFFAIRS
Tom Curtis, 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 …………………460-6999
WEB SERVICES
Amy Hutchings, Manager, CSC …………………………….460-7395
FAX ……………………………………………………………460-7844
## USA Student Statistics

### Fall Semester 2014

#### By Academic Division

<table>
<thead>
<tr>
<th>Division</th>
<th>Number</th>
<th>Percent</th>
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<td>College of Arts and Sciences</td>
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#### By Level

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#### By Ethnic Background

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<td>Nonresident Alien</td>
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<td><strong>TOTAL</strong></td>
<td>15,805</td>
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#### By Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number</th>
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<td>Female</td>
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#### By Enrollment Status

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<td>Part – Time</td>
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**NOTE:** 250 medical residents not included in computations.
## First – Time Students by State

### Fall Semesters 2010 – 2014

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<th>STATE</th>
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<th>2012</th>
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<td>2,808</td>
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<td>4,238</td>
<td>4,092</td>
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**First – Time Students from Alabama**
Number: 2,979; Percent of Total: 72.6%

**First – Time Students from Other States**
Number: 972; Percent of Total: 23.7%

**First – Time Students from Other Countries**
Number: 154; Percent of Total: 3.8%

**NOTE:** Non-resident alien students (students with a permanent visa) are reported under the applicable state of residence.
University of South Alabama President
Tony G. Waldrop, Ph.D.

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

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MSB 2015, Mobile, AL 36688-0002
251-460-6283

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

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AD 300, Mobile, AL 36688-0002
251-460-6261

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251-460-6172

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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. B. Keith Harrison, Dean of Graduate School
AD 301, Mobile, AL 36688-0002
251-460-6310

Dr. Andi Kent, Interim Dean, College of Education
UCOM 3614, Mobile, AL 36688-0002
251-380-2738
Dr. James Connors, Interim Dean, School of Continuing Education and Special Programs
AHE 101, Mobile, AL 36688-0002
251-460-6283

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

Dr. Richard J. Wood, Dean, University Libraries
ML 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,
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 that 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 founded in 1963 without a single building to call its own. More than 50 years and quite a few buildings later, USA is a vibrant university that continues to serve as a catalyst for transformational change in the city, the state and the Gulf Coast region.

USA’s story began in the early 1960s, when Mobile’s civic leaders saw the need to improve access to higher education in southwest Alabama. Realizing the region had outgrown the small extension program that operated out of a building downtown, they formulated plans for a four-year, degree-granting institution. On May 3, 1963, a bill creating a new, independent university successfully passed the Alabama Legislature, and USA was born.

Classes began in June 1964 at a new, $1 million building in west Mobile. Initial enrollment totaled 276. The extent of the pent-up demand for education became obvious when the first fall semester began. Enrollment leaped to 928 — and it continues to grow. Today, USA enrolls more than 16,000 students annually and has awarded more than 80,000 degrees.

The first campus building is now named the Frederick Palmer Whiddon Administration Building, after USA’s first president. Whiddon helped establish the University and remained at its helm until retiring in 1998. His successor, longtime faculty member and administrator V. Gordon Moulton, oversaw a new era of growth into the 21st Century. Dr. Tony G. Waldrop, selected in 2014 as USA’s the University’s third president, continues the USA tradition of visionary leadership focused on discovery, health and learning.

As new programs attracted more students, the University’s footprint and facilities expanded. Almost from the moment USA accepted its first students, its leaders began ambitiously working toward establishing a medical school. The College of Medicine charter class began in 1973, and USA’s focus on health education was later complemented by the College of Nursing and the Pat Capps Covey College of Allied Health Professions.

Today, USA provides high-quality education in business, the liberal arts, education, engineering, computing, the sciences and health care. It offers nearly 100 undergraduate, graduate and doctoral degrees through its nine colleges and schools. The University campus includes USA Technology & Research Park, an incubator of economic development and technological innovation. On the east side of Mobile Bay, USA’s Baldwin County Campus provides eastern shore residents convenient access to educational programs.

The University of South Alabama encompasses a comprehensive health system composed of two hospitals — USA Medical Center and USA Children’s & Women’s Hospital — along with the USA Mitchell Cancer Institute and the USA Physicians Group. This combination of advanced health care services has improved the lives of countless residents throughout the entire region.

A charter member of the Sun Belt Conference, USA fields 17 Division I sports teams, including baseball, softball, basketball, soccer, volleyball and tennis. The Jaguars football program, established in 2009, played in its first bowl game, the Raycom Media Camellia Bowl, in 2014.

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 Engineering

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 Boulevard N., 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 and spirited event of the year…. Homecoming encompasses all facets of University life during one week in the Fall semester. The spirit contests, Homecoming Court elections, Fun Fest, a major step show, and more all lead to Saturday’s big football game at Ladd. It’s impossible not to get caught up in the excitement!

Oozeball

“Get Down and Dirty” with The Southerners, the official University ambassadors, during Oozeball, a co-ed volleyball tournament played in waist-deep, gooey mud. The event originated in 1989 making it one of the oldest Oozeball tournaments in the nation and the oldest tradition at South. Every spring, hundreds of Jags form teams with creative team names like “How I met your Mudder.” Then, in April, Jags spike, serve, and bump their way to victory. South Alabama students, faculty, staff and alumni are eligible to participate. Applications are available in March at the Office of Alumni Relations. For more information, contact the Office of Alumni Relations at 460-7084.

“J’s Up!”

Using the thumb and index finger of the left hand, members of the University of South Alabama community form a “J” that stands for Jags. Jags always put their “J’s up” when the Alma Mater is played as a form of respect to the University.

#JagWearWednesday

Every Wednesday students wear their Jag gear to show off their school spirit. Started by the University of South Alabama Men’s Basketball team, #JagWearWednesday is one of the newest, most popular traditions at South. Every week during the school year students take to social media to post creative selfies of themselves in their Jag gear with the hashtag #JagWearWednesday. The South Alabama Men’s Basketball team picks the most creative submissions, and students get to vote on their favorites. Every week, the winner receives a prize!
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!

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 200+ student organizations to reach out to new and returning students letting them know about each organization’s purpose and goals. Held in both the early Fall and Spring semesters 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
Outdoor Adventures: (251) 460-6214
Aquatics: (251) 460-6460

Southfit: (251) 460-7268
Sports Clubs: (251) 460-6214
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.

The Jag Bike Program is 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.

**Academic Services Center** (111 Jaguar Drive)

The Academic Services Center was designed as a single site offering a wealth of student resources dedicated to academic success. Our renovated building is home to advising units, services for our student veterans, and academic tools. Learning resources available free of charge for all students include Student Academic Success, JagSuccess, and the Writing Center. Students in designated math courses have access to the Math Technology Lab, and our student athletes see their counselors and visit academic coaches in Student Athletic Academic Services. Finally, we embedded our First Year Advising Center in this resource rich environment; all new students have access to their own advisor and we encourage them to visit often. We also house classrooms, conference rooms, and open space dedicated to growing student academic engagement.

All hours are Monday-Friday: 8:00-5:00 PM (unless otherwise noted below)

**Student Academic Success, Academic Services Center - RM 1304**

Student Academic Success provides and coordinates programs and services across campus to insure all students are offered the resources and relationships necessary for high quality learning, academic persistence, and degree completion.

Services include the First Year Advising Center, freshman learning communities, the university first year experience courses, JagSuccess, JagAlert, the USA Scholars Initiative and the Earn Back program, and our first year mentoring program for underrepresented minority students- JagROOTs.

**JagSuccess, Academic Services Center, scan-in in lobby**

JagSuccess is a learning assistance program and the University of South Alabama. We provide student with the academic support they need both in and outside of the classroom. JagSuccess offers the follow services to all students here at South:

- **Academic Assistance** – We offer one-to-one and small group tutoring for a variety of subject areas
- **Peer Mentorship**- JagSuccess offers JagPALs (Peer Academic Leaders) to assist incoming freshman in making a successful transition to college life. JagPALs can help students locate resources, prepare for assignments or get connected to social groups on campus
- **SI**- JagSuccess offers supplemental instructional session for some of our more challenging subject courses. This allows students additional instructional and learning opportunities outside of class to ensure their understanding of the course content.

Main location (Academic Service Building):
Monday-Thursday: 12:00 pm-6:00 pm | Friday: 12:00 pm-3:00 pm
New Residence Hall: Monday-Thursday: 6:00 pm-8:00 pm

**First Year Advising Center, Academic Services Center - RM 1375**

At the University of South Alabama academic advising is about you. While enrolled at South,
you and your FYAC advisor will work together to develop your academic plan. Your advisor is also knowledgeable about many aspects of university life and can provide you information and advice on utilizing the opportunities available on campus.

**Math Technology Lab, Academic Services Center - RM 1301**

The Math Technology Lab is a student resource open to all to students enrolled in Developmental Studies math courses (DS 082, MTH 100). It is staffed with approximately 19 student lab assistants and one Instructional Lab Supervisor. The services offered are math tutoring, testing and small group instruction.

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**Writing Center, Academic Services Center - RM 1390**

The Writing Center is an instructional facility where students may receive help on any type of writing task at any stage of the writing process. The Writing Center’s consultants focus on helping students improve their writing skills.

Services offered include writing tutoring, presentations, and instructional workshops.

**Hours:** Monday-Thursday 9:00 am-8:00 pm  Friday 9:00 am-5:00 pm

**Veterans Affairs, Academic Services Center- RM 1345**

All veterans, veterans’ dependents, and active duty personnel may utilize services provided by the Office of Veteran Affairs. This office is operated by staff members of the University of South Alabama. All degree programs are approved for the education of veterans, service members, and dependents of veterans eligible for benefits under the programs of the state and federal Department of Veterans Affairs. - See more at: http://www.southalabama.edu/departments/registrar/veteransaffairs/#sthash.1fRBVeUk.dpuf

Our VA Student Resource Room is also located in the Academic Services Center. Come enjoy a comfortable place to study or relax with other student veterans.

**Hours:** 8:00 am-12:00 pm and 2:00 pm-5:00 pm

**Career Services**


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 online 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

Counseling and Testing Services provides free and confidential counseling for currently enrolled students. Staffed by professional mental health counselors, individual, couples, and group counseling services are available through this office. Counselors work with students toward the goals of improved psychological health and academic success. The department also serves as a regional testing center and administers standardized tests such as the College Level Examination Program (CLEP) tests, Miller Analogies Test, Graduate Record Exam-Subject Tests, and Law School Admission Test. Further information about this department may be accessed online at www.southalabama.edu/departments/counseling.

Vice President for Student Affairs and Dean of Students Office

Located in Suite 245 of the Student Center, the Vice President for Student Affairs and 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 Vice President for Student Affairs and Dean of Students Office strives to facilitate cooperation among students, faculty and administrators. The 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 Vice President for Student Affairs and Dean of Students Office at (251) 460-6172.

Dining Services

South Alabama Dining is delighted to be the complete source for all of your campus dining needs. With locations that open from 7 a.m. to 2 a.m., South Alabama Dining provides widespread dining opportunities to accommodate any dining desire! Meals, snacks, coffee, or convenience items, South Alabama Dining 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), Island Oasis (Student Rec. Center), Starbucks (Marx Library), the Delta Deli (Delta Commons), We Proudly Serve Cafe, (Shelby Hall) the Food Court (Student Center) which features Chick-Fil-A, Quiznos, Pizza Hut, and Burger Studio. Also, visit our newest Java City and POD Express 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 an order or give us a call at 251-460-7948.

Services for Students with Disabilities
The University provides services to students who have a documented disability that impairs their ability to access the institution’s programs of study. Disabilities may include but are not limited to physical, psychological, or learning disabilities. Students in need of accommodations due to a disability should contact the Office of Student Disability Services, located in Suite 19 of the Educational Services Building, 320 Alumni Circle, (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, email omsa@southalabama.edu or call 251-460-6895.
Orientation

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

Southbound New Student 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.

USA Mail Hub

USA Mail Hub is managed by Ricoh Americas Corporation and provides mail services for the campus, students, faculty and staff. University of South Alabama students and employees will have access to an array of new mailing, shipping, copying and printing options and technologies at the USA Mail Hub facility, which will be fully operational at the opening of the Fall 2015 semester.

USA Mail Hub is located in the Student Center, and will offer upgraded retail space that includes automated electronic notifications for student letters and packages, shipping options using all major carriers, printing and copying services, as well as mailing and shipping supplies. When the center is fully operational, student mail at USA Mail Hub will no longer be stored in mailboxes, rather it will be sorted into a high-density rolling and racking system.

Departmental mail pickup and delivery service is provided by means of an established route. USA Mail Hub processes all departmental mail, domestic and foreign. Cash, credit/debit cards are accepted.

All students who live on campus are required to have a personal mail box to receive mail. Mail is not delivered to the Residence Hall Rooms. For more information, visit the USA Mail Hub website at (http://www.southalabama.edu/departments/studentaffairs/usamailhub/index.html) or contact USA’s Ricoh representative, Robert Morten, at Robert.Morten@Ricoh-USA.com, or call 251-414-8191.

Marketing and Communications

The Office of Marketing and Communications leads the planning, creation and implementation of the USA’s marketing, publications, and media and public relations initiatives, and is responsible for USA’s brand management goals, policies and processes. The office develops marketing and communications strategies and plans; oversees branding, marketing and visual identity policies, and oversees the efforts of internal and external individuals and organizations that communicate the university’s message and identity, including all academic, non-academic and administrative units. The office provides direction, expertise and services that create and sustain a comprehensive and coordinated communications and marketing program for the University, and help all units of the University achieve their goals and objectives.

The Office of Marketing and Communications can assist with publicity for student events, honors and other newsworthy occasions. To request assistance with a project, please contact us at pubrel@southalabama.edu or call (251) 460-6211. For more information, please visit our website, www.southalabama.edu/marcomm.

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 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.

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, pens, backpacks and more. For further information or to schedule an appointment, call (251) 380-2828, email publink@southalabama.edu.

