

THE
LOWDOWN
2007-2008

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

Editor
Martin Statkewicz

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.

UNIVERSITY OF SOUTH ALABAMA

OFFICE OF THE PRESIDENT



TELEPHONE: (251) 460-6111
AD 122 • MOBILE, ALABAMA 36688-0002

Dear Students:

We are extremely pleased that you have joined the University of South Alabama family. Not only will your University of South Alabama education benefit you intellectually, economically, and socially, but you will become a part of something truly special - a circle of people who share in common their college education.



The University of South Alabama is dedicated to providing new and exciting opportunities. Everywhere you look, something exciting is happening at USA! We urge you to get involved in every aspect of campus life.

The University of South Alabama experience is best defined as its people – our students, faculty, staff, alumni, and friends – who share a common enthusiasm. We're excited that you are a part. Please let us know how we can help you make all of your college dreams a reality.

Sincerely,

A handwritten signature in cursive script that reads "V. Gordon Moulton".

V. Gordon Moulton
President

UNIVERSITY OF SOUTH ALABAMA

VICE PRESIDENT
FOR STUDENT AFFAIRS



TELEPHONE: (251) 460-6171
SC 270 • MOBILE, ALABAMA 36688-0002

Dear Student:

We are so very glad that you are a student at USA. Every institution of higher education has its rules, regulations, and procedures that it adopts to help its staff and students have a rewarding experience. *The Lowdown* contains most if not all of the rules and regulations that you need to know. Be sure and look through this handbook, it may help you navigate this place.



Above all, be a member of the Jaguar family. This handbook includes information about SGA, Jaguar Productions, African-American Student Association, Council of International Students, and over 200 other organizations in which you can get involved.

All of us in Student Affairs are here to help you in any way possible. GO JAGS!

Sincerely,

A handwritten signature in black ink that reads "Dale T. Adams".

Dale T. Adams
Vice President for Student Affairs

UNIVERSITY OF SOUTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION
TELEPHONE: (251) 460-7191



280 STUDENT CENTER
MOBILE, ALABAMA 36688-0002

Dear Fellow Students:

Welcome to the University of South Alabama! I am honored to serve as your 2007-2008 Student Government Association President, and I hope that your experiences are as warm and welcoming as mine have been.

A very successful man once told me that there are two types of people in life: those who drift through life waiting on opportunities to arise, and those who plan a course of action and stick with it. The drifters just wait around and hope for something better to come along. They spend their entire lives jumping from one opening to the next, hoping they will finally stumble on success. The planners, however, have a clear direction. Things might not always work out how they planned, but they have a very specific path to success in mind that they can stick to as closely as possible.



Being a college student means there is an entire world of opportunity that is available to you. Take advantage of that. Join on-campus organizations, or create your own if necessary. Volunteer in your community. When you get involved in your school, you will learn to love it even more. Plan a path to success. Your college experience will depend on what you make of it.

Finally, remember that Student Government is here to protect the students' interests. We are your resource. We are your elected officers, and we are here to serve you. There are many ways to get involved with SGA. Please come by our office anytime, even if its just to say hello. We are located in the Student Center, Room 280. I look forward to an exciting year here at USA! Go Jags!

Sincerely,

A handwritten signature in cursive script that reads 'Jennifer Edwards'.

Jennifer Edwards
SGA President

UNIVERSITY OF SOUTH ALABAMA

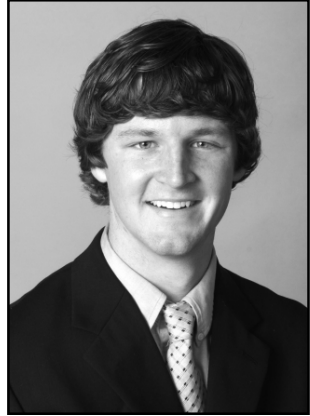
STUDENT GOVERNMENT ASSOCIATION
TELEPHONE: (251) 460-7191



280 STUDENT CENTER
MOBILE, ALABAMA 36688-0002

Dear Fellow Students,

Welcome to the University of South Alabama. As the editor of the Lowdown for this upcoming year, I hope that the information provided here will make you aware of all of the great opportunities that you have as a student at USA. This book will give you the materials that you need to get involved in all areas of student life. I believe that taking advantage of the opportunities that South Alabama offers will greatly enrich your college career on both a social and professional level.



Getting involved on campus was one of the best decisions that I have made as a college student. It has helped me develop as a person along with making friendships and contacts that I will have for a long time. I believe that your experience at South Alabama will provide you with all of the resources you need to be successful in college and throughout life.

Sincerely,

A handwritten signature in cursive script that reads "Martin Statkewicz".

Martin Statkewicz
SGA Vice President

UNIVERSITY OF SOUTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION
TELEPHONE: (251) 460-7191



280 STUDENT CENTER
MOBILE, ALABAMA 36688-0002

Dear Fellow Students:

On behalf of the Student Government Association, I want to welcome you to the University of South Alabama. You have chosen a great school to attend! From our fantastic Intramural Sports Program, popular Greek life, our exceptional Student Government, or any of the other outstanding student organizations and clubs, you are bound to find the right place to fit in. Also, keep in mind that we have a new state-of-the-art recreation center and several other additions to our school being built to fit your needs.



As treasurer, I will strive to support your student organization in any way possible, and I will personally answer any questions you may have. Do not hesitate to call me at 802-1622, e-mail me at jmh401@jaguar1.usouthal.edu, or stop by the SGA office during my office hours and I will gladly assist your needs.

Also, don't forget to look in *The Lowdown* for information on how SGA allocates money to the campus organization. It gives you information of the differences between Appropriations and Co-Sponsorships, and what needs to be accomplished by each organization before the budget meeting. Furthermore, be sure to check the dates of the budget meeting and budget packet deadlines at the beginning of each semester.

I am very excited about this upcoming year and am looking forward to seeing all of you soon!

Sincerely,

A handwritten signature in cursive script that reads "Matt Hayes".

Matt Hayes
SGA Treasurer

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THE SPIRIT OF SOUTH ALABAMA

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

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

As a member of the University community ...

I will practice the *spirit of integrity* which embraces the personal and the academic. ... a commitment to this ideal means I do not cheat or plagiarize in class, games, or sports; lying, deceit, excuse making, and infidelity or disloyalty in personal relationships will not occur.

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

I will respect the *spirit of privacy* which protects the property and personal rights of all persons.

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

I will uphold the *spirit of diversity* which celebrates differences and discourages bigotry.

... a commitment to this ideal affirms support for equal rights regardless of one's age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation.

I will demonstrate a *spirit of service* which compels concern for others.

... a commitment to this ideal means I will give of my time to others without thought of personal gain or recognition and that on occasions I will find the needs of others more important than my own.

I will practice the *spirit of stewardship* which seeks to conserve the earth's resources and to properly use all resources at my disposal.

... a commitment to this ideal means I will conserve the campus' environment and will use the resources provided me wisely, not wasting where I can conserve, not expecting others to pick or clean up.

I will exercise a *spirit of involvement* which necessitates the application of talents and knowledge.

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

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

ALMA MATER

***All hail great university
Our Alma Mater dear,
South Alabama, red and blue
proud colors we revere.***

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

***It seems that we have just begun
too soon we must depart,
In all that life has planned for us,
you'll share within our hearts.***

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

FIGHT SONG

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,

— USA FIGHT!!!!!!

FOR THE RED, WHITE & BLUE, GO JAGS!

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Campus History

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

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

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

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

The College of Education at the University of South Alabama is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; phone (202) 466-7496. This accreditation covers initial teacher preparation programs and advanced educator preparation programs.