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.

http://www.southalabama.edu/departments/studentcenter/index.html

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: Vice President of Student Affairs and Dean of Students, Student Government Association, CASLCE, Ballroom, Terrace, 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. http://www.southalabama.edu/departments/studentcenter/sc_lab.html

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, on campus events, student rec center, residence hall access, athletic events, and discount tickets from Jaguar Productions. $10 replacement fee for lost or stolen ID. http://www.southalabama.edu/departments/studentcenter/jagcard.html

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 http://www.southalabama.edu/departments/studentcenter/roomreserve.html

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 instruction 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. Alcohol and drug information can be obtained at www.southalabama.edu/departments/counseling as well as access to mental health and substance abuse assessments that provide personalized feedback. The counseling 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 helping you achieve success in your specific field of study. The libraries provide a safe and quiet place to study, conduct research, use computers, checkout music or videos, make copies, and meet in group study rooms or other collaborative areas. Library hours are extended during exam weeks to serve students’ needs.

• **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/departments/docs](http://www.southalabama.edu/departments/docs)
  – The Library Auditorium, first floor east side, seats up to 125 people and can be reserved for use by University affiliated organizations. Check availability on the Library website under About Marx Library/Events and complete a reservation request for the auditorium and other meeting rooms on the Marx Library website under About Marx Library/Information.
  – A Writing Center office on the second floor provides instruction and help with writing papers. Visit the Writing Center website to schedule an appointment: [http://www.usouthal.edu/colleges/scesp/writing/](http://www.usouthal.edu/colleges/scesp/writing/)
  – A full-service Starbucks on the first floor is open during most Library hours.
    Visit the Marx Library website to discover all the Library has to offer: [http://library.southalabama.edu/](http://library.southalabama.edu/)

• **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/](http://biomedicallibrary.southalabama.edu/library/)

• **Doy Leale McCall Rare Book and Manuscript Library**, currently located at the Springhill Avenue Campus (SHAC), Room 0722, 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/](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/](http://www.southalabama.edu/univlib/mcob/)

• **USA Baldwin County Campus Library** students can make an appointment with a librarian to assist with their research needs: [http://www.librarynow.info/](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 mission of the USA National Alumni Association is to support and positively influence the goals of the University through an active relationship with the University, its alumni, students and friends. Their vision is to engage and involve our alumni, building a mutually beneficial relationship with our University through active communication and comprehensive programs and services.

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.
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 visit http://www.southalabama.edu/departments/studentactivities/

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 registered 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 email at activities@southalabama.edu.

To be registered 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 fall 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.

**Faith Based Organizations**

- Baptist Campus Ministries
- Catholic Student Association
- Chi Alpha Christian Fellowship
- Christian Medical & Dental Association
- Converge
- Cottage Hill U
- The Gathering
- Fellowship of Christian Athletes
- Impact-USA
- Muslim Student Association
- Pagan Student Association
- RUF- Reformed University Fellowship
- Secular Student Alliance
- USA Interfaith
- Wesley Foundation
- Westminster Fellowship - U Kirk

**Honor Societies**

- Abeneefuo Kuo Honor Society
- Alpha Epsilon Delta
- Alpha Sigma Lambda
- Beta Alpha Psi
- Chi Sigma Iota
- Civil Engineering Honor Society
- Eta Kappa Nu
- Gamma Theta Upsilon
- Honors Program Organization
- Lambda Pi Eta Communication Honor Society
- Mortar Board
- National Society of Collegiate Scholars
- Omega Chi Epsilon
- Phi Alpha Theta History Honor Society
- Phi Kappa Phi Honor Society
- Phi Sigma Iota
- Pi Tau Sigma
- Pi Theta Epsilon
- Psi Chi
- Scabbard and Blade
- Sigma Alpha Iota
Sigma Tau Delta
Tau Beta Pi
Tau Sigma National Honor Society
Alabama Institute of Chemical Engineers
Alabama Physician Assistant Student Society[1]
American Association of Petroleum Geologists
American Chemical Society
American Medical Student Association
American Medical Women’s Association
American Red Cross Club
American Society of Civil Engineers
American Society of Mechanical Engineers
ASHRAE
Associated General Contractors
Association of Computing Machinery
Biomedical Engineering Society
Biomedical Sciences 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
Emergency Medicine Interest Group
Family Medicine Interest Group
Future Educators in Action
Future Justice Professionals
Future Pharm.D. Association
Gulf Region Intelligent Transportation Society
Internal Medicine Interest Group
Instituted for Healthcare Improvement
Institute of Electronics and Electrical Engineers
Instructional Design & Development
Graduate Association
Jaguar Women in Technology
Marine Sciences Graduate Student Organization
Meteorology Club
Mitchell MBA Graduate Student Association
Music Business Association
National Society of Black Engineers
National Student Speech Language and Hearing Association
Nursing Christian Fellowship
OBGYN Interest Group
Oracle
Orthopedic Surgery Interest Group
Pediatric Interest Group
Physical Therapy Club
Pre-Occupational Therapy Club
Pre-Physical Therapy Club
Pre-Physician Assistant Society
Professional Sales & Marketing
PsychSIGN
Public Relations Student Society of America
Radiology Interest Group
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 Association
Student Academy of Audiology
Student Athletic Advisory Committee
Student National Medical Association
Student National Pharmaceutical Association
Student Nurses Association, USA
Student Run Free Clinic
Students for Disease Research
Students Today Alumni Tomorrow
Surgery Interest Group
Wilderness Medicine Student Interest Group

Special Interest and Academic Groups
Active Minds
African American Student Association
Air Force ROTC
Allies Unlimited
American Advertising Federation
Amnesty International
Anthropology Club
Applied General Contractors
Arnold Air Society
Art History Association
Basic Medical Science Student Organization
Biology Student Association
Biology Graduate Student Association
Camp Kessem
Chinese Student Scholars Association
Circle K International
College Conservatives
College Democrats
Colleges Against Cancer
Collegiate 100
Color Guard, USA (ROTC)
Communication Graduate Association
Council of International Student Organizations
Cross Training
Design Build Fly
Diamond Girls
Exercise Physiology Club
Financial Management Association
First Generation College Students
French Club
Friends of Internationals
Geography Club
Geology Club
German Society
Gerontology Club
Home Grown USA
House of Jags
Independent Music Collective
Indian Student Association
International Justice Mission
Jag Glass
Jag Health Team
Jag Media
Jaguar Joggers
Jaguar Intramural Sports (ROTC)
Jaguar Productions
Jazzin’ Jags, USA
Latin American Student Association
Launch Society, USA
Marine Science Graduate Student Org.
Mathematics & Statistics Club
Meteorology Club
NAACP
Native American Student Association
Nontraditional Student Union
Pakistan Student Association
Percussive Arts Club, USA
Philosophy Club
Pinky Promise, South Alabama
Pinoy South Society
Political Science Club, USA
Psychology Club
Ranger Challenge (Army ROTC)
Residence Hall Association
Rock Climbing Club
Rugby Club, USA
Saudi Student Association
Society for the Anime & Gaming Experience
Sociology Club
South Alabama Jagettes
SouthFit Club
Spectrum
Steel Band Club, USA
Student Sustainability Council
Student Veterans of America
Students in Action
Students for Equality
Students for Life
Therapeutic Recreation Association
Theatre Jesters, USA (Alpha Psi Omega)
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
Women of Excellence
World Music Club, USA

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
Omega Psi Phi
Phi Beta Sigma
Sigma Gamma Rho
Zeta Phi Beta

Club Sports
Bass Fishing Club
Club Volleyball, USA
Cricket Club, USA
Karate Club, USA
Quidditch Club, USA
Rock Climbing Club
Rugby Club, USA
Sailing Club, USA
Ultimate Frisbee Club, USA

Last Updated: June 17, 2015
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. For more information call (251) 460-7003

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 email 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!
Code of Student 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 non-academic 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. Registration for subsequent terms, the conferral of academic degrees, the release of transcripts, as well as other actions on a student account may be withheld pending the resolution of allegations of student misconduct.

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, those who are on semester break, and those who are sitting out one or more semesters.

Individuals participating in USA’s Personal Enrichment, Professional Development, and Conference Services activities offered through the School of Continuing Education and Special Programs are considered visitors. Visitors are expected to conduct themselves in accordance with the general rules and regulations of the University. Violations may result in the summary suspension of the privilege of visiting the campus. Student process/appellate procedures are not applicable to visitors.

7. PROHIBITED CONDUCT

University jurisdiction and discipline attaches to conduct that occurs on University premises or conduct that adversely affects or is detrimental to the University community and the pursuit of the objectives of the University, which can occur on or off campus. A student will be subject to the Code of Student Conduct for any action in violation of this Code that either occurs on University premises, or that, in the University’s sole discretion, occurs off campus and has an effect on or is detrimental to the University community and/or pursuit of University objectives.

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:

1.) While attending any University orientation program;

2.) Following admission of a student to USA but prior to the first day of class;

3.) 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; or

4.) During an interval between 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 following non-academic misconduct is subject to disciplinary action:

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).

This code violation includes domestic and dating violence.

“Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

“Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
B. Harassment
The term “harassment” means conduct that, in the aggregate, is sufficiently pervasive, persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource. It may consist of written, electronic, verbal, and/or physical acts. 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 cause mental or physical harm to another person.

“Stalking” means a course of conduct directed at a specific person that is so pervasive, persistent or severe that it would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

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, gender identity, age, protected veteran status, genetic information, or disability. Such behavior must be unwelcome and sufficiently pervasive, persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct, in the aggregate, would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

D. Engaging in Sexual Harassment
The term “sexual harassment” includes, but is not limited to, verbal or non-verbal conduct that a reasonable person would find intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome 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. Said conduct must be unwelcome and must be so severe and pervasive that it has the purpose or effect of interfering with an individual’s educational experience or creating an intimidating, hostile, or offensive learning environment. 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 unwelcome 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; use or possession of fireworks or incendiary, dangerous, or noxious devices or materials which have not been authorized by University officials; use, possession, or storage of any weapon which has not been authorized by University officials; 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/she:

1) Engages in fighting or in violent tumultuous or threatening behavior.

2) Makes unreasonable noise.

3) In a public place, uses abusive or obscene language or makes an obscene gesture.

4) Without lawful authority, disturbs any lawful assembly or meeting of persons.

5) Obstructs vehicular or pedestrian traffic, or a transportation facility.

6) 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. The term “student” also includes persons newly admitted to USA, who are on semester break, or 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 Alabama Code Section 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:

1) Striking pledges by any method.

2) Physical activity that causes excessive fatigue or fear.

3) Depriving pledges of sleep (minimum six hours uninterrupted per night), decent meals, or the opportunity to maintain bodily cleanliness (uninterrupted and private).

4) 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.

5) Morally degrading or humiliating games or activities.

6) 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.

7) Jeopardizing academic performance by depriving pledges of reasonable study time or prohibiting pledges from completing any requirement necessary to achieve academic success.

8) 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.

9) Any willful action taken or situation created whether on or off any University or other education premises, that recklessly or intentionally endangers the mental or physical health of any student.

10) Forcing pledges to wear blindfolds during any pledging activity.

11) Depriving pledges of 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 violation of University policy.

Y. Intentionally filing a false complaint under this Code.

Z. Violating the terms of any disciplinary sanction imposed in 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” is meant to include those persons who have complied with the University requirements for registration of a recognized student organization.

A. Responsibility of Officers
   It is the responsibility of the officers of each organization to ensure that the organization complies with the Code of Student 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:
   1) 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.
   2) When one or more officers refuse or neglect to perform their duties hereunder. A student organization will be held responsible for the actions of one or more of its members that violate the Code of Student 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.
   3) When particular actions by an organization (or specific members) prove to be a cause for concern, the Office of Student Activities and Greek Life 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 respondents 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 Code of Student 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. 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. A respondent is any student that has been alleged to be in violation of the Code.

On-campus Meeting Requirements
Respondents, 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.

Pursuing Charges
Any member of the University community may initiate a complaint against a student or student organization for an alleged violation of the Code of Student 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/administrators (except in charges of sexual violence where the UDC will have two to four faculty or staff/administrators) and is chaired by the non-voting Student Conduct Administrator or a designee of the Dean of Students. All university officials and members of the UDC receive annual training on issues related to dating violence, domestic violence, sexual assault, stalking; and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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 responding 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 resolve the alleged Code violation.

**Participating as a Respondent**
A student charged with violating the Code of Student Conduct has two hearing options. In most instances of minor violations where the responding 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 responding 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. The Student Conduct Administrator, at his/her sole discretion, may obtain information from other sources prior to this proceeding.

**Option 2** is a formal hearing before the UDC and is 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 respondent. Both the complainant/victim and the respondent may question all witnesses presented. If the UDC, after deliberations, finds that the responding student is responsible for violating the Code of Student 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 Code of Student Conduct are contacted by one of four parties: the respondent, 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:
Participants 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 respondent’s disciplinary file, should the respondent be found responsible, with the understanding that the respondent has the right to review such information. The complainant or victim shall have the right to be visually screened from the respondent.

Victim’s Rights in Student Conduct Hearings
Victims of alleged violations of the Code of Student Conduct have the following rights with respect to either hearing option 1 or option 2.

1) The right to a prompt, fair and impartial process from the initial investigation to the final result.

2) The right not to attend a formal hearing.

3) The right to have an advisor, as defined in 8.A.3, accompany him or her during any conduct proceeding.

4) 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, and enforcement of orders of protection such as “no contact” orders when such contact is likely to place the victim in danger of bodily injury and/or cause the victim severe emotional distress. The University will maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or enforcement of protective measures.

5) The right to be simultaneously notified in writing of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, stalking, and sexual assault; procedures for the appeal of the results of the disciplinary proceedings; any change to the results; and when such results become final.

6) 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 respondent has been found responsible. Further, the University may disclose to anyone, not just the alleged victim, if the respondent 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.
7) 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.

A. Formal Hearing Procedures
Whenever a formal hearing is to be held regarding an alleged incident of non-academic prohibited conduct, the respondent and the complainant shall be given two (2) working days written notice of the charges alleged against the respondent and of the date, time, and place of the hearing. The terms “notify in writing” or “transmit in writing” mean to email written notice to the student’s jagmail account. 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 respondent 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 respondent, and the complainant and/or victim and advisors to the respondent and the complainant and/or victim. Witnesses will be present only during their own testimony. The complainant/victim and the respondent, have the right to:

1) Be present at the hearing. However, if either or both the complainant/victim and the respondent fail to appear at the hearing, the hearing may be held in the absence of either or both of those individuals.