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

Accreditation Board for Engineering and Technology: BS programs in Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering are accredited by the EAC of ABET
American Assembly of Collegiate Schools of Business
Committee on Accreditation of Allied Health Education Programs
American Medical Association Council of Medical Education
American Occupational Therapy Association
American Physical Therapy Association
American Speech Language and Hearing Association: ESB and PSB
Association of American Medical Colleges
Computer Sciences Accreditation Commission
Joint Review Committee on Education in Radiologic Technology
National Accreditation Association for the Clinical Laboratory Sciences
National Association of Schools of Music
National Council for Accreditation of Teacher Education
National League for Nursing

University of South Alabama Vice Presidents/Deans

Dr. Patsy Covey, Senior Vice President for Academic Affairs
460-6261, AD 300, Mobile, AL 36688-0002

Dr. Joseph F. Busta, Jr., Vice President for Development and Alumni Relations
460-6717, HSB 2150, Mobile, AL 36688-0002

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Dr. Samuel Strada, Interim Dean for Medical Affairs
460-6041, CSAB 170, Mobile, AL 36688-0002

Dr. Dale T. Adams, Vice President for Student Affairs
460-6171, SC 270, Mobile, AL 36688-0002

Mr. Wayne Davis, Vice President for Financial Affairs
460-6234, AD 328, Mobile, AL 36688-0002

Deans

Dr. Richard Talbott, Dean of Allied Health Professions
380-2785, UCOM 1500

Dr. G. David Johnson, Dean of Arts and Sciences
460-6282, HUMB 118

Dr. Debra Davis, Dean of College of Nursing
434-3415, SHAC 1017

Dr. Carl Moore, Dean of Mitchell College of Business
460-6419, MCOB 256

Dr. B. Keith Harrison, Dean of Graduate School
460-6310, MTH 222

Dr. Thomas Wells, Dean of School of Continuing Education and Special Programs
460-6283, AHE 101

Dr. Richard L. Hayes, Dean of Education
380-2738, UCOM 3614

Dr. John Steadman, Dean of Engineering
460-6140, EGCB 108

Dr. David Feinstein, Dean of School of Computer and Information Sciences
460-6390, FCW 20

Dr. Richard J. Wood, Dean of University Libraries
460-7021, LB 310

Dr. J. David Stearns, Associate Vice President for Enrollment Services
460-6494, MH 2400

Ms. Melissa Wold, University Registrar
460-6251, MH 1100

Board of Trustees

Authority for operation of the University is vested in the Board of Trustees. The Legislature has given the Board power to organize the institution by appointment of necessary personnel and the power to remove persons so appointed. The Board may prescribe courses of instruction, rates of tuition and fees, and confer appropriate degrees. The Legislature has specifically given the Board the right to act in the best interest of the institution. An Executive Committee has been created and the Board of Trustees has delegated to this Committee certain authority. The Board has delegated to the President

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of the University the authority necessary to the operation of the institution in the context of the responsibility of the President's Office. All authority vested in administrative officers, administration, faculty, student committees, and internal political bodies comes directly from the Board of Trustees to the Executive Committee and the President and through the President to the respective individual or entity.

The University of South Alabama, operating as a state institution of higher learning and financed in part of public funds, is governed by a Board of Trustees composed of seventeen members: twelve members appointed from south Alabama; three members appointed from the State-at-large; the Governor of the State of Alabama as President, ex-officio, of the Board; and, the State Superintendent of Education serves as an ex-officio member. Of the twelve members appointed from south Alabama, three members are appointed from Mobile County and one member is appointed from each of the nine southern senatorial districts, as those districts were designated at the time the University was organized. All members, except ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

Mission

The University of South Alabama was chartered in 1963 by the State of Alabama as a comprehensive, coeducational institution of higher education. The University serves as a major center of high-quality and accessible undergraduate, graduate, and professional education for metropolitan Mobile, Alabama, the Gulf Coast region and the southeastern United States. The University mission actively embraces the functions of teaching, research, public service, and health care through which it vigorously pursues the preservation, discovery, communication and application of knowledge. As it grows and develops, the University will focus its strength to produce programs of interdisciplinary excellence that address the special needs of the people it serves.

Undergraduate education is designed to promote the growth of the individual to think critically and analytically, to communicate effectively, to acquire information and apply it to problem solving, and to understand the context of global complexity and diversity in which knowledge is applied. The University is committed to the education of the whole person - the creative person. To accomplish this, a wide range of curricular and co-curricular opportunities for students to expand their cultural, physical and emotional awareness are provided. The University's environment must encourage and foster the qualities expected of leaders, such as integrity, service, stewardship, involvement and respect for individuals, as well as an appreciation for diversity. Graduate education provides students with increasing levels of challenge and opportunities for independent investigation, creative achievement, the advancement of knowledge, and participation in traditional and new forms of scholarly activity in a broad range of discipline-based and interdisciplinary programs. These programs will prepare students for new, as well as traditional, professional and academic careers.

Scholarship is an important aspect of the mission of the University and of every faculty member. The University of South Alabama will provide quality research and scholarly activity in all areas of its academic programs and community service activities, as illustrated by the work of its faculty in business, education, engineering, mathematics, science, fine arts, humanities, and health sciences. To advance scholarship, the University will provide appropriate instructional and investigative facilities within an atmosphere of academic freedom and shared governance.

Because of its location and commitment to the community, the University's academic health center is an important resource for accomplishing its mission. The University is dedicated to the education of physicians, health scientists, allied health professionals, and professional nurses who will provide the community and the region with the highest

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quality healthcare. To promote improved health care in its service region through research, teaching and outreach programs, its hospitals and clinics will offer the latest scientific and medical technology possible.

The University is further dedicated to the promotion of lifelong learning and to the enhancement of access to education for a variety of individuals and communities. Thus, it will continue to develop programs that meet the needs of its evening, weekend, off-campus, and special program clients who seek both credit and non-credit learning experiences on campus and at the USA Brookley campus site. The USA Baldwin County campus will provide degree programs and other learning opportunities required by the rapidly growing population in Baldwin County.

The University's programs of education, research, public service, and health care are all founded upon the basis of a reciprocal relationship between the institution and the community it serves. Instruction, research, scholarship, public service, and health care that enhance the economic development of the State and improve the quality of life and health of its citizens are integral and essential parts of its mission as a comprehensive, metropolitan university.

USA SPIRIT

Athletic Mission

The mission of the Department of Athletics of the University of South Alabama is to complement and supplement the total educational program of the institution and to provide equality to both student-athletes and athletic staff personnel regardless of race, gender, creed, nationality or economic status. The athletic department must provide learning experiences for all student-athletes and give each individual the opportunity to share in personal and group success. The University of South Alabama Department of Athletics provides opportunities for student-athletes in activities which help develop unity by encouraging a common quest for all students, alumni, faculty, staff and friends of the University. The athletic program is committed to enriching the mental and physical capabilities of its student-athletes while developing and building a respected program that is competitive on a national level in selected sports, at the same time operating a quality program in the other sports, which will create a basis for pride among the varied constituencies of the University.

The Department of Athletic's philosophy includes the following ideals:

- Recognition of the dignity and worth of every individual who comes in contact with the Department of Athletics.
- Belief in the provision of opportunity equally given every student-athlete to develop to his or her maximum ability, both in the classroom and on the playing field, regardless of race, gender, creed, nationality, or economic status.
- Provision of the best available coaching and training staffs in order to bring out the athletic potential of all its student-athletes.
- Belief in the provision of opportunity equally given to each and every athletic department staff member to develop his or her maximum ability in the workforce.
- Commitment to the ongoing development of all student-athletes so that each can become a contributing member of society and live a rewarding and fulfilling life.
- Commitment to the provision of academic support services necessary to maximize the opportunity for academic success and graduation for student-athletes through a system of advising, monitoring academic progress and identification of potential problems.
- Demonstration of sportsmanship through the ideals of fairness, civility, honesty, unselfishness, respect and responsibility in a competitive arena of intercollegiate athletics.

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ANNUAL CAMPUS EVENTS

Homecoming

The most celebrated week-long event of the year...all facets of University life are involved in this winter celebration. Window painting competition, spirit contests, Homecoming Court elections, a major concert, and basketball games—everyone gets caught up in the excitement.

Greek Week

Greek Week, organized by the fraternities and sororities at South Alabama, is a week of fun and fundraising. Starting with the Greek games, the week progresses to include a two-day Red Cross Blood Drive in the Student Center and a food drive for the Bay Area Food Bank. The organizations consistently donate over 200 pints of blood and collect 5000 pounds of food, as well as sponsor one additional fund raiser each year. A day of public service gives Greeks an opportunity to give back to the community. The week concludes with a band party open to all USA students and the naming of the Greek God and Goddess.

SpringFling

Sponsored by Jaguar Productions, Spring Fling is a week in late March that is chock full of fun, day and night. Diverse music, contests, games, and other fun things to do. It's at the Student Center, so don't miss it!

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!

Miss USA Scholarship Pageant

Choosing a beautiful and talented young woman to represent the University of South Alabama in the Miss Alabama scholarship contest is the purpose of the Miss USA Pageant. The pageant also awards several scholarships to the contestants. The sponsors for this event are Pi Kappa Phi and the Miss USA Board of Directors.

Student Art Show

The Student Art Association sponsors a semi-annual art show and sale in the spring and fall. Held in the lobby of the Student Center, this two-day event features the work of USA students and is juried by recognized authorities. The show offers faculty and students a chance to enjoy and purchase paintings, prints, ceramics, drawings, sculpture and photographs. Both fine arts students and commercial design students participate in this cultural affair.

College Bowl

The College Bowl Tournament is sponsored early in the Fall Semester each year by the USA College Bowl Club and the Student Center. Teams of four students compete in the tournament by answering toss-up and bonus questions that cover all academic

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fields, as well as, areas such as sports and current events. Teams can be sponsored by student organizations or may be composed of four individual students. Both graduate and undergraduate students who are currently enrolled are eligible to participate. An All-Star team is composed of the five highest scorers during the campus tournament. All campus participants are invited to take part in weekly practice sessions to select the team which will represent the University of South Alabama at the Region VI College Bowl Tournament held at the end of February. Two teams are also selected from the participants to compete at the Alabama State Invitational Tournament held in early February. Teams from Alabama, Florida, Georgia and Mississippi compete at the regional level, with the winning team advancing to the national competition. For further information contact Dr. Michael Doran 460-6390.

Oozeball

“Get Down and Dirty” with The Southerners, the University ambassador group, during Oozeball-co-ed volleyball played in eight inches of goopy mud. The event originated in 1989 and will be played on April 26, 2008. It is a unique and memorable event that includes 6-8 person teams. South Alabama students, faculty, staff and alumni are eligible to participate on four courts located across from Stanky Field.

Applications are available in March at the Office of Alumni Relations, Campus Rec Center, SGA Office and the SC Info desk. For other information contact Carol Kittrell, Office of Alumni Relations, 460-7084.

Midweek Nooners

Check out the fun on the first Wednesday of each month in the Student Center. Jaguar Productions provides a diversion from normal class activity by providing a way for you to meet others in wild and wacky ways.

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 services, student, and academic organizations join in this goal of promoting an appreciation for and understanding of the contributions of Africans and African-Americans to civilization.

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 concept 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 150+ student organizations to reach out to new and returning students, letting them know about each organization's purpose and goals. Held in early fall in the Student Center, the day is sponsored by the Office of

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Campus Involvement and the Freshman Advisory Board. 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.

Hey Day!

Say Hey, USA. This fun-filled day takes place every October and is an opportunity for students to prove we are the friendliest campus around. The Freshman Advisory Board and the Freshman Leadership Council jointly sponsor this event, distributing buttons and stickers urging students to interact and "Say Hey!" to everyone they meet. The Student Government Association gets involved with tee-shirts, food, and other prizes. Spread all over the campus from the Housing area to the Student Center and beyond, we are out to prove that attitude is contagious, and USA has the best!

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University Libraries

The Libraries of the University of South Alabama are active training grounds for the information-finding and the critical thinking skills you will need for the rest of your life.

The two major facilities are the University Library, which is located just north of the Student Center, and the C.M. Baugh Biomedical Library next to the College of Medicine. The University Library supports the missions of the Colleges of Arts and Sciences, Education, Engineering, and Business, as well as the School Computer and Information Science and the School of Continuing Education and Special Programs. The Biomedical Library supports the mission of the Colleges of Medicine, Nursing, and Allied Health Professions. Smaller hospital libraries are located at the USA's Medical Center, and the Children's and Women's Hospital. Students over the Bay can obtain materials and electronic information at the USA Baldwin County Library in Fairhope. Students and community members interested in the history, particularly the photographic history of Mobile, the south Alabama area or University history, can use the University Archives located in the USA Springhill campus (SHAC).

These libraries have over a million books, bound journals, government documents, videotapes and music recordings. They provide access to over one hundred electronic databases for reference information and journal literature. The SOUTHcat catalog and the library web pages list all these items. These and other online resources can be found on the homepages of the Library. The Library homepage is <http://library.southalabama.edu> and Biomedical homepage is <http://southmed.usouthal.edu/library>.

The homepages are your portals to the electronic information that is licensed for the use of our students, faculty and staff. Many of our databases include full-text articles and most can be searched from your home or dorm room. A few of the databases we subscribe to are: Lexis-Nexis, Expanded Academic ASAP, General Business File, Science Direct, AcademicSearch Premier, MLA, PsycINFO, Biological Abstracts, Philosophers' Index, JSTOR, Medline, CINAHL and Web of Science.

The University Library is also a selective depository for U.S. government documents. The Libraries maintain both paper and electronic faculty reserve collections containing articles and material the faculty want students to review for class work. The Instructional Media Center has videotapes, CDs, and DVDs.

Reference Librarians are available to answer your questions, help with research and demonstrate the use of SOUTHcat and the electronic resources. Internet-connected computers are available in the libraries, as well as printers and copiers.

Tours of the facilities and classes on the efficient use of print, electronic and Internet resources are held every semester. Watch for notices of these sessions if you want to become good at finding and evaluating information. If you and your friends are having trouble finding information for your assignments and papers, ask your instructor to schedule a class session with a librarian. Research guides are in the libraries and are also accessible from the homepage, as are forms for requesting books and articles from other libraries (Interlibrary Loan, ILL for short).

Employers are looking for people who know how to find and use good, current information. You will also need to research health, home and other questions that come up in your lifetime. But finding and evaluating information can be very confusing, so ask for help if you have any type of information problem. You can talk to a librarian personally, call the Reference desks or ask a question by e-mail. Knowing how to find and use information is one of the most important skills you can learn while at the University of South Alabama.

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.

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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 see www.southalabama.edu/studentaccounting.

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 students 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.usouthal.edu>).

Dean of Students Office

Located in Room 270 of the Student Center, the Dean of Students Office is a central point for all student concerns. The office is here to help make the educational experience for students a meaningful and memorable one. The Dean of Students Office strives to facilitate cooperation among students, faculty and administrators. The Dean of Students Office provides direction and works in conjunction with the offices, programs, and services indicated below to help ensure the retention, academic progress, and graduation of USA students:

- Campus Involvement
- Counseling and Testing Center
- Judicial Affairs
- Programs and Special Events
- Student Center
- Student Media
- Upward Bound
- Campus Recreation
- Greek Life
- Multicultural Student Affairs
- Southpaw Services
- Student Government Association
- Special Student Services
- Talent Search

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

Campus Recreation

The Department of Campus Recreation is housed in the Student Recreation Center, located between the HPELS building and the tennis courts. Offered within the "Rec" Center are many recreational activities, such as aerobics and fitness classes that are free to students, faculty and staff. The "Rec" Center contains two full basketball courts, five racquetball courts, an indoor track, a Cybex weight room, and a table tennis area. Campus Recreation programs include Intramurals, club sports, open recreation, outdoor recreation, personal training, and wellness/fitness programs.

The main concern of the Department of Campus Recreation is to provide opportunities for all members of the university community to enjoy satisfying recreational experiences related to their particular needs, varying from the highly competitive type to those of a non-competitive and recreational nature.

For more information about the Rec Center call 460-6065. Call 460-7268 for fitness program and class information. To find out more about intramurals call 461-1627. For more information concerning outdoor recreation or sports clubs call 460-6114.

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Career Services

USA Career Services Cares About Your Future!

Our office provides 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/professional 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 using computer guidance programs to help you research career options that fit your interests, skills, values, personality, and abilities.

Cooperative Education and Internship Program

The Cooperative Education and Internship Program will help place you in a job related to your major area of study. The alternating Co-op Education Program allows you to work full-time one semester and attend class full-time the next semester. Internship opportunities can be short in duration lasting anywhere from a few weeks to one full academic term depending on the unique needs of the organization providing the learning experience. The Cooperative Education and Internship Program allows you to earn related work experience, confirm career objectives, apply classroom knowledge and skills, and establish professional contacts which should lead to stronger job prospects at graduation.

Job Search and Post-Graduate Plans

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

Career Services is open 8:00 a.m. - 5:00 p.m., Monday through Friday. For more information about our services, please visit us at 2100 Meisler Hall, call us at (251) 460-6188 or visit our web site at www.southalabama.edu/careerservices.

Counseling and Testing Services

The University Counseling Center, located in Alpha Hall East, Room 326 offers a full range of helping services to the students of the University. Either Individual or group psychotherapy are offered to assist clients in dealing with problems of everyday life. These problems may range from severe anxiety or depression to just feeling like "blowing off steam" or "yelling about a roommate." There are also programs available through the Counseling Center for helping students with academic problems, career decisions and vocational choices.

The professional staff of the University Counseling Center are appropriately trained for the services they deliver and adhere to the strict ethical standards of their professional organizations. Strict confidentiality of records and counseling relationships is maintained at all times. For more information, call 460-7051.

University Testing Service serves as a regional testing center for national testing organizations. Most national entrance examinations are administered by our office. For more information, call 460-7051.