2) Present evidence by witness or by affidavit if a witness is unable to attend the hearing. It is the responsibility of the respondent 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.

3) Be assisted by an advisor of their choice, 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.

4) The complainant/victim, and respondent 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/victim or the respondent 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, nor may attorneys participate in the examination of witnesses or presentation of materials or information.

5) 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.

6) Offer pertinent records, exhibits, and written statements 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 respondent violated one or more sections of the Code.
7) 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. A complainant/victim or respondent may review the contents of their file through the Dean of Students Office.

B. Hearing Decisions
In determining whether or not a violation of the Code of Student Conduct has been committed, the UDC or Student Conduct Administrator will base its determinations on the standard of preponderance of evidence. The respondent will receive a written statement of finding with sanctions, if applicable, within five (5) working days. The institution will simultaneously notify, in writing, both the complainant and the respondent of the result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.

C. Disciplinary Sanctions
If the hearing decision is that the respondent has committed conduct prohibited in Section 7, the Student Conduct Administrator shall consider the recommendation of the UDC and impose one or more appropriate disciplinary measures from among the following:

1) **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.

2) **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 commensurate with the degree of seriousness attached to the misconduct. Beginning and ending dates will be specified.

3) **Room Transfer:** Requires the respondent to move rooms or areas to reduce the chances of additional problems. Probation will accompany such a move.

4) **Removal from University Housing:** Requires that the respondent to move off campus. Beginning and ending times will be specified. Violators may be subject to trespassing charges.

5) **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.

6) **Fines:** Monetary fines may be levied against the student for violations of certain policies and procedures at the discretion of the Student Conduct Administrator.

7) **Restrictions:** Limiting of certain privileges or practices of the individual(s) involved in the offense.
8) **Suspension:** Removal from the University for a period of time. The duration of the period of suspension shall be commensurate with 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.

9) **Expulsion:** Permanent deprivation of the respondent’s opportunity to continue as a member of the University community. Violators may be subject to trespassing charges.

10) **Community Service:** A specified number of hours that a student works for a community service agency or a department on campus. Under direct supervision, the student performs his or her community service hours without compensation. Hours performed in this fashion may not count towards organizational service hours.

11) **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.

D. **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 an indication 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 his 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.

E. **Parental Notification**

By law, parents of college students may not be notified of most violations of the Code of Student 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 has been emancipated from 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.

F. **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 respondent, complainant, or victim is not satisfied with the disciplinary decision rendered in hearing option 1 or option 2, 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:

1) Violation of procedural rights.

2) Severity of disciplinary action.

3) Evidence not available at the time of hearing.

In order to request an appeal, the student must submit a written request of appeal to the Dean of Students within two (2) working days of the hearing decision. The appeal may either be submitted on an appeal request form which is available from the Student Conduct Administrator or in the form of a letter from the student to the Dean of Students. The desired outcome of the appeal should be included in the form or letter.

Appeal Decision
The person(s) considering the appeal (as designated by the Dean of Students) shall have the authority to:

1) Sustain the decision of the Student Conduct Administrator or UDC, including the penalty imposed.

2) Sustain the decision of the Student Conduct Administrator or UDC, but impose a lesser penalty.

3) Remand the case to a new Student Conduct Administrator for further consideration.

4) 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. In cases involving sexual violence, dating violence, domestic violence, and stalking, the complainant shall be notified simultaneously 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 responding student or organization before any hearing.

10. Recordkeeping
All student disciplinary records are confidential and 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 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. The 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 his or her 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 a 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.

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.

Files will be kept for ten years from the student’s last violation of the Code of Student Conduct. These records will then be shredded unless other required by law or University policy. In cases involving suspension or expulsion or in which all sanctions have not been satisfactorily completed, files will be kept permanently.

**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 or 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.
UNIVERSITY OF SOUTH ALABAMA
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM
STATEMENT OF 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 address this ongoing concern through an institution-wide commitment to appropriate education, prevention, and counseling services. The University recognizes, through this policy and the programs developed to prevent illicit use of drugs and abuse of alcohol, its goals and commitments to a drug-free academic and employment environment, in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and the Drug-Free Workplace Act of 1988, and The Americans With Disabilities Act of 1990.

Federal regulations governing the confidentiality of records shall be carefully observed (Section 523 of the Public Health Service Act). These laws provide specific requirements for maintaining the confidentiality of client records.

As a part of the University’s Institution-Wide Substance Abuse Education/Prevention 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, or in University vehicles either during or after working hours;
2. Unauthorized use or possession or any manufacture, distribution, dispensation, or sale of controlled substances, as defined by state law, on University premises, or while engaged in University business, or 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, or 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 University 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 a University employee’s work performance, his own or others’ safety;
7. Any act leading to conviction under any criminal drug statute;
8. Failure of a University employee 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 of 1988.

A Summary of Federal and State Laws

The University pledges to support and enforce all laws and ordinances pertaining to the use, possession, sale, and distribution of alcohol and other drugs. Below is a summary of Alabama laws relating to illegal possession, etc., of alcohol and illegal drugs. Relevant Federal laws are included as an Appendix to this document.
State Law - Drinking Age

The legal age in Alabama for consumption or possession of alcoholic beverages is defined as twenty-one (21) years (Ala. Code Section 28-31-5). Minors may not lawfully attempt to purchase alcoholic beverages [Ala. Code Section 28-3A-25 (18)]. Those found in violation are subject to a fine of not less than $50.00 to $500.00 and at the discretion of the judge, up to three months at hard labor or imprisonment. Those who furnish alcoholic beverages to a minor are subject to a civil suit by the minor’s parents or guardian (Ala. Code Section 6-5-70).

Sale or Gift to an Intoxicated Person

The Alabama Alcoholic Beverage Control Board regulations prohibit the sale or gift of alcohol to persons who “appear, considering the totality of the circumstances, to be intoxicated.” (ABC Regulation 20-X-6-.02)

Dram Shop Liability

A civil action for damages may be initiated by persons injured by intoxicated individuals against the one who sold, gave, or otherwise caused the intoxication of the individual in violation of the law (Ala. Code Section 6-5-71).

Related Laws

State law defines controlled substances or drugs in Ala. Code Section 20-2-1, et seq. Drugs which are illegal in the state of Alabama are included therein and include marijuana, morphine, heroin, cocaine, codeine, peyote, mescaline, and other similar substances.

The Drug Crimes Amendment Act of 1987 establishes that it is a crime to unlawfully distribute controlled substances if, except as otherwise authorized, the person sells, furnishes, gives away, delivers, or distributes a controlled substance enumerated in Schedules I-V of the Act. Such unlawful distribution is defined as a Class B felony. Class B felonies provide sentences for a definite term of imprisonment, which imprisonment includes hard labor for not more than twenty years or less than two years. In addition, there may be certain fines imposed, related to felonies. (Ala. Code Section 13A-5-11).

Persons are deemed to commit a crime of unlawful possession of a controlled substance if, except as otherwise authorized, the person possesses a controlled substance enumerated in Schedules I-V, or the person obtains by fraud, deceit, misrepresentation or subterfuge or by the alteration of a prescription or written order, or by the concealment of a material fact or by the use of a false name or giving a false address, a controlled substance enumerated in Schedules I-V or a precursor chemical enumerated in Ala. Code Section 20-2-181. Such unlawful possession is deemed to be a Class C felony, which may carry with it a penalty of not more than ten years, or less than one year and one day, plus potential fines. (Ala. Code Section 13A-5-11, 13A-5-6, 13A-12-212).

Additionally, a person commits the crime of unlawful possession of marijuana in the first degree if, except as otherwise authorized, the person possesses marijuana for other than personal use or possesses marijuana for his/her personal use only after having previously been convicted of unlawful possession of marijuana in the second degree or unlawful possession of marijuana for his personal use only. That unlawful possession is deemed to be a Class C felony. (Ala. Code Section 13A-12-213).

A person commits the crime of unlawful possession of marijuana in the second degree if, except as otherwise authorized, the person possesses marijuana for his/her personal use only. Unlawful possession of marijuana in the second degree is a Class A misdemeanor. Class A misdemeanors may require imprisonment in the County jail or hard labor for the County of not more than one year. (Ala. Code Section 13A-12-21).
In addition, if an offender is over the age of 18, and the offense consists of selling, furnishing or giving Schedule I-V controlled substances to a person under the age of 18, the offender is guilty of a Class A felony. The imposition or execution of THE SENTENCE SHALL NOT BE SUSPENDED, AND PROBATION SHALL NOT BE GRANTED. (Ala. Code Section 13A-12-215)

There are certain specific offenses for drug trafficking set forth in Ala. Code Section 13A-12-231, et seq. Also there is a specific penalty for individuals who sell on or near school campuses, as found in Ala. Code Section 13A-12-250, as follows:

“In addition to any penalties heretofore or hereafter provided by law for any person convicted of an unlawful sale of a controlled substance, there is hereby imposed a penalty of five years incarceration in the state corrections facility, with no provision for probation if the situs of such unlawful sale was on the campus or within a three mile radius of the campus of any public or private school, college, university, or other educational institution in the state.”

There are also offenses for possession, use, delivery and sale of drug paraphernalia set forth in Ala. Code Section 13A-12-260, as well as other significant offenses relating to illicit use, sale, distribution, manufacture, possession, or consumption of dangerous drugs, narcotics, or other controlled substances. When made aware of activities that violate any of these or other drug laws the University of South Alabama will work with appropriate authorities in order to assure that the University is a drug-free environment for its students, faculty, and staff.

Counseling and Treatment Services

1. Employees are eligible for free substance abuse assessment and counseling services from the University Employee Assistance Program Counselor, 461-1346. Students are eligible for free substance abuse assessment and counseling services from the Counseling and Testing Services – Substance Abuse Program, 460-7980. Services are provided confidentially to the extent allowed by relevant laws and ethical guidelines. Employees and students who are concerned about their alcohol and other drug use are encouraged to self-refer.

2. When an employee or student requires treatment beyond what can be provided by the EAP Counselor or Substance Abuse Program staff, he/she will be referred to an outside provider. The selection of that treatment provider will be based on a number of considerations including type of treatment needed (e.g., inpatient vs. outpatient), insurance coverage, accessibility of program, and employee/student openness to available options.

Substance Abuse Education and Training

1. Counseling and Testing Services takes a primary role in planning and conducting alcohol and other drug prevention activities for students. These include but are not limited to substance abuse educational programs, distribution of educational materials, conducting screenings for alcohol problems, development and implementation of social norm marketing campaigns, and maintaining on-line resources such as alcohol assessment and personalized feedback programs.

2. Counseling and Testing Services provides training for faculty, staff, and student leaders on alcohol and other drug issues, particularly how to recognize and intervene with someone who is suspected of having a substance abuse problem. The Employee Assistance Counselor provides training for hospital supervisory personnel on recognizing and intervening with impaired health professionals.

3. Counseling and Testing Services staff and the Employee Assistance Program Counselor are available to consult with students and employees about substance abuse related issues.
University Alcohol Policy

Campuses
1. The sale, possession, distribution or consumption of alcoholic beverages on the campuses of the University of South Alabama is prohibited.
2. Public intoxication on the campuses of the University of South Alabama is prohibited.
3. The University may allow alcohol to be served at certain functions of student organizations and to other recognized organizations hosting functions in designated areas on campus. All organizations will be expected to follow all relevant University policies and procedures. All laws, ordinances, and University regulations must be carefully observed relating to the utilization of the privilege of alcohol consumption.
4. The responsibility for compliance with and adherence to University regulations and applicable state laws rests 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 sponsoring organization or its advisors or members or other participants, with regard to alcohol usage.
5. All requests for permission to serve alcohol at a function on campus must be submitted to the Office of Campus Involvement at least five working days prior to the date of the event.
6. Organizations granted the permission to serve alcohol at an event on campus must maintain appropriate insurance policies, as required by the University. Information about insurance requirements may be obtained from the Office of Campus Involvement.
7. Security precautions, as specified by the Office of Campus Involvement, must be carefully observed.
8. No alcoholic beverages may be purchased through a student organization’s treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization.
   a. Any monies used to pay for alcoholic beverages must be supplied by personal/private sources.
   b. No alcohol may be purchased with funds of an organization which are in accounts of the University of South Alabama.
   c. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
9. Minors who are not affiliated with the University may not attend any function at which alcoholic beverages are present. An official of the organization sponsoring the event must ask the minor who attempts to attend the function to leave. If the minor refuses to leave, Campus and/or local police must be advised.
10. Driver’s licenses are to be checked by security personnel to verify that persons are of legal drinking age before those persons may receive and consume alcoholic beverages.
11. No student organization may co-sponsor an event with an alcohol manufacturer and/or distributor, charitable organization, or tavern (tavern 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.
12. All rush activities must be dry. No alcohol shall be present at any pledge/associate member/novice program or activity of the organization.
13. Open parties, meaning those with unrestricted access by nonmembers of the organization when alcohol is present, shall be prohibited. Guests must be invited by specific invitation, with the numbers of guests to be regulated by the Office of Campus Involvement.
14. Alcoholic beverages should not be freely available (unrestricted access) and a designated server should be appointed to insure that no alcoholic beverages are served to persons under the legal drinking age or to persons who appear to be intoxicated.
15. A copy of the Alabama Dram Shop Liability Statement should be prominently posted where alcohol is being served. All servers must sign a liability statement declaring their familiarity with Alabama law on Dram Shop Liability, other relevant laws, and the University Alcohol Policy.
16. Non-alcoholic beverages should also be available in adequate quantities and featured as prominently as the alcoholic beverages. A reasonable portion of the budget for the event should be designated for the purchase of food items. Non-alcoholic beverages and food should continue to be available throughout the event.

17. 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.

18. Advertising for the event may not include any reference to alcohol including a reference to a function being BYOB (Bring your own bottle of alcohol).

19. Drinking “games” or any activity, which encourages alcohol overindulgence or abuse, are prohibited.

20. Keg beer or any bulk containers will not be allowed under any circumstances.

21. Any event that is closed down due to any violation of city, county, state or Federal laws, rules regulating crowd noise level, or University regulations, will subject the sponsoring organization to a review of its status as a registered University organization.