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Dining Services

Dining Services at the University of South Alabama are managed by ARAMARK Campus Services, a world leader in the college food industry. Our dining selections vary from the home cooking found in the Market to a quick snack or late-night grill option at the Delta Deli. The services are designed with the utmost in freedom and flexibility for the ever changing needs of the USA student.

Any student living in University housing, including Greek Housing and The Grove with less than 24 credit hours is required to purchase the USA meal plan. For students with 25 credit hours or over, you can also participate in the meal plan. The meal plan is set up on your Student I.D. Card, which eliminates your need to carry cash on the campus.

For additional information please contact the Dining Service office at 460-6296 or visit the web site at <http://www.usadining.com>.

Services for Students with Disabilities

The University provides services to students who are physically, emotionally or learning disabled. Students in need of accommodations in or out of the classroom due to a disability should contact the Special Student Services Office in the Student Center, Room 270, 460-7212.

Insurance (Student)

All students should have medical insurance. This information is available on the USA web site under the Division of Student Affairs. Click on Student Accident and Insurance Plan. Students are encouraged to purchase this policy if they do not have other medical insurance.

Office of International Programs and Development

The Office of International Programs and Development, an administrative unit of Academic Affairs and the School of Continuing Education and Special Programs, provides coordination and direction for the University's international contacts. Foreign Travel for University international activity, e.g., academic programs and projects that involve University faculty, staff, or students beyond territorial limits of the United States has to be processed through the Office of International Programs and the director signs all Request for Travel forms.

Program activities include the administration of grant programs which provide funds for faculty to do international research or to teach. The office coordinates the University International Affairs Committee, as well as serves as liaison with external consortia which promote study and research abroad. The Office maintains information on government and private institutions that provide support to individuals who are interested in study, research, travel, or employment abroad. Administrative support is also provided for off-campus foreign studies programs.

International Programs internally reviews and disseminates information on established University programs and provides support for new initiative in international education. The Director of International Programs works directly with University Deans, Division Heads, and Directors who are responsible for institutional curriculum for the University International Affairs Committee.

The resources of the Office of International Programs and Development are available to local government and community organizations that foster international cooperation and understanding.

Study Abroad and Special Programs

The Office of International Programs and Development oversees the implementation of the study abroad programs, e.g., the Latin American Studies Program, a program is designed in affiliation with Latin American educational institutions in Mexico and Central America.

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Mexico Program (June-July)

The University of South Alabama Summer Session in Mexico is held in Xalapa, Veracruz, Mexico. Students participating in this session attend the University of Veracruz, School for the Foreign Students. During the six-week session participants study Spanish, History, Literature, Art, etc. Students attending this program may earn up to 10 credit hours. Field trips and sight-seeing trips complement the stay in Xalapa. For complete details, please contact International Programs or the Foreign Language Department.

Special Programs

The Office of International Programs and Development oversees the implementation of special programs.

Special Programs under agreements of mutual cooperation with foreign educational institutions: University of Worms, Germany (Senior Student Exchange Program); Passau University, Germany (USA-Passau Student Exchange Program); Pau University, France (MBA Studies Exchange Program); Rafael Landivar University, Guatemala (Fulbright Faculty Seminar).

In the U.S., affiliations for special study abroad programs include: International Studies Abroad (ISA) for year, semester, and summer study abroad programs in Spain, Mexico, France, England, the Caribbean, Costa Rica, Chile, Argentina and Australia. Also, the University of Arizona for their Russian Study Abroad Program in Moscow and St. Petersburg (Summer and Semester).

Independent Study Abroad

The Office of International Programs and Development assists University students participating in study abroad programs offered through other accredited institutions or organizations. Some of the most recent destinations for USA students in Independent Study Abroad Programs include: Australia, Costa Rica, France, England, Ireland, Japan and China. For more information, please call the Office of International Programs.

NOTE: USA students going to study abroad or participating in international research/internship programs abroad must register through the Office of International Programs prior to the start of their program. For more information contact International Programs.

IMPORTANT: Financial Aid disbursement must be coordinated through the Office of International Programs - No exceptions.

The University of South Alabama provides equal educational opportunities to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or qualified handicap/disability, with respect to all of its programs and activities.

Office of International Programs and Development

320 Alpha Hall East, Mobile, Alabama 36688-0002

Telephone: (251) 460-7053; Fax: (251) 460-6228; E-mail: intprog@jaguar1.usouthal.edu

Dr. Robert J. Fornaro, Director

Ana Burgamy, International Program Specialist, E-mail: aburgamy@usouthal.edu

Office of International Services

The Office of International Services is responsible for the services and programs needed by the international student community of the University. Among its functions are international student admission, personal advising, enrollment certification, and activity programming. The Office maintains up to-date information on immigration and other regulations which affect international students, and publishes regular newsletters and announcements to keep these students aware of regulations and activities.

In addition, the Office of International Services assists the students in conducting the International Spring Festival and holds an International Student Banquet in the Fall in conjunction with the Associate Vice President of Enrollment Services Office.

The Office is located in Meisler Hall, Suite 2200, 460-6050.

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Office of Multicultural Student Affairs

The Office of Multicultural Student Affairs is located in the Student Center on the first floor in Room 110. This office was created to assist in the personal development and retention of Minority students at the University of South Alabama.

The objectives of the program are:

1. Develop and coordinate a mentor program (Project Success) to increase retention.
2. Promote cultural awareness on campus as well as in the surrounding community.
3. Advise the African-American Student Association on annual events as well as establishing new programs.
4. Work with all student organizations to promote cultural diversity and develop a sense of community and well being.

For more information, call 460-6895.

Office of the Registrar

The Registrar's Office, located in Meisler Hall, Suite 1100, provides academic services 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 homepage go to www.southalabama.edu/registrar.

Office of Veterans Affairs

The Office of Veterans Affairs is located in Suite 2300, Meisler Hall. VA enrollment certifications and other related services are provided by this office to veterans, veteran's dependents, and active duty personnel. Students using VA education's benefits need to contact this office each term. Students with questions are encouraged to come by the office or call 460-6230.

Orientation, New Students

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

Southbound Orientation is held every semester and it is a **mandatory** program for all new undergraduates **except** those who are classified as: Transient, Audit, Unclassified or those students attending **only** USA Online classes. 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 460-7093 or visit our office in the Meisler Hall, Suite 2600.

Post Office

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

This contact station is staffed by University of South Alabama employees, who are familiar with all areas of postal operations and are qualified to handle most any task. Up-to-date domestic manuals are maintained and used for reference purposes. Drop boxes and window service consist of selling postal supplies and accepting letters, flats and parcels for mailing. Departmental mail pickup and delivery service is provided by means of an established route. The campus mail room will process all departmental mail, domestic and foreign, except C.O.D. which must be handled with the U.S. Post Office.

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All students who live on campus are required to have a personal post office box to receive mail; thus the Post Office box number is the student's campus address. For additional information please call (251) 460-6279, or visit our web site at www.southalabama.edu/postoffice.

Public Relations

The University's Office of Public Relations serves as a publicity outlet for student events, honors, and other newsworthy happenings. The Public Relations Office sends news releases to newspapers, radio, and television, and can assist you in reaching other students or the general public. If possible, information should be submitted at least four weeks in advance of a planned event.

All submissions should be brought or mailed to the Office of Public Relations, 250 Administration Building (460-6211).

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 typesetting, desktop publishing, creative design and layout, color copies and transparencies, full-color large format printing (posters, banners, and signs), scanning, digital high-speed printing and one color to multi-color offset printing. Variable data production is available for use on materials targeted to individuals with a supplied data base.

Publications provides coin-operated copier services in convenient locations on and off campus. Walk-in cash copy orders can be completed at the Office of Publication Services while you wait.

Publication Services also provides the University community with complete production of all directional and informational signs. Lamination is available for materials ranging in size from 2"x 3" up to 42".

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.

Publication Services creates printed material tailored to meet your specific needs, including resumes, newsletters, directories, handbooks, posters and flyers, stationery, and more. For further information or to schedule an appointment call (251)380-2828 or e-mail us at publink@usouthal.edu.

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

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on the status of compliance with standards, providing technical and support services, recommending necessary changes, documenting, analyzing, and developing training resources.

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

Student Center

The Student Center emphasizes educational programs, student activities and services, and acts as the focal point to bring together the entire University of South Alabama family of students, staff, faculty, and alumni. Built in 1970-71 with 86,000 square feet, the SC serves not only as the center for student life, it also functions as a conference, meeting, and event center, and houses dining services. The main goal of the SC is to enrich university life outside the classroom.