22. Jurisdiction over non-compliance of these standards will depend upon the nature of the violation, the location of the event, and whether students of the University are involved in non-compliance. In every case it is the sole responsibility of the organization to uphold standards set forth in this policy. Organizations found not in compliance by the Dean of Students, or his/her designated representative, will be subject to loss of status as a recognized student organization by the University or other measures as appropriate.

Disciplinary and Other Actions

1. Students found in violation of any of these policies will be subject to the following:
   a. The student will be required to appear before the Student Conduct Administrator of the University who will assess the student’s behavioral report.
   b. If alcohol and/or drug use is determined to be a factor in the behavioral report, the student may be referred to the Substance Abuse Program of Counseling and Testing Services located in Alpha Hall East, Room 326.
   c. If it is determined that this Program is inadequate to meet the student’s needs, he/she may be referred to other agencies. The University assumes no liability for any costs which may be incurred in such a referral.
   d. Depending upon the nature of the violation various sanctions may be imposed on the student including but not limited to the following: written reprimand, conduct probation, residence hall room transfer, removal from university housing, fine, completion of substance abuse education, community service, suspension and/or expulsion from the University.

2. Staff employees found in violation of these policies will be subject to the following:
   a. The Department Head and appropriate Human Resource Officer will access the behavioral report and evaluate for purposes of assistance to the employee. Appropriate sanctions may be imposed up to and including termination.
   b. If alcohol and/or drug use are determined to be a factor in the behavioral report, the employee will be referred to the Employee Assistance Program. The employee is required to call EAP (461-1346) to make an appointment with the Employee Assistance counselor within two working days of the referral. The employee will receive a professional assessment to determine whether chemical dependency or abuse exists. If appropriate, the employee will be scheduled for counseling sessions with the Employee Assistance Counselor.
   c. If it is determined that counseling sessions with the Employee Assistance Counselor would be inappropriate for the employee, he/she will be referred elsewhere for further evaluation.
   d. The appropriate Human Resource Officer, as well as the supervisor of an employee undergoing treatment or counseling for chemical dependency shall be notified by the Employee Assistance Program Counselor as to:
      i. employee attendance at counseling/treatment sessions,
      ii. date/time when employee may return to work,
Other state and federal requirements will apply with respect to health care professionals. To the extent that other legal requirements are more extensive than the policy enclosed herein and/or are more stringent, those will apply.

3. Members of the faculty who may be in violation of the policies will be subject to all requirements of the Faculty Handbook as well as the following:
   a. The Department Head will confer with the Dean and the Vice President for the respective area to assess behavioral reports and evaluate for the necessity of assistance to the faculty member. Appropriate sanctions may be imposed, up to and including termination.
   b. If alcohol or drug use is determined to be a factor in the behavioral report, the Department Head and appropriate representative, either from the Dean’s office or the Vice President’s office, will meet with the employee concerning issues related to professional performance.
   c. If the faculty member wishes to be referred to the Employee Assistance Counselor for assessment or counseling, or to treatment, those options will be available to the faculty member.

Health Risks Associated with Alcohol and Other Drug Use

**Alcohol** - Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of habitual alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term health risks of heavy drinking include hypertension, stroke, cirrhosis of the liver, heart problems, brain and nerve damage, and sexual dysfunction.

Pregnant women who drink alcohol may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates the children of alcoholic parents are at greater risk than other children of becoming alcoholics.

**Marijuana** - Marijuana use increases the heart rate, impairs coordination, and reduces short-term memory. Use of marijuana during pregnancy may result in premature babies and low birth weights. Women may have irregular menstrual cycles and both men and women may have a temporary loss of fertility.

**Cocaine** - Cocaine use can ulcerate the mucous membrane of the nose if snorted and cause hepatitis or other infections if injected. Cocaine abuse may be associated with severe depression, anxiety, and/or psychotic episodes. Overdose deaths can occur when the drug is injected, smoked or snorted. Deaths are a result of multiple seizures followed by respiratory cardiac arrest.

**Amphetamines** - Use of amphetamines may increase heart and breathing rates and blood pressure, cause blurred vision, dizziness, loss of coordination, and even physical collapse. An amphetamine injection creates sudden increases in blood pressure that cause death from stroke, very high fever, or heart failure.

**Hallucinogens** - Hallucinogen use (LSD, mescaline, mushrooms) may cause organic brain damage, such as impaired memory and attention span, mental confusion, and difficulty with abstract thinking.

**Barbiturates** - Use of barbiturates in large doses (Amytal, Nebutal, Seconal) may cause slurred speech, staggering gait, poor judgment, and slow, uncertain reflexes. These effects make it dangerous to drive a car or operate machinery. Unconsciousness and death may also occur from large doses.

Rev. March 2015
**Appendix 1: Federal Trafficking Penalties**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>LSD 10 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
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<tr>
<td>Substance/Quantity</td>
<td>Penalty</td>
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<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td><strong>First Offense:</strong> Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.</td>
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<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td><strong>Second Offense:</strong> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
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<tr>
<td>Flunitrazepam (Schedule IV)</td>
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<tr>
<td>1 Gram</td>
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<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td><strong>First Offense:</strong> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
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<td></td>
<td><strong>Second Offense:</strong> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
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</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td><strong>First Offense:</strong> Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
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<td></td>
<td><strong>Second Offense:</strong> Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
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<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
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<td></td>
<td><strong>Second Offense:</strong> Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
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</tbody>
</table>

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

<table>
<thead>
<tr>
<th>Marijuana</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td></td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td><strong>First Offense:</strong> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
</tr>
<tr>
<td></td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
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<tr>
<td>Marijuana</td>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
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<tr>
<td>50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</td>
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<tr>
<td>Hashish</td>
<td><strong>First Offense:</strong> Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
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<tr>
<td>More than 10 kilograms</td>
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<tr>
<td>Hashish Oil</td>
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<tr>
<td>More than 1 kilogram</td>
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<tr>
<td>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</td>
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<tr>
<td>1 to 49 marijuana plants</td>
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<tr>
<td>Hashish</td>
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<tr>
<td>10 kilograms or less</td>
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<tr>
<td>Hashish Oil</td>
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<tr>
<td>1 kilogram or less</td>
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Appendix 2: Controlled Substances Uses and Effects

<table>
<thead>
<tr>
<th>Controlled Substances - Uses and Effects</th>
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<tbody>
<tr>
<td><strong>Drugs/CSA Schedules</strong></td>
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<td>-------------------------------</td>
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<tr>
<td>NARCOTICS</td>
</tr>
<tr>
<td>Opioids</td>
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<tr>
<td>Morphine, II</td>
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<tr>
<td>Codeine, III</td>
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<tr>
<td>Heroin</td>
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<tr>
<td>Hydrocodone, Methadone</td>
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<tr>
<td>Methadone</td>
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<tr>
<td>Other Narcotics</td>
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<td></td>
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<tr>
<td>DEPRESSANTS</td>
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<tr>
<td>Chlordiazepoxide, Diazepam</td>
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<tr>
<td>Valium</td>
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<tr>
<td>STIMULANTS</td>
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<tr>
<td>Caffeine</td>
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<tr>
<td>HALUCINOGENS</td>
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<tr>
<td>LSD</td>
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<tr>
<td>CANNABIS</td>
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<tr>
<td>Marijuana</td>
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<tr>
<td></td>
</tr>
<tr>
<td>ALCOHOL</td>
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<tr>
<td>Ethyl Alcohol, Ethanol</td>
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</tbody>
</table>

*Note: The table above lists controlled substances, their trade or other names, medical uses, and associated effects.*

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University of South Alabama

Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy

I. 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, domestic violence, dating violence and stalking. 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 undermine 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 of University premises, or which adversely affects 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.

II. Definitions

A. Sexual Harassment

The term “sexual harassment” includes, but is not limited to, verbal or non-verbal conduct that a reasonable person would find intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome 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. Said conduct must be unwelcome and must be so severe and pervasive that it has the purpose or effect of interfering with an individual’s educational experience or creating an intimidating, hostile, or offensive learning environment. Sexual harassment is a form of sex discrimination.

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), computer/digital harassment (including use of social media); or any other unsolicited, unwanted methods of communications;

· 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.

B. Sexual Assault, Domestic Violence, Dating Violence and Stalking

(These definitions overlap with Alabama criminal statutes in some cases and provide greater protection in other instances. The Alabama Criminal statutes may be found in Appendix A.)

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault, Domestic Violence, Dating Violence and Stalking are forms of Sexual or Gender-based Harassment that involve having or attempting to have Sexual Contact with another individual without Consent.

i. Sexual Assault: offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

   a) Forcible is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent. All forcible sex offenses must be committed under the following circumstances:

   • Forcibly and/or against that person’s will
   • Not forcibly or against the person’s will where the victim is incapable of giving consent because:

   o Of his/her temporary or permanent mental incapacity
   o Of his/her temporary or permanent physical incapacity
   o Of his/her youth.

Sexual acts which fall under this classification are:

   Forcible Rape: the carnal knowledge of a person under any of the above circumstances.
   Forcible Sodomy: oral or anal sexual intercourse with another person under any of the above circumstances
   Sexual Assault with an Object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person under any of the above circumstances.
   Forcible Fondling: the touching of the private body parts of another person for the purpose
of sexual gratification under any of the above circumstances.
Non-forcible is defined as unlawful, non-forcible sexual intercourse.

There are only two types of Non-forcible Sex Offenses:

**Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent. The victim is over 12 and under 16 years of age; however, the perpetrator must be at least two years older.

i. **Domestic Violence** – any felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

ii. **Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
   - The length of the relationship
   - The type of relationship
   - The frequency of interaction between the persons involved in the relationship

iii. **Stalking** – a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

*Note: For the purposes of this definition:*

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or other means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.**

C. **Consent**
While current state law does not define consent, it does define a lack of consent. Under state law a lack of consent exists under any of the following circumstances:

- **Forcible Compulsion** – physical force was used to overcome resistance or the victim was placed in fear of immediate death or serious physical injury
- **Incapacity to consent.** This means that the victim is one of the following:
  - Physically helpless, generally unconscious or unable to communicate
  - Mentally incapacitated as the result of a narcotic or intoxicating substance which was administered without their consent (covers Date Rape Drugs)
  - Mentally defective, namely, the person suffers from a mental defect or disease
  - Less than 16 years old
III. Non Retaliation

The university is firmly committed to a policy that encourages timely disclosure of sexual misconduct. It is unlawful and against University policy to retaliate against or punish an individual for his/her undertaking the legal activity of making a good faith report of sexual misconduct or participating in the investigation of such a report. Retaliation includes any action by an individual or a group that would discourage a reasonable person from such protected activities, including but not limited to suspension or discharge from an educational opportunity or employment.

IV. 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 complaint investigation and proceedings under this section 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.

V. 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 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-professorial (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 event. 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 (251) 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 University complaint/grievance procedures and legal avenues for either criminal or civil action.

VII. Reporting Incidents of Sexual Harassment or Sexual Violence
A. It is the complainant/victim’s choice as to whether he/she will personally contact the Title IX Coordinator and/or the University Police.
B. 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 appropriate Deputy Title IX Coordinator and the University Police.
C. 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.
D. University complaint/grievance procedures will proceed pursuant to University policy, as applicable. The University will use the preponderance of the evidence standard to determine violations.
E. The University will take the 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.
F. Reporting Options
G. Reports of sexual misconduct, including sexual assault, domestic violence, dating violence and stalking may be made to:

Title IX Coordinator
Duties and Responsibilities: The Title IX Coordinator oversees monitoring of University policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University’s Title IX compliance related to sexual harassment and sexual violence.

See more at: http://www.southalabama.edu/departments/studentaffairs/titlenine/index.html#sthash.XjwrflEc.dpuf

Dr. Krista Harrell
Associate Dean of Students
Student Center, Room 116
Mobile, AL 36688
251-460-6452
kristaharrell@southalabama.edu
Title IX Deputy Coordinators
Duties and Responsibilities: Deputy Coordinators are responsible for Title IX training and education, as well as administration of the complaint/grievance procedures for all Title IX complaints against individuals in their respective areas. Coordinators will also be responsible for facilitating the referral of complaints with the appropriate office.

For students (except College of Medicine students):
Dr. Michael Mitchell, Vice President and Dean of Students
Student Center, Room 245
251-460-6172
mmitchell@southalabama.edu

For College of Medicine students:
Dr. Kelly P. Roveda, Assistant Professor of Pathology
Department of Pathology, USAMC
251-471-7790
kroveda@health.southalabama.edu

For Academic Affairs Faculty:
Dr. Charles Guest, Associate Vice President for Academic Affairs
AD 300
251-460-6261
cguest@southalabama.edu

For College of Nursing students:
Dr. Heather R. Hall, Associate Dean for Academic Affairs
HAHN 3068
251-445-9483
heatherhall@southalabama.edu

For College of Medicine Faculty:
Dr. Samuel Strada, Dean, College of Medicine
251-460-4061
sstrada@southalabama.edu

For Staff, Administrators, Coaches, Resident Physicians, Patients, Visitors, and Post Docs:
Paula Buerger, Manager EEO
TRP Building III Suite 2200
251-460-6641
pbuerger@southalabama.edu

Gender Equity in Athletics:
Jinni Frisbey, Associate Athletic Director
Mitchell Center 1209
251-445-9551
jfrisbey@southalabama.edu

*In the event a conflict of interest arises with any of the above named coordinators, the subject case will be managed by that coordinator’s supervisor or another individual designated by the Title IX coordinator.
Questions or complaints may also be addressed to:

Office for Civil Rights,
Atlanta Office
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

Additional Resources
Sexual Harassment and Sexual Violence
To file a complaint of sexual harassment or sexual violence, one may contact one of the offices above, or also contact:

USA Police Department
University of South Alabama Police Department
290 Stadium Blvd.
Beta Gamma Commons
Mobile, Alabama 36688-0001
Phone: (251)460-6312
police@southalabama.edu

Patrol Office
Phone: (251) 460-6312 24Hrs
On Campus Emergency: 511
Tips Line: (251) 460-6667

Violence Prevention Alliance
The VPA is a volunteer-based committee that promotes efforts to prevent the victimization of USA students, faculty, staff and community members. The mission of the Violence Prevention Alliance is to create and sustain a collaborative, comprehensive community effort in reducing and eliminating violence and sexual victimization and harassment. The VPA identifies appropriate interventions aimed at reducing violence, provides educational programs that address sexual and intimate partner violence and provides a coordinated campus response and support to victims of violence.
VPA Contact: Dr. Krista Harrell Email: kristaharrell@southalabama.edu

Victim’s Advocate Program
The Victim’s Advocate Program is an important part of the University’s efforts to provide support for student assault victims. The VAP enhances a victim’s recovery and assists in returning them back to their pre-crisis state by serving as a linkage to University and community resources. The VAP provides emotional support and assistance concerning counseling, alternate housing assignments, academic alternatives, medical treatment, disciplinary process and court proceedings. The advocates are University personnel who are formally trained by the Mobile Rape Crisis Center and agree to assist students in their time of need.
Victim’s Advocate Program Coordinator
FeAunte’ Preyear
fpreyear@southalabama.edu
(251) 460-6353

Answering Service 251-341-9884 or Student Health Center 251-460-7151

Campus Professional or Pastoral Counselors
Under Federal guidelines campus “Pastoral Counselors” and campus “Professional Counselors” when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of practice, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis. Listed below are campus counselors:

Counseling and Testing Services
University of South Alabama
326 Alpha East Hall
Mobile, Alabama 36688-0001
Phone: (251)460-7051
Robert B. Hanks, Ed.D., LPC-S, NCC
Darleen P. Dempster, Ph.D., LPC-S
Leslie N. Weaver, M.S., LPC, NCC
M. Shanta Jenkins, M.S., ALC

Campus Security Authorities
You may also report crimes to other University officials who have been designated as additional Campus Security Authorities. Generally, any professional student affairs and housing staff members, student health clinic personnel, faculty advisors to student groups, and/or the athletic director and head coaches can receive a report for inclusion in the annual crime statistics and for the purposes of issuing a timely warning. These additional campus security authorities may encourage and assist the victim in filing a report with University police. If you are the victim of a crime and you wish for your identity to remain confidential and desire no formal investigation, you must inform the CSA to whom you are reporting the event. If confidentiality has been requested, the listed university official receiving a crime report will gather sufficient information to allow the university to implement proper crime alerts, if warranted, and to include the information in the statistical records maintained by the University of South Alabama Police Department.