Offices located in the SC include:

FIRST FLOOR: Director of the SC, Auxiliary Enterprises, African-American Student Association, Council for International Student Organization, Southpaw Services, Campus Involvement, Jaguar Productions, Minority Activities, and Greek Life.

SECOND FLOOR: Dean of Student Services, Special Student Services, Student Government Association, Vice President of Student Affairs, and Dining Services.

The Student Center also has a ballroom, several meeting rooms, a gameroom (which includes a large screen television), an art gallery, and several areas for relaxing, studying and visiting with friends. The information desk - located on the first floor - is open Mondays through Fridays from 9:00 a.m. to 5:00 p.m.

Southpaw Services - currently consists of the Jag Card ID office, the reservations office and the computer lab. The computer lab - which has 15 Dell computers - is a non-academic lab available to all students and the general public. Not supported by academic fees, there is no fee for use of the computers and a minimal per page charge for printing. Call 460-6077 for current hours of operation.

The Jag Card is the student identification card and is required of all enrolled students. It serves as a library card, allows admission to the Rec. Center, is required for student voting and may be required by some professors for exams. The card is valid for enrolled students for up to five years. Students are automatically charged \$5.00 for the card upon entering USA; replacement cost for lost or stolen cards is \$10.00.

The Jag Card may be used as a declining balance card to make purchases in all Campus Dining facilities and the USA Bookstore. Funds to open the account are deposited and spent simply by using the Jag Card - a convenient way to eliminate carrying cash. The Jag Card can be obtained during the hours of operation of the computer lab. Call 460-6077 for current hours of operation.

Reservations for meeting rooms or the Ballroom may be made by any group, however, recognized student groups, faculty and administrative departments will have priority over groups not affiliated with USA. Rental fees are not charged to USA groups for non-revenue producing functions.

To reserve space, an authorized representative of the group may make a reservation online at: www.usouthal.edu/southpawservices/reservation.html.

Food Services

USA Food Court: Located on the second floor of the Student Center by the main entrance, the USA Food Court tempts your taste buds with a wide variety of foods. Try made to order pasta or fresh made sandwiches from the grill or consider the Blue Plate Special. The Food Court is open Monday through Friday for breakfast, lunch and dinner and Sunday night for dinner. Downstairs in the Student Center features The Daily Grind, proudly brewing Starbucks coffee. Stop by Monday through Friday and

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enjoy your favorite Starbucks beverage. A sandwich shop adjoins The Daily Grind featuring made to order deli sandwiches and snacks.

Catering: Are you having an event on campus where you would like to serve food? Catering can arrange the simplest of meals - from punch and cookies - to the most elegant of plated dinners. Call Catering at 460-7948.

Student Health Services

The Student Health Center is located in the Health Services Building. Student Health Services are available during each semester to all students enrolled in the University.

The center is staffed by MD, NP, PA, RN on Monday, Wednesday and Friday from 8 a.m. to 5 p.m. and Tuesday and Thursday 9 a.m. to 5 p.m., when school is in session. A physician is available for appointments Monday through Friday. Appointments can be made by calling 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:

1. Outpatient Visits: The health center staff is prepared to evaluate all ambulatory problems. Appointments can be made by calling 460-7151.

2. Laboratory Tests: Available through the Laboratory Monday through Friday from 8:00 a.m. to 5:00 p.m. at a charge to the student.

3. X-Rays: Available through the Radiology Department Monday through Friday from 8:00 a.m. to 5:00 p.m. at a charge to the student.

4. Allergy Injections: Provided for a nominal fee to the student. Students must supply their own medications with written instructions from M.D. Subject to approval by the Student Health Center physician.

5. Immunizations: Available for a minimal charge at Student Health Center or the Mobile County Board of Health.

6. 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.

7. STD Screening & Counseling: Sexually transmitted disease (including HIV) evaluation, education counseling and treatment is available. A nominal fee is charged for specific tests.

8. Physical Exams: Exams required by the University can be performed by appointment through the Student Health Center for a fee.

9. Health Education: A variety of health promotion and wellness programs are available through Student Health. A Health Educator is available to develop, implement and coordinate health education outreach programs and campus events designed to prevent disease, promote wellness and healthy lifestyles.

10. 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.

11. Counseling Services: Available 9:00 a.m. to 4:00 p.m. Monday through Friday at the Counseling Center.

12. Substance Abuse Program: The Substance Abuse Program provides substance assessment, counseling, and education Monday through Friday 9:00 a.m. to 4:00 p.m.

Student Health Center

At the Student Health Center, our goal is to help students make their educational journey the healthiest one possible. The mission of the Student Health Center at the

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University of South Alabama is to provide quality and cost effective healthcare services relevant to the needs of students. We strive to accomplish this through health education, health promotion and a primary care clinical practice. You might say that our specialty is students.

Conveniently located in Suite 1200 of the Health Services Building on campus, our employees are uniquely equipped to help students meet their primary care needs much like their family physician.

We encourage students to call for an appointment before they visit the Health Center. Same day appointments are available on most days and can help students avoid long waits. Walk-in urgent care is available during business hours for students who need to be evaluated by a health care professional. The number to call to make an appointment is 460-7151.

For students who seek services that are beyond the scope of care of our ambulatory clinic, we are always happy to refer to your hometown or out-of-state health care provider. We are very accustomed to working with out-of-state healthcare providers and can refer you to local physicians and specialists in the USA Physicians Group or the Mobile community, if necessary.

The student health fee provides access to the many services offered at the Student Health Center. There are nominal charges for laboratory procedures, medications, appliances, etc, that should be paid at the time service is rendered. The Student Health Center will be happy to provide itemizations for these charges to be filed with your personal health insurance. The Student Health Center provides health care for all eligible students whether or not they have health insurance and without regard for their ability to pay. Students who do not have insurance are encouraged to obtain health insurance, and we recommend that you consider the policy that is available in the Vice President for Student Affairs Office.

In addition to excellent primary health care, the Student Health Center provides immunizations, allergy injections, laboratory, nutrition counseling, limited pharmacy services, women's health services, and health education and wellness services.

We hope that while you are a student at the University of South Alabama you remain healthy and injury free. However, the University of South Alabama Student Health Center is on campus to assist you should you need medical care.

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.

Educational Goals

The Substance 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.

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5. Promote the development and utilization of peer educators who serve as role models and encourage healthy choices concerning alcohol and drugs through various awareness and educational activities.

Services

The Substance Abuse Program, a part of USA Counseling and Testing Service, provides a variety of services to students, employees, and their families. These services include the following: **Substance Abuse Assessments, Individual and Group Counseling, Alcohol and Drug Awareness/Education Programs, Consultation with Faculty and Staff, and Referral Services.**

The Substance Abuse Program works collaboratively with BACCHUS, a USA student organization that provides peer education related to alcohol and drug prevention. Special programs are scheduled throughout the year but particularly during National Collegiate Alcohol Awareness Week and Safe Spring Break Week to promote healthy decision making regarding alcohol and other drugs.

The Program offers printed and videotaped materials related to alcohol and drug prevention. Alcohol 101 Plus, an interactive CD-ROM program, provides an opportunity for students to learn about the risks associated with the misuse of alcohol and receive individual feedback about their own drinking habits.

The Program maintains a web site at www.usouthal.edu/counseling which enables students to obtain additional information about alcohol and drugs. On-line assessments are also accessible through this site.

Peer education training is offered for students desiring to develop their skills in this area.

The Program conducts periodic alcohol and drug surveys to assess current patterns of alcohol-drug use.

The services of the Substance Abuse Program are confidentially provided. Students who would like to receive assistance or further information are invited to contact this office at (251) 460-7980. The Substance Abuse Program is located in Alpha Hall East, Room 326.

Types of Drugs and Health Risks: A Brief Summary

- I. **Alcohol** is a central nervous system depressant. Short term effects of excessive alcohol intake may include impaired judgement 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.

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- 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 include 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. At big 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. The long-term, high dose effects of steroid use are largely unknown. Major side effects of anabolic steroid use include liver tumors, jaundice, fluid retention, high blood pressure, acne, and trembling. Aggression and mood swings as well as other psychiatric side effects may result from their abuse.

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.

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3. Encourage and provide professional development opportunities for the Police Department.
4. Enforce state and federal statutes, rules and regulations to ensure the safety of university faculty, staff, students, and guests.
5. Achieve this mission in the most efficient manner possible.

USA National Alumni Association

The USA National Alumni Association is comprised of those alumni and friends of the University of South Alabama who are concerned with quality education at the University. This concern is demonstrated by their continuing support, both financially and as volunteers.