MEDICAL TREATMENT
Student Health Center
Technology & Research Park III
(251) 415-1144
USA Children’s & Women’s Hospital Evaluation Center
(251) 415-1144
USA Medical Center Emergency Department
(251) 471-7000

EMOTIONAL SUPPORT
University Counseling Center
(251) 460-7051
Rape Crisis Center of Mobile
(251) 473-7273
VIII. INTERIM PROTECTIVE MEASURES

When a report is received by an individual/department designated as a Reporting Option by this Policy, the designated individual/department in consultation with other administrators will impose reasonable and appropriate Interim Protective Measures when necessary to protect the safety of the parties or witnesses involved. Interim Protective Measures are initiated based on information gathered during a report and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered. The applicable individual/department, in consultation with other administrators, will maintain consistent contact with the parties so that all safety, emotional, and physical well-being concerns can be reasonably addressed.

Interim Protective Measures are temporary actions taken by the University to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, investigation, and/or adjudication. Interim Protective Measures may be applied to the Complainant, the Respondent, and other involved individuals as appropriate to ensure their safety and well-being. Interim Protective Measures may be requested by the parties or the University at any time, regardless of whether any particular course of action is sought by the Complainant.

All individuals are encouraged to report concerns about the adequacy of the Interim Protective Measures or failure of another individual to abide by any Interim Protective Measure to the applicable Reporting Option individual initiating the Interim Protective Measure. Violations of Interim Protective Measures will be addressed under this Policy. The applicable Reporting Option individual will take appropriate, responsive, and prompt action to enforce Interim Protective Measures and/or to respond to Retaliation by another party or witness.

IX. COMPLAINANT/ VICTIM/ RESPONDENT RIGHTS

A. Definitions

- A “Complainant” is any person who makes a report or seeks action under this policy.
- A “Victim” is any person who may have been the subject of sexual misconduct, whether or not the person makes a report or seeks action under this policy.
- A “Respondent” is any person alleged to have committed sexual misconduct under this Policy.
B. Complainant/Victim/Respondent Rights

The University of South Alabama recognizes the following rights to each Complainant and Respondent involving allegations of sexual violence while on University premises, or at University related or sponsored activities whether on or off University premises:

a. The right to a prompt, fair and impartial process from the initial investigation through the final result.

b. The right to be present during the disciplinary hearing, if one is held. However, if the Complainant/Victim/Respondent fails to appear at the hearing, the hearing may be held in his/her/their absence.

c. The right to present evidence by witness, or by affidavit if a witness is unable to attend the hearing.

d. The right to question all witnesses at the disciplinary hearing.

e. The right to appeal if such right is given to the other party.

f. The right to have sexual history excluded from consideration during the complaint/grievance process.

g. The right to immunity from University discipline charges stemming from the victim’s use of a 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.

h. The right to have protective orders enforced.

i. The right to receive information from the university on how to obtain protective/restraining orders.

j. The right to a written explanation of Complainant/Victim rights and options.

k. The right to simultaneous written notice of the outcome of any University disciplinary proceedings alleging a sexual offense, the institution’s appeal procedures, any change to the results before the results become final, and when the results become final.

l. The right to have an adviser accompany him or her during any campus conduct proceedings.

1. If the Complainant or the Respondent is a party to a criminal incident out of the same circumstances, each is allowed to have an attorney serve as their advocate, at their own expense.

2. Advisers, including attorneys, advocates, or other selected person, are not permitted to speak or participate during the hearing, except to confer quietly with their advisees.

3. Advisers must abide by the rules of strict confidentiality required of all participants.

m. The Complainant, Respondent, and other appropriate individuals are given timely and equal access to information used in the course of the formal disciplinary meetings and hearings.

n. The information obtained during the process of a disciplinary proceeding will be maintained/managed in a confidential manner consistent with the requirements of FERPA and other applicable laws and regulations.

X. EDUCATION AND PREVENTION PROGRAMS

The University is committed to offering educational programs to promote awareness and prevention of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Educational programs include:

- An overview of the University’s policies and procedures
- Relevant definitions, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking
- Relevant discussion of the impact of alcohol and illegal drug use
Incoming first year students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will also have ongoing opportunities for training and education. The University’s Title IX Compliance Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate. Information about online training programs for students can be accessed at:

http://southalabama.edu/departments/studentaffairs/titlenine/index.html

And for Faculty and Staff at the Human Resources Office’s website at:

http://www.southalabama.edu/hr/harassmentprevention.html.

As part of the University’s commitment to provide an educational and work environment free from sexual harassment, sexual assault, domestic violence, dating violence, and stalking, this Policy will be disseminated widely to the University community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

XI. ANNUAL REVIEW

This Policy is maintained by the University’s Title IX Coordinator. The Title IX Coordinator will review this Policy at least annually, with the assistance of the University’s Title IX Committee. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will include the opportunity for individuals affected by the Policy to provide feedback and will incorporate an aggregate view of reports, resolution, and climate. The Title IX Coordinator will prepare an annual report, publicly available, which will include recommendations and steps taken to improve the delivery of services and the effectiveness of the Policy and procedures.

Appendix

Alabama Domestic (Dating) Violence Law (Summarized):

A person commits the crime of Domestic Violence when any of the listed laws are violated; AND the victim is a current/former spouse, parent, child, any person with whom the defendant has a child in common, present/former household member, or a person who has/had a DATING or engagement relationship with the defendant. The severity of the violation is determined by which of the listed state laws is involved.

The Code of Alabama section and Classification of Offense are listed in parentheses.

• Assault in the 1st or 2nd Degree
  (Felony-Section 13A-6-20, 13A-6-21)
• Aggravated/Non-Aggravated Stalking
  (Felony-Section 13A-6-91, 13A-6-90)
• Intimidating a Witness (Felony-Section 13A-10-123)
• Burglary in the 2nd or 3rd Degree
  (Felony-Section 13A-7-6, 13A-7-7)
• Criminal Mischief in the 1st Degree
  (Felony-Section 13A-7-21)
• Assault in the 3rd Degree
  (Misdemeanor-Section 13A-6-22)
• Menacing (Misdemeanor-Section 13A-6-23)
• Reckless Endangerment
  (Misdemeanor-Section 13A-6-24)
• Criminal Coercion (Misdemeanor-Section 13A-6-25)
• Harassment/Harassing Communication
  (Misdemeanor-Section 13A-11-8)
• Criminal Surveillance
  (Misdemeanor-Section 13A-11-32)
• Criminal Trespass in the 3rd Degree
  (Misdemeanor-Section 13A-7-4)
• Criminal Mischief in the 2nd or 3rd Degree
  (Misdemeanor-Section 13A-7-22, 13A-7-23)
• Arson in the 3rd Degree
  (Misdemeanor-Section 13A-7-43)

According to the Alabama Code Section 13A-11-8 (Misdemeanor), stalking is defined for purposes of the Clery Act as follows:

• a person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.
• a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person’s immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

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 251-472-7474
- Fairhope Police 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. Directory Information

FERPA provides that a university regularly and routinely may release information, defined as directory information, to individuals and agencies outside the university. The following types of information may be disclosed by the University of South Alabama as directory 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.

Any student may request that his/her directory information not be released, by completing a “Request to Prevent Disclosure of Directory Information” form in the Registrar’s Office and returning it to that 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 His/Her Education Record

A student has a right of access to any education record in accord with FERPA 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 cost of any copying to be paid by 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.

FERPA 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 FERPA.

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 specifies on the form the nature of the challenge, that is whether the record is misleading inaccurate, inappropriate, etc. If the record official agrees that the record is inaccurate, misleading or inappropriate, the record will be amended and the student will be notified in writing. If the record official does not agree with the student’s challenge, the student will be so informed and advised of the right to a hearing. The record official will act as the hearing officer and 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 information relative to his/her challenge. The record official will have an opportunity to inspect the education record relative to the content of that record and to request information from the student and from the maker of the education record or that portion which is challenged. 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. If the record official does not agree with the requested amendment, the student will be advised that he/she may place a written statement in the file commenting on the contested information and/or stating the nature of the disagreement. 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 FERPA, provides for waivers of the student’s right to review and inspect regarding 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/authorization 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 by the student for copies of the records that are released 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 a request/authorization, 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/third party so requesting.

Student records may be released, without prior student authorization, to certain designated classes of individuals, agencies, or institutions, which include but are not limited to the following and which are in accordance with FERPA:

1. Any University officials, including members 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. The student will be sent a copy of the record, upon the student’s request, and will be granted an opportunity to challenge the content of the record.
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.
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 or 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 FERPA 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 Executive 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 $5.75 per hour over minimum wage for undergraduate student assistants and should not exceed $10.25 per hour over minimum wage for graduate student assistants without permission from the Executive Director for Enrollment Services. A written justification along with the Student Personnel Action form MUST be sent to the Enrollment Services Office first for hourly wages exceeding $13.00 for undergraduate student assistants and $17.50 for graduate student assistants. Once the written justification and student personnel action form has been approved by the appropriate office (Senior VP for Academic Affairs, VP for Student Affairs, or VP for Health Sciences), Enrollment Services will deliver directly to the Payroll Office.

Wages under $13.00/hour can be sent directly from the departments to the Payroll Office as long as it does not require a signature by the Grants and Contracts Office (Student Personnel Action Forms with the FUND # beginning with 2). Signature is required for all grants except for Federal Work Study.

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 $5.75 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 may work between the jobs is still 20 hours per week, not to exceed 40 hours per pay period. If a department feels it is necessary to have a student work more than 20 hours per week (not to exceed 40 hours per pay period), written approval must be granted in advance by the Provost or their Vice President. If approved, the student may work up to a maximum of 28 hours per week or a maximum of 56 hours per pay period. A list of students with their JAG numbers and a copy of the written approval must be submitted to Office of Enrollment Services.

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.** If a student enrolls for the summer semester and only takes classes for one term, the student is allowed to work 20 hours while taking classes and allowed to work 28 hours when not taking classes during the summer. Students **must** wait until final exams are completed for all students before they can begin working 28 hours per week. Students are not allowed to work more than 56 hours per pay period under any circumstance without permission from the Provost or their Vice President. If approved, a list of the students with their JAG numbers must be submitted to Office of Enrollment Services. 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 nonenrollment.

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 when a student is hired. The student employment date will only be required at time of termination unless the student is a work study student, in which case an end date is required for each year. 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 Executive 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.

3. 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.

4. 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 Executive 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 worker may not work after they graduate from the University. Students must cease employment on the last day of finals during the student’s last semester, unless they are enrolled as a degree-seeking student for the following semester.
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 Executive 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 ($7.25/hour) by more than $5.75/hour for undergraduate student assistants or $10.25/hour for graduate student assistants. A written justification along with the Student Personnel Action form MUST be sent to the Enrollment Services Office first for hourly wages exceeding $13.00/hour for undergraduate student assistants and $17.50/hour for graduate student assistants. Once the written justification and student personnel action form has been approved by the appropriate office (Senior Vice President for Academic Affairs, VP for Student Affairs, and
VP for Health Sciences), the Enrollment Services office will deliver directly to the Payroll Office. Wages under $13.00/hour can be sent directly from the departments to the Payroll Office as long as it does not require a signature by the Grants and Contracts Office (Student Personnel Action Forms with the FUND # starting with 2). Signature is required for all 2015-2016 Student Employee Personnel Policy Page 8 grants except for Federal Work Study.

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 still 20 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. A student worker may not work after they graduate from the University. Students must cease employment on the last day of finals during the student’s last semester, unless they are enrolled as a degree-seeking student for the following semester.

11. 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.

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

13. 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

Any modification or deviation from these guidelines must be approved by the Executive 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 present 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:
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. (For reference, the areas between the public sidewalks along Old Shell Road and University Boulevard and the red line depicted on the map available here [http://www.southalabama.edu/departments/studentaffairs/resources/USA%20Perimeter%20Map_1.pdf] are restricted areas as described in this section.)

• 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

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.

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.

- All flyers/posters must be approved and stamped by the Student Center Information Desk.
- Up to 50 flyers/posters allowed for USA student organizations.
- Up to 15 flyers/posters allowed for individuals or non-USA groups.
- Not more than 1 flyer/poster per bulletin board.
- Flyers and posters may be posted in the following building and locations:
  - Administration bldg: Bulletin board in basement. No flyers/posters on first floor.
  - Classroom bldg: Approved bulletin boards
  - MCOB: Approved bulletin boards
  - HPELS: Approved bulletin boards
  - College of Medicine: student lounge bulletin board
  - Library: bulletin board in front lobby
  - Life Sciences: Approved boards on each floor
  - Humanities: in hallway joining two wings
  - USA Mail Hub: approved bulletin boards
  - Shelby Hall: approved bulletin boards
  - Student Recreation Center: must be approved by Director of Campus Recreation
  - Student Center: Approved bulletin boards
  - Student Center Mall: Between two front doors
  - No flyers/posters are allowed on painted surfaces, outside of any building, doors, windows, or trees.
  - All sheet signs must be approved by Student Government Association.
  - NO flyers/posters are permitted on vehicles.
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 four 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. Groups wishing to hang banners must reserve a location with the Associate Director of the Student Center located in RM 150.

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.
G. Special Rules for Directional Signage

Small directional signs (no larger than 18” x 24”) may be placed in outdoor grass areas within ten feet of roadways for events for which University space has been reserved when the majority of expected attendees are not members of the campus community. Directional signs must be placed the day of such event and removed at the conclusion of the event.

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 Student Center 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.
Housing and Dining Community Standards

I. UNIVERSITY AND HOUSING & DINING STANDARDS

1. BICYCLES AND OTHER NON-MOTORIZED VEHICLES
   All bicycles must be registered with the USA Police Department (251-460-6312). Bicycle registration may be completed online without charge by http://www.southalabama.edu/departments/police/bicycleregistrationform.html
   Students will be contacted once permit is ready for pick-up. 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 & Dining 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
   At the time of check-in or shortly after, residents have an opportunity to establish a campus mail box located at the USA Mail Hub on the ground floor of the Student Center. Payment for this box is included in the Residence Hall contract. Students must visit the USA Mail Hub in order to mail box number and activate the box. All students who live on campus are required to have a personal mail box to receive mail. Mail is not delivered to the Residence Hall Rooms. Additionally, all packages will need to be signed for and picked up at the USA Mail Hub. USA Mail Hub window service hours are Monday - Friday, 7:30AM - 5:30PM, except on holidays. The window is closed on Saturdays and Sundays.

3. EMAIL
   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 & Dining 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 email helpdesk@southalabama.edu

4. GARBAGE
   Residents are expected to dispose of all garbage and trash (including vehicle trash) in the dumpsters located in the parking lots or in the appropriate receptacle.

5. 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 emailed 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 email.

6. INTERNET
   USA provides student access to computer resources through the email 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. 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 CSC Information Technology Policies and Student Code of Conduct in The Lowdown. For more information about USA Housing & Dining’s internet services and/or University recommended routers, visit our Internet Services page. For more details about internet usage and connections, contact the Computer Services Center 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. All Greek houses have a laundry room within the building that should only be used by residents assigned to that building. 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 & Dining 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 Facilities Call Center at (251) 460-7655. If you are experiencing any type of maintenance issue, please call as quickly as possible. Housing Facilities can be reached between 8:00AM and 5:00PM, Monday-Friday; excluding University holidays (see Academic Calendar). Maintenance emergencies after 5:00PM 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 phone number/location). 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. Junior, Senior and Graduate residents may purchase any residential meal plan during the Fall and Spring semester. All summer semester residents are required to purchase a minimum of seven (7) meals per week. Students may submit meal plan change requests by emailing housing@southalabama.edu up through the end of the second week of classes. For further information concerning the meal plan, please contact Housing & Dining at (251)460-6185 or visit our Rates page (then select Meal Plan Rates).
10. MOTORIZED VEHICLES, PARKING, AND 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.

11. 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.

12. 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.

13. SECURITY

Tampering with, or modifying, any equipment used for security purposes (i.e. security cameras, doors, card access hardware) is strictly prohibited. Housing & Dining 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.

14. 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 above #8. “Maintenance”).

15. 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.

II. RESPECT FOR PERSONS COMMUNITY STANDARDS

1. BEHAVIOR AND CONDUCT

Student behavior is expected to be lawful and in accordance with all published rules affecting one’s status with the University specifically included within the Housing Community Standards, 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 & Dining encourages all residents to maintain a sense of respect and civility toward each other and the staff in all forms of communication.

3. ENTRY BY STAFF

USA Housing & Dining 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 & Dining 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”). Housing & Dining 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 10:00AM-12:00AM (midnight), and Friday-Saturday 10:00AM-2:00AM. 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 and excessive numbers of requests by the same resident may be denied. 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.

Click here to download your Overnight Guest Request Form. 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 & Dining 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, 12:00AM (midnight), and Friday-Saturday 2:00AM. 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 8:00PM and 8:00AM (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 AND 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 standard concerning additional alcohol related issues: II.1. “Behavior & Conduct”). 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. Alcohol bottles may not be used as decorative items. 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 III.6. “Health & Safety Inspections” for more details).

3. **CONFISCATION OF PROPERTY**

If Housing & Dining 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.
4. **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. 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.

5. **FIRE AND 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/wax/oil warmers, incense, charcoal, 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.

6. **HEALTH & SAFETY INSPECTIONS**

Housing & Dining staff will conduct Health & Safety Inspections approximately twice a semester 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 Housing & Dining 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 Housing & Dining 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

7. **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.).

8. **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. For information regarding service and assistance animals, please click here.

9. **POTENTIAL THREAT TO SELF OR OTHERS**

Establishing a safe campus environment is paramount for Housing & Dining; 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.

10. **SMOKING**

The use of all forms of tobacco products and nicotine products and smoking on all property owned (structures, land and vehicles), and/or in the possession of (leased, and rented by), the University of South Alabama is prohibited. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors.
Tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Nicotine products include any products containing nicotine for human consumption used in any type of electronic smoking device including, but not limited to, e-cigarettes and vaping. Also prohibited are hookah products used to produce smoke and/or vapor from the burning of tobacco, shisha and other plant matter.

Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated tobacco, marijuana or plant product whether natural or synthetic, intended for inhalation. Cessation products specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence are excluded. Note: Personally owned vehicles are excluded. Students who violate this community standard may be subject to the Housing Judicial Process. You can find out more about the policy and cessation programs at this website: http://www.southalabama.edu/tobaccofree.

11. 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 below III.12. “Knives”), 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.).

12. 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.

13. 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.
2. **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.

3. **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.

4. **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, hair-styling, and tattooing services.

5. **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.

6. 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.

7. CONSOLIDATION
Housing & Dining 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 & Dining 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 & Dining 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.

8. DAMAGES / ROOM CONDITION FORMS
Prior to check-in, Housing & Dining 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 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 Community Office/Desk 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 above IV.6. “Check-Out Procedures”). 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.

9. 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. Bed frames are the only piece of provided furniture that may be disassembled. All other furniture must remain assembled as originally provided with the room. Please also refer to our Room Furniture page for more information.

10. FRATERNITY & SORORITY 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 & Dining 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).

11. 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 (8:00AM to 5:00PM 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. NOTE: Students may borrow / sign-out a back-up key 4 times a semester (up to 24 hours each time). Beyond this the Housing & Dining staff must order a lock-change. Also, students can sign out a key for 5 minutes without it counting as one of the four formal sign-outs. If a student should get locked out of his/her room after office hours, he/she should contact the RA On-Duty for the community. 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 & Dining 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 & Dining 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.

12. 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.

13. 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.

14. 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 & Dining 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 & Dining 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 above II.4. “Guests”). 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 email will be sent to the resident via his/her university email 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 & Dining Business Office and speak with the Business Manager and Assignments Coordinator where he/she will be assigned a new space.

16. 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 residents, there is a designated room change period during the first two weeks of fall and spring semesters. Additional room change periods are offered prior to Fall Move-In in anticipation of any desired changes. Residents will receive reminders of each room change period via University email (JagMail) that will include more detailed instructions. 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 & Dining will provide formal communication about the room change period via the Housing & Dining website and via email 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 & Dining 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 & Dining who wish to complete a room change into a chapter house must submit
their Move-Over request during the designated Move-Over period (see above IV.10. “Fraternity & Sorority Housing Move-Over”).

18. ROOM DECORATING

Students are encouraged to personalize their room but painting or modification of facilities and furniture is not permitted. Decorations must be able to be removed without causing damage. Televisions and other heavy objects MAY NOT be mounted on the wall. Be mindful that each student will ultimately be responsible for the cost to repair any damage to their room and its furnishings.

HOW TO HANG ITEMS IN YOUR ROOM

The following buildings with sheet rock walls may ONLY USE small finishing nails, push pins, or picture hooks (up to 20 lb size) to hang items on walls. There is a limit of 6 small holes per resident, per room. Screws, glue, “3M Command” or other adhesives are NOT permitted to avoid wall damage.
- New Hall
- Stokes Hall

The following buildings with cinder block walls may ONLY USE 3M Command Strips to hang items on walls. Carefully follow product instructions for removal to avoid repair charges. Screws, nails, glue, or other adhesives are NOT permitted to avoid wall damage.
- Beta
- Gamma
- Delta
- Epsilon
- Greek

19. ROOM REGISTRATION: FALL/SPRING & SUMMER

Housing & Dining 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 to new assignments being made for incoming students. Housing & Dining will communicate details about Room Registration via University email 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 06, 2016 at 12:00PM (noon). 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 8, 2016 at 9:00AM. If a resident has contracted a summer space he/she will be required to stay in their current residence hall room until the date of Summer Transition (see Academic Calendar), 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 & Dining 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 & Dining 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.

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
   Email: 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 wireless and wired networks, 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 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 (http://www.southalabama.edu/departments/csc/resources/softwarepolicy.pdf) for more specific guidelines on using copyrighted software. The Federal Higher Education Opportunity Act of 2008 requires the University to provide information to its constituents regarding sharing of copyrighted material; please see http://www.southalabama.edu/departments/csc/heoact2008.html for more information.
- Illegally sharing computer software via Internet, local network, personal disks, or any other media.
- Copying or transmitting material contained in copyrighted databases 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**
- “Web Surfing” 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 University of South Alabama (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 and scholarship disbursement, academic credit, etc. must be coordinated through the Office of International Education (OIE) with the respective USA administrative units.

USA Abroad Policy: All students receiving academic credit for a study, internship, service-learning, research, or independent experience abroad for academic credit must enroll in a USA International Education course while abroad. Please consult with the USA Office of International Education for information on the appropriate course and section number for your experience abroad. This includes participation in USA faculty led abroad programs as well as all other abroad programs offered by international or domestic universities and third party program providers. Additionally, students on non-academic credit programs should also consult with the Office of International Education for information on insurance and participation requirements.

To participate in USA Abroad activities, undergraduate students must be in good academic and non-academic standing at the time of participation in the program. Students who have behavioral or conduct issues are subject to USA Dean of Students review and must have approval from the USA Dean of Students prior to applying for any program. Students who are academically or otherwise suspended are not eligible for approval to study abroad.

An overall GPA of 2.25 is required; students with lower GPA's may request special consideration for participation though most non-USA hosted programs require GPA's of 2.5 or higher. With some planning, study abroad can be fully integrated with USA degree programs and applied to the core curriculum, 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.

The OIE Study Abroad office offers an array of programs with varying requirements, lengths, and costs. Opportunities abroad may last from two weeks to a full academic year and are available for all semesters, including summer, and the may term. The OIE Study Abroad website contains information on individual programs, the application procedure, and each stage of the study abroad process. All USA required study abroad application materials are online and accessible through the USA Study Abroad website. Students are encouraged to set up an appointment with a Study Abroad Coordinator or Advisor during the application process.

Applying through the official USA OIE Study Abroad online application is a required step in any abroad program (including independent study, service learning, research, and internship programs). Approval through OIE initiates the process necessary to receive academic credit for courses taken abroad. Participating in an approved program, allows students to retain official full-time University of South Alabama student status and apply for financial aid.

USA students who participate in a study, internship, service learning, research, or independent travel abroad activity are required to enroll in a designated USA international insurance policy that provides students with 24/7 emergency assistance abroad. OIE processes enrollment in the policy.

Some study abroad programs require enrollment in IST 300, a one credit hour pre-departure preparation course prior to going abroad, and all students planning to study abroad are encouraged to take the class. This course will assist students in becoming better prepared for their time abroad and is delivered mostly
online with some in-person meetings. In addition to the pre-departure course, certain programs may hold supplemental orientations and information sessions. It is mandatory for students to attend all program orientations and meetings.

Scholarship information is available through OIE. There are internal scholarships for specific disciplines and external scholarships 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 website at www.southalabama.edu/studyabroad or schedule an appointment for more information. Graduate students are encouraged to incorporate international experiences in their academic program through participation in international education. For more information, contact your academic 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 the Office of International Education for more information. OIE will direct you to a USA financial aid advisor. 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.

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 and scholarship 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, research, or participating in an experience abroad for academic credit must be enrolled in USA International Education course while abroad. Please consult with the USA Office of International Education for information on the appropriate course and section number for your experience abroad. This included participation in USA faculty led abroad programs as well as all other study abroad programs offered by other international or domestic universities and third party program providers.

To participate in USA Abroad, undergraduate students must be in good academic and non-academic standing at the time of participation in the program. Students who have behavioral or conduct issues are subject to USA Dean of Students review and must have approval from the USA Dean of Students prior to applying for any program. Students who are academically or otherwise suspended or expelled from USA are not eligible for approval to study abroad as part of the USA degree or other approved activities. An overall GPA of 2.25 is required; students with lower GPA’s may request special consideration for participation though 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.

The OIE Study Abroad office offers an array of programs with varying requirements, lengths, and costs. Opportunities abroad may last from two weeks to a full academic year and are available for all semesters, including summer and the may term. The OIE Study Abroad website contains information on individual programs, the application procedure, and each stage of the study abroad process. All USA required study abroad application materials are housed online and can be accessed through the USA Study Abroad website. Students are encouraged to set up an appointment with the Study Abroad Coordinator or Advisor during the application process.
The OIE staff will evaluate the online documents and assign a status. Applying through the official USA OIE Study Abroad online application is a required step in any abroad program (including independent study, service learning, research, and internship programs). Approval through OIE initiates the process necessary for receiving academic credit for courses taken abroad. By participating in an approved program, students may retain official fulltime USA student status and may apply for financial aid.