The National Alumni Association is involved in a number of programs which greatly enhance life at South Alabama. Faculty recognition awards, the ambassador group "The Southerners", and scholarships are a few of the activities sponsored by the association.

Through the Alumni Leadership Scholarship program, the Association is helping attract top students by awarding the Freshman Leadership Scholarships for incoming freshmen, Book Scholarships for sophomores, juniors and seniors currently at USA Children of Alumni Scholarship and a Graduate Student Scholarship. Scholarship applications are available in January at Alumni Hall and on the Associations website at www.southalabama.edu/alumni.

As an introduction to National Alumni Association, graduates will receive a complimentary first year membership upon completion of graduation. For more information, call the Office of Alumni Relations at 460-7084 or stop by the Alumni Hall.

USA Brookley Center

The USA Brookley Center is located on 327 acres on Mobile Bay, one mile south of Interstate 10. Facilities and activities are not covered by the Student Activity Fee. Students may use the lodging facilities and 18-hole golf course for a small charge.

Gulf Pines Golf Course offers reduced green fees and merchandise discounts to USA faculty, staff and students. The golf course and practice areas are open daily. The course has a fleet of electric golf carts and offers pull carts and golf clubs for rent. Call 431-6413 for more information.

Brookley's Magnolia Ballroom is the perfect place for a formal dance, and the lodging rooms are quite a bargain at \$40.00/night for overnight accommodations after special events like Bayfest. Call 431-6410 for advance reservations.

Experience lunch in the Naman's Middle Bay Cafe', Monday through Friday from 11:00 a.m to 1:30 p.m. Call the menu line at 431-6447 for the daily special.

You may view the website at www.brookleycenter.com.

University Bookstore

Located on the main campus, the USA Bookstore is your one stop 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. In addition, you will find a variety of reading materials from classics to today's best sellers.

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

Here are a few of our many other products and services:

Greeting Cards

Class Rings

Soft Drinks/Snack Food

Dorm Room Supplies

Calculators/Electronics

Music CD's

Custom Sewn Apparel

Facsimile Service

Computer Software

Laptop Computers

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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.

Visa, MasterCard, Discover, American Express, and USA Jag Cards are accepted. For additional information please call (251) 460-7012, or visit our website at: www.southalabama.edu/bookstore.

HEALTH SCIENCES BOOKSTORE

Located at the USA Springhill campus, the USA Health Sciences Bookstore provides textbooks, academic and medical supplies to the students, faculty and staff of the Colleges of Medicine, Nursing, and Allied Health Professions, as well as the University's Hospitals. Medical reference books, review books, and test preps are available, and special order services is provided for titles not in stock.

The USA Health Sciences Bookstore is also an authorized dealer of Littman and Welsh-Allyn medical diagnostic equipment.

For additional information call (251)434-3635, or visit our website at www.southalabama.edu/bookstore.

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Registered Student Organizations

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Abeneefoo Kuo Honor Society	To recognize academically talented Black students, encourage academic excellence, develop and promote leadership potential.	Undergraduate with minimum 3.0 GPA having completed at least 18 semester hours at USA, or a transfer student having completed at least 12 hours at USA with 3.0 GPA.	Dr. Carl Cunningham SC 110 460-6895
Accounting Club	To promote interest in the accounting profession as a career and provide the opportunity for members to interact with other accounting students, faculty, and leaders in the business community.	Open to all USA students interested in Accounting and willing to take an active part in the activities of the Accounting Club.	Mr. Greg Prescott MCOB 155 460-6409
African-American Student Association	Special Interest. Promotes the progression and growth of African-American students and provides social activities.	Any interested USA student.	Dr. Carl Cunningham SC 110 460-6895
Alabama Physician Assistant Student Society (AL-PASS)	To serve as the official organization for the PA students, to promote academic achievement and clinical excellence, and to promote the PA as a member of the health care delivery team.	All physician assistant students in the program shall be eligible for membership.	Dr. Dan Vetrosky SHAC 4410 434-3641
Alliance for Sexual Diversity	To provide the University community with a forum for discussion of issues regarding sexual orientation.	Open to all USA students, faculty and staff. Contact: usaasd@hotmail.com	Dr. Laurene Fregeau UCOM 3864 380-2746

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*Alpha Chi	Honor Society. Promotes academic excellence and exemplary character.	At least junior status and a cumulative GPA of 3.5.	Dr. Murlene Clark LSCB 120 460-7570
*Alpha Epsilon Delta	Professional. Health Professions Honorary. Encourages excellence and exemplary character.	Cumulative GPA of at least 3.0, science GPA of 3.0, affiliate member for three consecutive semesters.	Dr. T.G. Jackson and Dr. Cindy Stanfield CHEM 223 460-6181
Alpha Gamma Delta	An international social sorority whose members are primarily chosen in Fall Recruitment and in continuous open recruitment throughout the year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Alpha Kappa Alpha	An international social/service sorority whose members are primarily chosen in fall or spring semesters.		Ms. Emily Feinstein Greek Life Advisor 460-7003
*Alpha Kappa Delta	International Sociology Honor Society. To exchange ideas and viewpoints on sociological issues.	Must be a sociology major or demonstrate a genuine interest in sociology; must be a junior, have a 3.0 on a 4.0 scale, have a 3.0 in sociology, have completed 12 hrs. of sociology prior to initiation.	Dr. Nicole Flynn HUMB 34 460-6347
Alpha Kappa Psi	To foster scientific research in commerce, accounts, finance, and to educate the public to appreciate and demand higher ideals.		Dr. Sam Bishop MCOB 363 460-6738

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Alpha Omicron Pi	An international social sorority whose members are primarily chosen in Fall Recruitment and in continuous open recruitment throughout the year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Alpha Phi Alpha	A social/service fraternity whose membership intake process is primarily in fall or spring semesters.		Ms. Emily Feinstein Greek Life Advisor 460-7003
*Alpha Sigma Lambda	National Honor Society in Adult Interdisciplinary Studies.	Members must be Adult Interdisciplinary Studies major, 24 graded semester hours, and selected only from the highest 20% of the class.	Ms. Sue Fishman AHE 214 460-6263
American Chemical Society - Student Affiliates	To create professional ties among Chemistry and Chemical Engineering majors and strive toward creating a good relationship between chemically related fields and the general public.	Open to all USA students with an interest in Chemistry or Chemical Engineering.	Mrs. Diane Roe CHEM 223 460-6181
American Institute of Chemical Engineers (AIChE)	Professional. Promotes professional interest in Chemical Engineering.	Open to all students in Chemical Engineering.	Dr. J.C. Dhawan EGLB 252 460-6160

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American Medical Student Association	Gives medical students an opportunity to explore different facets of medicine and provides a voice on a national level.	Open to all USA Medical students.	Dr. Allen Perkins SHAC 3407 434-3933
American Society of Civil Engineers	Professional. To promote the profession of civil engineering.	Civil engineering student in good standing.	Dr. Husam Omar EGCB 283 460-6174
American Society of Heating, Refrigeration, and Air Conditioning Engineers	To promote arts and sciences of heating, ventilation, air conditioning, and refrigeration.	All students with an interest in the field of study in chemistry, physics, mechanical, chemical, civil or electrical engineering.	Dr. Lanier Cauley EGCB 208 460-6168
American Society of Mechanical Engineers	Promote the arts and sciences connected with mechanical engineering. Provide opportunities for leadership and service in promoting engineering.	Open to any engineering student.	Dr. Lanier Cauley EGCB 208 460-6168
Americans for an Informed Democracy	To raise global awareness on campus and in the broader community.	Open to all USA students and faculty.	David Faught
Amnesty International	A worldwide movement of those who campaign for human rights.	Open to students, faculty, staff and all interested in promoting human rights worldwide.	Dr. Stephen Morris and Janet Habib HUMB 230 460-7200
Anthropology Club	To encourage an interest in Anthropology and promote cultural understanding.	Open to all USA faculty, students and staff.	Dr. Philip J. Carr HUMB 34 460-6907
Army ROTC "Jaguar Joggers"	To build leaders for the Army and to foster professionalism and citizenship.	Must be a USA student enrolled in Army ROTC.	LTC Timothy Rey MSN 1 460-6341