University of South Alabama students who participate on a study, internship, service learning, research, or independent travel abroad program are required to enroll in the designated USA international insurance policy which will provide students with 24/7 emergency assistance abroad. Enrollment in the policy is processed by OIE.

Some study abroad programs require enrollment in IST 300, a one credit hour pre-departure preparation course prior to going abroad, and all students planning to study abroad are encouraged to enroll. This course will assist students in becoming better prepared for their time abroad. In addition to the pre-departure course, certain programs may hold supplemental orientations and information sessions. It is mandatory for students to attend all program orientations and meetings.

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 the Office of International Education for more information. OIE will direct you to a financial aid advisor. 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
2015-2016 TRAFFIC & PARKING REGULATIONS

The following Traffic and Parking Regulations are effective August 1, 2015, 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, 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, 2015 through July 31, 2016. 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, 2015 through October 31, 2016. 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](http://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 students, 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, Science Laboratory, Communications, Faculty Court South, Gamma (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. Handicap placards may not be used by anyone other than the registered owner who is handicapped.

Parking spaces designated for disabled persons are enforced 24 hours a day, seven days a week. Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/imobilizing 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. Contact Student Disability Services at 251-460-7212 or online at http://www.southalabama.edu/departments/dss/. 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, 320 Alumni Circle, Educational Services Building, Suite 19. 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, 320 Alumni Circle, Educational Services Building, Suite 19. 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. Handicap placards do not supersede a faculty/staff parking permit.

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. Handicap placards do not supersede a faculty/staff parking permit.

MOTORCYCLE/SCOOTER SPACES
Motorcycles and scooters must be registered with Parking Services and have a parking decal affixed to the vehicle, in plain view. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a motorcycle 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. Central zoned permits are NOT permitted in reserved orange spaces.

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 Residential 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 $200 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. *Any outstanding or past-due fines related to citations issued after October 1, 2014, will be subject to collection through payroll deduction.* A fine is considered “outstanding” or “past-due” if it remains after the 20-day appeal window has expired or any officially filed appeals have been exhausted. Also, *any past fines currently outstanding must be paid before purchasing a new parking permit.*

**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. The 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 email 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 at http://www.southalabama.edu/departments/parkingservices/parkingappealform.html

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 email 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 specific procedures outlined in The Lowdown, 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 is 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 mitigating circumstances beyond the student’s control. The compliant 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 that 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 un 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

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 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.

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.

Web Communications Committee – this committee introduces new internet technology and opportunities to SGA. The committee creatively maintains SGAs’s website by working with USA Web Services to update the site’s information.

Recruitment Committee – this committee gives 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
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.

2.2 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

4.1 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.

4.2 Duties and Powers of the Treasurer

4.2.1 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.

4.2.2 The Treasurer shall establish and maintain an audit system for all Student Government Association expenditures.

4.2.3 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.
4.2.4 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.

4.2.5 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.

4.3 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 my 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 one 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 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.

2.8 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.

2.9 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.

2.10 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 have the power to confirm or reject, with a two-thirds approval of the Senate, appointments of the President of the Student Government Association.

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

2.1 Student Members of the University Traffic and Parking Committee.
2.1.1 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.

2.1 Duties and Powers of the student members of the University Traffic and Parking Committee
2.2.1 Student members of the committee shall have all rights and privileges of all members of that committee.
2.2.2 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.
2.2.3 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

2.3 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.

2.4 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 an 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
1.1 The Board shall meet no less than once each semester.
1.2 The editors and business managers shall be elected in the Spring semester of each year and assume responsibility at the end of Spring semester.
1.3 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.
1.4 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 ACTIVITIES 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 Activities Board (SAB) 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. Social Media
9. 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 nine 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 Jaguar Productions Board
   The Vice President of the Jaguar Productions Board
   The Financial Director of the Jaguar Productions Board
   The Jaguar Productions Board Advisor, Coordinator, and his or her Graduate Assistant shall serve as ex-officio members of the Board, advising on matters of University policy and finances. 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 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

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
10.1 The President of JP shall serve as the chief executive officer of JP and see that all projects and activities are carried out.

10.2 The President shall appoint an executive assistant for the Board who shall keep and publish the minutes of each meeting.

10.3 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
Section 10 – Duties and Responsibilities of the President of JP
10.1 The President of JP shall serve as the official representative of JP at University functions.
10.2 The President shall set, post, and keep regular office hours.
10.3 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 A candidate for the position of Promotions Chair will be proficient in the current graphic design software.
12.4 A candidate for the position of Social Media Chair will be proficient in the current social media platforms.
12.5 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 The committee chairs will attend a minimum of two events each semester, in addition to their own committee’s events and Jags After Dark.
13.9 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.
13.10 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
6. Jaguar Productions Graduate Assistant
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 direct pays, purchase orders, 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 direct pays and purchase orders 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. Activities 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 SAB.  
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 – 3 hours at minimum wage
   5. Promotions Chair – 6 hours at minimum wage
   6. Technical Chair – 3 hours at minimum wage plus 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, with the exception of the committee chairs. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of the Senate. 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.
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

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 are allowed up to two excused absences and one unexcused absence, unless otherwise allowed by the Rules Committee. More than the allowed absences shall result in 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.

303.1.1 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 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 two committees.

303.7 Senators shall be required to complete twenty office hours semestery in the Student Government Association Office unless otherwise stipulated 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 a Senate Meeting that meets quorum.

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 Summer and Fall semesters respectively.

304.4.1 The Summer Committee chairs and their respective committee members shall serve until the election of the new Senate Committee Chairs in the Fall Semester.

304.4.2 Chairs for the Senate Committees during the Fall semester shall maintain their seats into the Spring semester unless otherwise noted in the Code-of-Laws.

304.4.3 In the event that the standing Committee Chair’s position becomes vacant during the previously elected Chair’s term, the Senate shall elect a replacement Chair at the following Senate meeting.

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 Committee

306.1 The Appropriations Committee shall consist of seven (7) senators: one chair and six members.

306.1.1 The six members shall be elected by majority vote of the Senate of the candidates nominated by their senatorial peers.

306.1.2 The Appropriations Committee Chair shall be elected by majority vote of the Senate from the candidates nominated by the Student Government Association Treasurer.

306.2 The Appropriations Committee shall have the responsibility to receive appropriations, supplemental travel grant, and co-sponsorship requests through SouthSync from registered/official university student organizations; or departments in regards to supplemental travel grants.

306.2.1 The Appropriations Committee shall conduct hearings from student organization representatives in order to clarify, request more information for, etc. of the organization’s request packet.

306.2.1.1 Non-Appropriations Committee members shall not have voting powers on the organizations’ initial request packets. However, Senators may attend the Appropriations Committee hearings if they believe they will have valid input on the organizations’ request packets.

306.3 The Appropriations Committee Chair shall establish a meeting time of the Appropriations Committee and establish a hearing time for all non-mass approval financial request packets.

306.3.1 The Appropriations Committee Chair shall serve as the presiding officer of the Appropriations Committee.

306.3.2 The Appropriations Committee Chair shall prepare all financial request bills in accordance with Chapter 302.

306.3.3 The Appropriations Committee Chair shall maintain a journal of attendance for all Appropriations Committee members.

306.4 Any member of the Appropriations Committee, to include the Chair, having more than two unexcused absences in one semester from either Appropriations Committee meetings or hearings shall be expelled from the Appropriations Committee.

306.4.1 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.

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.
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.

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

The Governmental Affairs Committee shall have the sole responsibility of helping with Higher Education Day planning and will participate in STARS Partnership events.

The Governmental Affairs Committee will be under the direct supervision of the Attorney General.

The Committee will be comprised of four (4) members; a committee chair and three Senators.

Chapter 309. Senate Involvement Committee

The Senate Involvement Committee will have the sole responsibility for determining whether or not a senator receives their stipend.

The Senate Involvement Committee will be made up of one representing senator from each college.

The Senate Pro Tem will head the Senate Involvement Committee.

Each college is responsible for selecting one senator from said college to represent that college in the committee.

Each college will be responsible for selecting its representative by the fourth business meeting.

The Senate Involvement Committee will grade each senator on office hours, general involvement, and project involvement.

Office hours are defined by how many office hours a senator completes in a given semester.

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.

Project Involvement as defined by Title VIII, Chapter 801.

The Senate Involvement Committee can penalize a senator’s stipend with a three-fourths vote of the committee.

Each member of the committee holds one vote.

The Senate Pro-Tem holds one vote which can only be cast to break a tie.

The senate can override a decision of the committees with a two-thirds majority.

Chapter 310. Student Affairs Committee

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 or the vice President of Student Affairs when requested or required.

The Student Affairs Committee will plan spirit development initiatives that increase student pride in the University of South Alabama.

Chapter 311. Senate Staff

The Senate Staff shall consist of the following:

Student-at-Large
Senate Clerk

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:
311.2.1 To take the roll and accurately record the minutes at all Student Government Association meetings.
311.2.2 To type and submit the minutes for approval at the next SGA meeting.
311.2.3 To accurately record the results for all roll call votes.
311.2.4 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 four (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.

Chapter 315. Student - At - Large
315.1 The Student-At-Large 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 term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.
315.2 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.
315.2.1 The Student-At-Large shall serve as a voting member of the Senate and as a liaison to the Executive Board and the administration on behalf of the entire student body.
315.2.2.1 The Student-At-Large serves as an assistant to the Executive Council.
315.2.2 The Student-At-Large shall complete the required twenty office hours a semester unless another number is stipulated by the Senate pro-tem.
315.2.3 The Student-At-Large shall serve as a chair for the Inter-presidents council and is responsible for holding at least one Inter-presidents Council meeting each semester.
315.2.4 The Student-At-Large will receive a stipend according to the stipend rules of the Senators.

Chapter 316. First Year Committee
316.1 The First Year Council Committee shall consist of the First Year Council Director and Freshman-At-Large.
316.2 The First Year Council Director shall be elected by the Student Government Association Student Senate by the regular election process of Committee Chairs as outlined in Chapter 304.4 in the Student Government Association Code-of-Laws. The First Year Council Director shall be subject to all provisions of Committee Chairs including but not limited to those mentioned in Article III of the Student Government Association Code-of-Laws.

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.
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.

To set, post, and keep office hours.

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

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.usouthal.edu/parkingservices within 10 business days.

All appeals will first be ruled upon by the Chief Justice or Attorney General.

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.

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

The Election Rules Committee shall be composed of not less than five members who are to be appointed by the President of the Senate.

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.

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.

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.

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.

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

Queen and King

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 Queen and King must have a cumulative 2.5 GPA or higher and be a Senior in classification at the time of the application deadline. The candidate should be a full-time student.

501.2.1 A candidate can be nominated by a recognized University student organizations. However, a candidate is not required to be nominated by a student organization in order to run.

501.2.2 No more than two organizations can sponsor the same candidate.

501.2.3 Each candidate is required to attend a mandatory informational meeting at 5:30pm in the Student Center Ball Room on a date set by the Homecoming Committee. If a candidate is unable to attend the mandatory informational meeting, he/she must send a representative on his/her behalf.

501.2.4 Each candidate must submit a resume and a platform/cover letter with the online application. Resumes should be no more than two (2) pages. The candidate’s platform must be one (1) page describing the candidate, why the candidate seeks the title, and what the candidate will strive to accomplish if he/she wins.
501.2.5 The candidate screening committee will consist of five representatives from the University staff, faculty, alumni, and Student Government Association.

501.2.5.1 The SGA President and SGA Homecoming Committee determines the membership of the candidate screening committee.

501.2.5.2 The names of those serving on the candidate screening committee is released to the public following interviews.

501.2.5.3 All members of the candidate screening committee will remain unbiased in their scoring.

501.2.6 The screening committee will narrow the applications to ten (10): five (5) King and five (5) Queen-candidates.

501.2.6.1 Each application screening committee member will score the application based on the criteria of:
   a. University involvement
   b. Academic pursuits
   c. Leadership abilities
   d. Community service
   e. Jaguar pride

501.2.6.2 The 10 selected candidates’ names will be announced on specified dates chosen by the Homecoming Committee.

501.2.7 The ten finalists will each individually complete an interview with all members of the candidate screening committee, which will take place on the dates specified by the Homecoming Committee.

501.2.8 The ten finalists will participate in a campus-wide election.

501.2.9 The popular vote and interview will be used to tabulate the King, Queen, and Senior Maid (the Queen Runner-Up).

501.2.9.1 The Homecoming Queen and King will be selected by the following criteria: 40% of the interview score is combined with 60% of the popular vote from the campus-wide election. The students receiving the highest combined score will be selected as Queen and King. In case of a tie, the candidate with the highest popular vote will be selected as Homecoming Queen or King.

501.3 The terms “king” and “queen” are gender specific.

Court Maids

501.4 Court Maids are defined as females that want to represent their class (Freshman, Sophomore, Junior) in the Homecoming Court.

501.4.1 All candidates for maids must have a cumulative 2.0 GPA at the time of the application deadline.

501.4.2 All candidates must abide by 501.2.1 and 501.2.2

501.4.3 All candidates will participate in the campus-wide election and run-offs will be completed when necessary in accordance to the election rules.

Court Responsibilities

501.5 All candidates will be required to attend all of the Homecoming week activities.

501.5.1 Queen and King must be available to attend events throughout the entire year until their reign is over the following year.

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

Appropriations Committee - a standing Senate committee charged with the review and approval of all financial requests and creation of Financial Bills.

Financial Request - A formal written request asking for Student Government Association funds to be utilized in a manner stipulated in the request. This includes both internal and external requests.

Fiscal Year - The financial year starting in June and running into the end of May of the next calendar year; Summer, Fall, and Spring semesters.

Allocation - An external Financial Request from a non-Student Government Association 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 University of South Alabama entity. Must adhere to co-sponsorship rules, as well as allocation and financial request rules.

Supplemental Travel Grant (STG) - A type of allocation to a student organization or University of South Alabama department. Must adhere to STG rules, as well as allocation and financial request rules.

Mass Approval Request - A financial request that does not require a hearing with the Appropriations Committee.

Non-Mass Approval Request - A financial request that requires a hearing with the Appropriations Committee.

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 necessary office supplies.

700.2.1 Necessary office supplies shall be defined as: supplies needed for the minimal operation of the Student Government Association office; such as but not limited to, copy paper, pens, pencils, tape, highlighters, permanent markers, etc.

700.3 All funding done by the Student Government Association shall be in the form of reimbursement.

700.3.1 The form of reimbursement shall be a valid receipt, invoice, etc. The recommendation of such reimbursement shall be up to the Student Government Association Treasurer.

700.3.2 The decision if reimbursement is valid shall be made by five - sevenths approval of the Appropriations Committee when necessary and can be overridden by two-thirds approval of the Senate.
Informational meetings for students and organizations regarding the Appropriation, Co-sponsorship, and Supplemental Travel Grant process, and requirements, shall be held each semester before the Student Government Association Budget Meeting and shall be hosted by the Student Government Association Treasurer.

All Financial requests submitted to the Appropriations Committee and/or the Student Government Association Treasurer 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 five - seventh approval of the Appropriations Committee.

Upon review the Appropriations Committee shall then present a Financial Bill to the Senate during a scheduled Student Government Association meeting. Passage of the Financial Bill shall follow the proper procedures listed in Chapter 302 and may be voted on by Line Vote as required.

The meeting at which the Financial Bill is presented at will be considered the official date of a Budget Meeting.

The Student Government Association Senate shall have the full authority to approve or deny any and all Financial requests; even if such request follows all proper rules and guidelines.

Any and all allocations must be spent as stipulated by the Student Government Association if such stipulation is applicable.

Any organization which uses any part of its allocated funds from the Student Government Association for private or commercial gain and/or not in accordance with 700.7 shall have the remainder of its allocation cut off and shall not receive any Student Government Association allocation for the minimum of three semesters to follow.

In order for an organization to receive an allocation from the Student Government Association, it must be an authorized and registered organization through the Office of Student Activities and have been registered for three consecutive semesters (Fall, Spring, Summer; Spring, Summer, Fall; Summer, Fall, Spring) immediately preceding the Financial request.

In order for an organization to receive an allocation from the Student Government Association, the organization must have a representative present at any required hearings stipulated by the Appropriations Committee.

The organization will be notified 72 hours in advance by the Appropriations Committee of a required hearing.

The Student Government Association shall conduct one (1) Budget Meeting in the Summer semester, two (2) Budget Meetings in the Fall semester, and two (2) Budget Meetings in the Spring semester during which a Financial Bill will be presented by the Appropriations Committee to the Senate.

For the Summer semester, the Budget Meeting shall take place at the fifth Senate meeting of the semester.

For the Fall semester, the Budget Meetings shall take place at the fifth Senate meeting of the semester and the tenth Senate meeting of the semester.

For the Spring semester, the Budget Meetings shall take place at the fifth Senate meeting of the semester and the tenth Senate meeting of the semester.

Requirements for the Financial Request Packet (FRP) are as follows and will be included in the template provided by the Student Government Association Treasurer:

a. Itemized and numbered list of items requesting payment for.
b. Proof of cost for all items.
c. Items requiring Jag Numbers and Names must be included within an itemized and numbered list so they can be easily counted.
d. Name of submitter
e. Name of Advisor and proof of Advisor Approval
f. Contact information (including e-mail and phone number)
g. Explanation of all parts
h. All information contained in one Word, PDF, or similar document.

700.12 All advertising for an activity and/or item that is fully or partially funded by the Student Government Association must effectively recognize the Student Government Association’s support. All publications that are funded by the Student Government Association (which includes t-shirts, flyers, banners, etc.) must contain the Student Government Association Logo.

700.13 The Student Government Association will not pay for promotional items for events unless the event is sponsored by the Student Government Association, and, therefore, falls under 700.12. These items must be approved by the Appropriations Committee.

700.14 The Student Government Association shall not pay for office supplies. Examples are, but not limited to, stationary, pens, paper, envelopes, film, stamps, invitations, paper clips, etc.

700.15 The Student Government Association shall not reimburse expenditures for awards, gifts, giveaways, or plaques.

700.16 The Rules Committee shall be the sole authority in the review and auditing of financial requests in reference to 700.7.

700.17 First Year Council

700.17.1 After the Student Government Association Student Senate approves the funding for the First Year Council, the First Year Council has sole authority to allocate these funds to the projects that it deems appropriate. This approval process will be determined by the First Year Council Constitution and Code-of-Laws.

700.17.2 The First Year Council Director or Freshman-at-Large shall report on this approval of funds by the First Year Council to the Student Government Associate Student Senate at the next regular meeting of the Student Government Association Student Senate immediately following the approval of a project by the First Year Council.

700.17.3 The Student Government Association Student Senate may reverse the funding decision by the First Year Council only by a two-thirds majority vote using standard voting procedure.

Chapter 701 Appropriations

701.1 Appropriations shall only be approved through the Student Government Association Senate during a scheduled Budget Meeting in proper Bill format and shall pass in accordance with Chapter 302.

701.1.1 The Financial Bill must first pass through the Appropriations Committee by a majority vote by the committee before entering the Senate.

701.1.2 The Financial Bill Draft must be available for senatorial review at least ten days before the scheduled Budget Meeting.

701.1.3 Changes to the Financial Bill shall be done within the ten days prior to the scheduled Budget Meeting or in accordance with Chapter 302.

701.2 Mass approvals will be included within the same Financial Bill as non-mass approvals.

701.2.1 Mass approval can only be authorized by majority vote of the Appropriations Committee and does not require a hearing; however, the organization may request a hearing.

701.2.2 If one or more senators wishes to discuss an appropriation request, or feel it should not be mass approved, they may request a hearing on the packet one week before the Budget Meeting. If the senator fails to request the hearing in time, that packet is subject for mass approval.

701.2.3 A senator may request a hearing by contacting the Appropriations Committee Chair or the Student Government Association Treasurer.

701.2.4 The Appropriations Chair has the right to reject a hearing on the basis of five - seventh vote of the Appropriation Committee to not hold a hearing on the said packet.
701.2.5 If changes are made within the Financial Bill prior to the Budget Meeting during the ten day review period, the Senate must be notified.

701.3 All Appropriations requests must be completed through SouthSync in proper format no later than fourteen (14) days prior to one of the two scheduled Budget Meetings in which it will be included in the Financial Bill.

701.4 An organization shall only receive a maximum of $2,000.00 per fiscal year in appropriation allocations.

701.4.1 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.

701.4.2 Student Government Association funds may not be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless the organization requesting funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:
   a. participating in competition on behalf of the university at the event (this does not include delegation of the year, chapter of the year, spirit awards or equivalents thereof), or
   b. hosting the convention within one year of the date that the appropriation is approved by the Senate, or
   c. attending for the sole purpose of receiving information on further education, academic, or professional opportunities.

701.4.3 The Student Government Association, per University of South Alabama policy, cannot provide funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.

701.4.3.1 Trips that result in little to no academic or professional development for those attending are considered leisure or recreational.

701.4.4 The organization requesting funds for travel to a conference or event must include in their financial request packet an itemized, numbered expense list.

701.4.4.1 The itemized, numbered expense list shall include a list of the people planning to attend the event, their Jag Numbers, proof of registration (such as an e-mail, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).

701.4.4.2 The Student Government Association will not pay for opting-in to meals or food at a conference or event. Only meals included in the registration fee will be reimbursed.

701.4.4.3 The Student Government Association shall reimburse for gas mileage, per University policy, allowing for the Federal minimum for travel reimbursements.

701.4.4.3.1 The Student Government Association shall reimburse mileage for one vehicle for every four students attending the conference and/or event (i.e. 1 vehicle: 1 - 4 people; 2 vehicles: 5 - 8 people, etc.).

701.4.4.3.2 Estimated mileage must be calculated using the main campus as the starting point.

701.5 An organization may receive funding for uniforms.

701.5.1 An organization requesting uniforms is not required to provide Jag Numbers and Names of the students receiving the uniforms until the organization turns in the reimbursement form.

701.5.2 An organization requesting uniforms will only be reimbursed for the number of valid Jag Numbers and Names and will only receive up to the amount per uniform listed in the required quote.

701.5.3 Uniforms are defined as torso and leg garments and only such garments will be approved. However, this may be overruled by a two-thirds majority vote of a Senate meeting that meets quorum.

701.5.4 An organization may receive up to $30.00 per person for uniform(s) for each fiscal year.

701.6 The Student Government Association shall 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.
701.6.1 There shall be one exception to 701.6 and it shall be in regards to equipment not reasonably available on campus and that is vital for the organization to function.

701.6.2 Chapter 701.6 may be suspended with five-seventh approval of the Appropriation Committee or two-thirds approval of the Senate.

701.6.3 If equipment is accepted as not reasonably available on campus and is vital to the organization to function, the equipment must be stored on campus and proof of storage must be brought to the Student Government Association Treasurer.

701.7 The Student Government Association shall not pay for an organization’s fees such as, but not limited to, website fees, chapter fees, and intramural fees.

701.8 The Student Government Association shall not pay for food or drink requests from any organization.

**Chapter 702 Co-sponsorships**

702.1 Co-sponsorships are approved at the discretion of the Appropriations Committee based on the current Student Government Association’s vision for the campus community at the University of South Alabama.

702.2 All requests for co-sponsorships must be received at least two regularly scheduled Student Government Association meetings prior to the event.

702.2.1 A representative of the organization requesting co-sponsorship must be present at a hearing by the Appropriations Committee in which the packet is discussed.

702.3 Organizations are allowed to request financial support for food and drink in a co-sponsorship.

702.4 A Student Government Association 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 shall entail the following additional information to be presented to the Appropriation Committee, as included 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 the project portions co-sponsored by the Student Government Association
   d. An after-event report of the co-sponsorship’s goals, accomplishments, and results to be presented to the Appropriations Committee
   e. Any additional information requested by the Appropriations Committee or Senate.

702.6 Every organization seeking a Student Government Association co-sponsorship must be able to demonstrate that a substantial effort has been made, on the part of the organization, to fund the project on its own.

702.7 The Student Government Association will only reimburse up to a maximum of 65% of the total proved project’s cost (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-sponsorships.

702.10 Any and all non-philanthropic events co-sponsored by the Student Government Association shall be free and open for the student body.

702.10.1 Co-sponsorship’s whose purpose may be deemed philanthropic by the Appropriations Committee may charge a maximum of $5.00 per student per event.

702.11 If an organization is requesting a co-sponsorship for an off campus venue, they must provide one (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 STGs are for travel, lodging, and/or registration expenses for conferences only.

703.2 No STG request shall be granted until a portion of the Student Government Budget has been allotted and set aside for STGs.

703.3 STGs are not required to be voted on and approved by the Student Government Association Senate.

703.3.1 STGs may be passed by the Appropriations Committee by a five - seventh majority vote if the appropriate amount of funds remain in the STG budget.

703.3.2 If there is not enough money remaining in the STG budget, the STG must be presented to the Student Government Association Senate in bill format for passage.

703.4 STGs may be requested by academic departments and student organizations on behalf of individual students.

703.5 The maximum a student can receive through an STG is $500.00 per Student Government Association fiscal year.

703.5.1 The maximum a sponsoring organization or department may request is $1,000.00 per Student Government Association fiscal year.

703.6 STG eligibility is strictly limited to students who are actively participating in academic and/or professional conferences only.

703.6.1 Examples of actively participating in an academic and/or professional conference include, but are not limited to, presenting a paper, being an invited commentator, presenting a poster presentation, participating in an academic competition.

703.6.2 Networking, team building, or attending workshops are not actively participating in academic and/or professional conferences.

703.7 The Student Government Association, per University of South Alabama policy, cannot provide funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.

703.7.1 Trips that result in little to no academic or professional development for those attending are considered leisure or recreational.

703.7.2 The organization requesting funds for travel to a conference or event must include in their financial request packet an itemized, numbered expense list.

703.7.2.1 The itemized, numbered expense list shall include a list of the people planning to attend the event, their Jag Numbers, proof of registration (such as an e-mail, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).

703.7.2.2 The Student Government Association will not pay for opting-in to meals or food at a conference or event. Only meals included in the registration fee will be reimbursed.

703.7.3 The Student Government Association shall reimburse for gas mileage, per University policy, allowing for the Federal minimum for travel reimbursements.

703.7.3.1 The Student Government Association shall reimburse mileage for one vehicles for every four students attending the conference and/or event (i.e. 1 vehicle: 1 - 4 people; 2 vehicles: 5 - 8 people, etc.).

703.7.3.2 Estimated mileage must be calculated using the main campus as the starting point.

703.8 An organization shall only request a STG if the amount that the Student Government Association 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 a Financial Request Packet or modify an existing one.

703.9 A STG will not affect an organization’s annual appropriation allocation limit unless specifically stated in 703.8
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. 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:

802.1 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.

802.2 A record of all signs will be kept in the SGA office.

802.3 All signs that have not been registered will be taken down and disposed of.

802.4 Sheet signs may be hung seven days prior to specified event.

802.5 Sheet signs must be removed within three days after the event.

802.6 Sheet signs must be hung with biodegradable cord.

802.7 Sheet sign regulations for Homecoming and SGA elections are specified elsewhere in The Lowdown. Restrictions for Advertising Regular Meetings

802.8 Sheet signs advertising weekly meetings can be hung four times per semester.

802.9 All sheet signs must comply with all other regulations of this sheet sign policy.

Chapter 803. Penalties and Fines

803.1 First violation: a warning will be issued to the offending department or organization.

803.12 Second violation: a $10.00 fine will be levied against the responsible department or organization.

803.3 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.

803.4 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.)

803.5 Off-limit Areas - $10.00 Fine First Offense

803.5 No sheet signs within fifty yards of any location on Old Shell Road or University Boulevard.

803.6 No sheet signs can be attached in any manner to bushes.

803.7 No sheet signs on or near the walkway between Humanities Building and the Student Center.
All hail great university
Our Alma Mater dear,
South Alabama, red and blue
proud colors we revere.

Nestled midst the hills of pine
enduring throughout time,
Upward, onward may your fame
continue in its climb.

So with thy blessings now send us
pray that highest be our aim,
South Alabama may we ever
lift and glorify your name!

U-S-A!