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Army ROTC Ranger Challenge	To compete against other colleges and build esprit de corps.	Participation in a military science class.	MSG David Powell MSN 1 - Main campus
Army ROTC Scabbard and Blade	To provide a Color Guard for University and community events.	Enrollment in Military Science course and selection by board.	MSG David Hernandez MSN 1 460-6341
Arnold Air Society	To assist development of students wishing to become officers in the U.S. Air Force through training, support, and leadership development.	Enrollment in Air Force ROTC Silver Wings (Sister organization) is open to USA students involved with AFROTC.	Major Darron Stewart SRH 156, Alpha South 460-7211 afrotc@usouthal.edu
Art History Association	Seeks academic excellence and the nurturing of interest in the area of Art History.	Open to all USA students an interest in Art History.	Dr. Robert Bantens VAB 156 460-2923
Association for Computing Machinery	To promote CIS students, tutor CIS students, and promote professionalism.	Open to all students with an interest in computing.	Dr. Leo Denton, Dawn McKinney FCW 20 460-6390
Astronomy Club	To promote public interest, study, and research in astronomy.	Open to all USA students and faculty.	Dr. Kent Clark ILB 106 460-6224
BACCHUS (Boosting Alcohol Consciousness Concerning Health of University Students)	Peer Education concerning alcohol and substance abuse awareness. Promoting responsible habits, attitudes and lifestyles concerning alcohol.	Open to all students willing to sign and uphold behavioral contract.	Dr. Robert Hanks AHE 326 460-7980

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Baptist Campus Ministries	Religious. Spreads the message of Christianity and provides a Christian environment where students can meet.	Open, every USA student is invited to join.	Mr. Jerrod Brown Box U-1087 344-5904
Basic Medical Sciences Org.	To unify the Basic Medical Sciences Program with faculty of BMD, College of Medicine, and other USA scientific community.	Matriculation in Basic Medical Sciences Ph.D. Program.	Dr. Mark Taylor MSB 3058 460-6817
*Beta Alpha Psi	To encourage and give recognition to scholastic and professional excellence in the field of Accounting.	Declared a concentration in Accounting. Must have completed financial Accounting IV. Contact the Accounting Dept. for GPA requirements.	Dr. Jeanne Sylvestre BMSB 144 460-7374
Biomedical Sciences Society (BMD)	To provide knowledge and assistance to any student regarding their prospective careers in BMD.	Open to any student interested in the biomedical sciences.	Dr. Michael Spector UCOM 6000 380-2688
Broadcast Meteorology Club	To expose members to different facets of broadcast meteorology.	Open to students and faculty interested in broadcast meteorology.	Ryan and Gina Wade MC 1625 460-7325
Catholic Student Association	Promote spiritual and social welfare of Catholic students.	Open to all students.	Fr. Alex Valladares 6051 Old Shell Road Mobile, AL 36608 460-6146
Chamber Singers USA	Perform choral music as an artistic outlet and cultural benefit.	A placement meeting with the Director of Choral Activities.	Dr. Joe Pendleton LPAC 1103 460-6361

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Cheerleaders, USA	To promote enthusiasm to the Jag basketball team and Lady Jags.	Must go through the USA cheer-leading "tryouts". (Selected by a panel of judges.)	Steven Clanton MC 1209 460-6268
Chess Club USA	To promote chess competition and practice and to bring together interested students for play and tournaments.	Open to all interested students.	Dr. Mike Doran FCW 20 460-6390
Chi Alpha Christian Fellowship	To share love of Jesus Christ.	Open to all USA students.	Rev. Mason Corwin mlbcorwin@hotmail.com
Chi Omega	An international social sorority whose members are primarily chosen in Fall Recruitment and in continuous open recruitment throughout the year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Christian Student Ministry	To promote Christ on campus.	Open to any Christian committed to purpose.	Mr. Tony Wallace 851 University Blvd. N. Mobile, AL 36608 343-7744
Circle K International	To serve the community and USA through volunteer efforts.	Open to all USA students. Meetings on Wednesdays at 5:15 p.m. in the SC.	Ms. Barbara Shirvanian SC 270 460-6172
Clinical Lab Sciences Society	To increase student awareness of Clinical Lab Sciences as a degree.	Open to all USA students.	Ms. Vicki Barrett SHAC 2309 434-3461
Club Football	Provide opportunity for student participation in club football.	Be registered student or staff, pass physical, provide proof of insurance.	Chris Keyshock HPELS 1003 461-1613

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Club Hockey USA	To play intercollegiate hockey.	Open to all students with an interest in hockey.	Paula Duke SC 108 460-7144
Club Soccer	To provide opportunity for USA students to participate in competitive intercollegiate soccer.	Open to all USA students.	Dr. Glenn Sebastian ILB 208 460-6381
College Bowl Club, USA	Promote ideals of national college bowl competition.	Open to USA students.	Dr. Michael Doran FCW 20 460-6390
College Democrats	To encourage political activism on campus and in the community.	Open to all USA students, staff, and faculty.	Dr. Stephen Morris HUMB 230 460-7200
College of Medicine Student Assembly	Represent COM Student Body on all COM issues.	Open to all COM students.	Dr. Maggi O'Brien MSB 1005 471-7174
College Panhellenic Council	To further the ideals of women's fraternities. To generate cooperation among women's Greek organizations and to serve as the governing body for women's fraternities.	Open to all Greek Women's groups.	Ms. Emily Feinstein SC 129 460-7003
College Republicans	To promote political awareness. To discuss and participate in political activities and campaigns.	Open to all interested students.	Dr. Michael Doran FCW 20 460-6390

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Colleges Against Cancer	Dedicated to fighting cancer and initiating and supporting programs of the American Cancer Society in college communities.	Open to all USA students, faculty, and staff.	Dr. Joe Pendleton LPAC 1103 460-6361
Collegiate Music Educators	To facilitate relationships with students interested in music education in preparation for entry into the profession.	Open to students interested in music education regardless of major.	Dr. Jeannette Fresne LPAC 1072 460-6697
Communication Graduate Student Association	To promote and encourage professional development among graduate students within the department of communications.	Must be enrolled in the graduate program within the department of communications and maintain at least a 3.0 cumulative.	Dr. Steven Rockwell UCOM 1000 380-2800
Communication Student Association	To provide opportunities for development and social interaction among undergraduate students in the field of communication.		
Comrades of Courage	To promote disability awareness on USA's campus and the community.	Open to all students, staff and faculty.	Dr. Henry McKiven HUMB 344 460-9034
Concert Choir	To provide students with the tools and techniques necessary to achieve excellence in choral artistry.	Open to all USA students.	Dr. Bret Peppo LPAC 1103 460-6361

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Council of International Students Organizations (CISO)	Social. Provides a stage for people with different cultural backgrounds to exchange ideas and cultivate relationships.	Registered student organization at USA.	Ms. Brenda Hinson MH 2200 460-6050
Creative Writing Club	To bring together students with an interest in creative writing.	Open to all interested students.	Bruce Alford brucealford@hotmail.com
Cricket Club USA	To organize cricket tournaments for students and staff.	Open to students, staff, faculty.	Dr. Ghulam Awan 471-7916 gawan@usouthal.edu
Criminal Justice Society	Professional. Provides opportunities for students interested in the field of criminal justice.	USA students interested in the field of criminal justice.	Dr. Sam Fisher HUMB 233 460-7204
Dance Team, USA "The Prowlers"	To perform at basketball games, other sporting events and community events.	Must be a full-time student (12 hrs.) with a cumulative GPA of 2.0 or above or incoming freshman entering with a clear status are also eligible to tryout.	Ms. Lisa Kelly HPELS 1063 460-6268 751-2381
Debate Society USA	To promote the skill of debating.	Open to all USA students.	Dr. Zohair Husain HUMB 232 460-7203
Delta Sigma Theta	An international social/service sorority whose members are primarily chosen in fall or spring semesters.	Selected by committee of staff, faculty, and alumni of USA. Minimum GPA of 2.0. Apply in the Fall.	Ms. Emily Feinstein Greek Life Advisor 460-7003
Diamond Girls	To host all USA baseball games, booster club, alumni receptions, recruits and scouts. Coordinate student support drives and fundraisers.	Selected by committee of staff, faculty, and alumni of USA. Minimum GPA of 2.0. Apply in the Fall.	Mrs. Carol Kittrell Alumni Hall 460-7084

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Disc Golf Club USA	To promote the game of disc golf.	Open to all interested students.	Scott Scrivner MC 2195 4621-1632
Earth Sciences Club	To promote the interest in the Earth Sciences.	Open to all USA students.	Dr. David Allison LSCB 344 460-6381
Engineering Student Council	To unite the various departments of engineering and the student organizations of engineering with regard to common interests.	Selection by department chair.	Mr. Robert Foley EGLB 108 460-6140
English Society USA	To provide opportunities for students to engage in cultural and civic activities and meet as professionals in English studies.	Open to all USA students.	Dr. Patrick Cesarini HUMB 250 460-7835
Entrepreneurship Club	To promote entrepreneurship in students.	Open to all USA students.	Dr. Calvin Bacon MCOB 341 460-7911
Episcopal Campus Ministry	To worship, seek answers, explore beliefs, deepen faith.	Open to all students, staff faculty.	Rev. Luke Jernagan 626-2421
Equestrian Club USA	To introduce the art of horsemanship and all aspects of the sport.	Open to all USA students.	
*Eta Kappa Nu	Honor Society: Electrical engineering honor society.	3.0 GPA and top one-third of senior class and the top one-fourth of the junior class.	Dr. Adel Sakla EEB 52 460-7515
Feminists for Progress	To promote awareness of feminism on campus and in the community.	Open to students and faculty interested in feminism.	Dr. Martha Jane Brazy HUMB 344 460-7540

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Feminists for Progress	To promote awareness of feminism on campus and in the community.	Open to students and faculty interested in feminism.	Dr. Martha Jane Brazy HUMB 344 460-7540
Financial Management Association	To provide a forum for exchange of ideas in the field and correlate academic theory with practical application.	Open to students and advisors interested in field of Finance.	Dr. Ross Dickens MCOB 333 460-6729
Freshman Advisory Board	To communicate strictly to freshmen and help them become involved at the University.	By application. Sophomore status or above.	Mrs. Sally Cobb SC 129 460-7003 scobb@usouthal.edu
*Freshman Leadership Council	Promote leadership development for selected freshmen students.	By selection from incoming freshmen based on GPA and ACT.	Mrs. Sally Cobb SC 129 460-7003
Friends of Internationals	To provide a "home away from home" for international students attending USA.	Open to all USA students, faculty, staff, community.	Dr. Zohair Husain HUMB 232 460-7203 or 460-7161
*Gamma Theta Upsilon	To further professional interest in geography, advance the status, encourage research and strengthen professional training.	Top 35% of class, minimum sophomore standing, minimum three courses in field with B or better average.	Dr. Miriam Fearn LSCB 136 460-7573
Geography Club	To foster interest in all aspects of geography through field trips, speakers, and interaction with geography faculty.	Open to all students with an interest in geography.	Dr. Mimi Fearn LSCB 145 460-7573

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Gerontology Club	To promote the exchange of ideas and perspectives on gerontological issues, aging, research, training, advocacy for older Americans and inter-generational studies.	Open to all USA students.	Dr. Roma Hanks HUMB 18 460-6020 or 460-6347
*Golden Key National Honor Society	Honor junior and senior students in top 15% of class.	By selection full and part-time scholars.	Mr. Derrick Procell MH 1200 460-7929
Graphic Design Association	To prepare Graphic Design students for entry into the work force and to increase visibility of the program.	Open to all USA students.	Dr. Kyeong-Won Youn VAB 172 461-1437
Heritage Panel USA	To create dialogue, generate awareness of prejudices in our campus community.	Open to all students. A diversity awareness training is required.	Ms. Cathy O'Keefe HPELS 1037 460-7131
Honors Program Organization	To provide for exchange of ideas in an informal environment.	Honors Program Enrollment.	Ms. Patrician Davis CHEM 113 461-1728
Horror Club USA	A scholarly, social gathering for film viewing and discussion centered around the horror genre.	Open to all USA students.	Dr. Annmarie Guzy HUMB 240 460-6745
Indian Student Association	Cultural. Promotes free interchange about the culture and heritage of India among USA students and staff.	Open to any USA student or member of the community interested in India.	Dr. Surendra Baliga MSCB 1550 471-7816

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Institute of Electrical and Electronic Engineers (IEEE)	Professional. Promotes the advancement of theory and practice of electrical engineering, electronics, computer engineering and computer science.	Must be enrolled at least 50% of a full-time academic program in electrical engineering.	Dr. Aurangzeb Khan EEB 51 460-6923
Instructional Design and Development Student Group	To promote the professional development and research of Instructional Technology.	Open to USA students enrolled in Instructional Design and Development programs.	Dr. Gail Davidson-Shivers UCOM 3700 380-2861
Intercultural Dialogue Association	To promote tolerance and understanding among different cultures and faiths.	Open to all students, faculty, staff and the community.	Dr. Abdullah Fici UCOM 3117 380-2797
Interfraternity Council	To promote healthy growth in the fraternity system, to foster cooperation among fraternities, to serve as the representative and governing body of fraternal organizations.	Open to Greek Men's groups upon approval.	Ms. Emily Feinstein SC 129 460-7003 culmer@usouthal.edu
International Association of Administrative Professionals (USA's)	To provide education, training and set standards of excellence.	Students interested in business education.	Ms. Marion Ezell SBT 1230 461-1637
International Studies Club	To provide an organization through which members can share ideas and experiences about international culture.	Open to all USA students and alumni who have an interest in International Affairs and Relations.	Dr. Stephen Morris HUMB 230 460-7200
Jaguar Battalion Army ROTC	To introduce students to the values and traditions of the Army and to build their teamwork and leadership skills.	Enrollment in any ROTC class.	LTC Eric Van Vliet MSN 1 460-6341

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Jaguar Productions	To provide entertainment and educational programs to USA community.	Open to all USA students.	Mrs. Paula Duke Ms. Heather Sprinkle SC 108 460-7144
Japanese Student Association	To promote the Japanese culture.	Open to all USA students.	Ms. Connie Yu HUMB 322 460-6291
Jesters, USA	To aid students in the dramatic arts program by furthering their professional career opportunities in student directed and designed theatrical events.	Open to all USA students.	Ms. Rebecca Britton LPAC 1040 460-6305
Jewish Students of USA	A religious/social group for Jewish students to meet and expand our understanding of being Jewish in Southern society and America.	Open to Jewish students or those who were raised according to the Jewish faith. Programs open to students who are interested.	Dr. Ethan Fishman HUMB 234 460-7216
Kappa Alpha Order	A social fraternity whose members are chosen through a mutually selective process throughout the school year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Kappa Delta	An international social sorority whose members are primarily chosen in Fall Recruitment and in continuous open recruitment throughout the year.		Ms. Emily Feinstein Greek Life Advisor 460-7003

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*Kappa Delta Pi

International honor society for education students. Recognizes outstanding undergraduate, academic achievement and promoting professional development and interaction.

Recommendation of department.

Dr. P. Irene McIntosh
UCOM 3700
380-2861

Kappa Sigma

A social fraternity whose members are chosen through a mutually selective process throughout the school year.

Ms. Emily Feinstein
Greek Life Advisor
460-7003

Karate Club USA

To provide a source of instruction, training, discussion for those interested in Karate or other martial arts.

Any student is eligible, and full membership is reserved for those enrolled in Karate.

Dr. Elise Labbé Coldsmith
PTCL 40
460-7149

Kuumba

To aid students of all nationalities in understanding, and to offer students the opportunity to participate in African-American theater.

Open to students with interest in dramatic arts and African-American theater.

Dr. Matthew Ames
LPAC 1038
460-6202

Ladies of Black and Gold

To provide unity through service and programs to promote human welfare.

Students with minimum 2.0 GPA, 12 semester hours. Interview required.

Alice Mitchell
SHAC 2451
471-7313

*Lambda Pi Eta

A National Honor Society to recognize superior scholarship among communication students.

Completed 60 semester hours, 12 hour of communication study, cum GPA of 3.0, or communication studies GPA of 3.25, be in the upper 35% of the graduating class, enrolled as a full-time student, and display a commitment to the field of communication.

Ms. Genevieve Dardeau
UCOM 1000
380-2800

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Latin American Student Association	To promote culture of Latin America and encourage spirit of friendship.	Open to all interested USA students.	Dr. Stephen Morris HUMB 230 460-7200
Leisure Studies Association	To unite LS majors and minors in an effort to further professional advancement and to promote the program at USA.	Open to Leisure Service majors or minors.	Ms. Cathy O'Keefe HPELS 1037 460-7131
Literary Magazine - "Oracle"	Student-run publication for poetry, fiction, essays and art.	Open to all USA students.	Dr. Ellen Harrington HUMB 240 460-7326
Malaysia Student Council	Cultural. To promote and maintain the welfare and interests of Malaysian students in the United States as well as to promote closer relationships among members, the USA students and local community.	Open to all Malaysian students at USA.	Ms. Brenda Hinson MH 2200 460-6050
Marine Sciences Graduate Student Organization	To maintain a sense of community among graduate students with interests in marine environmental to aid in their professional development, and to promote community awareness of environmental issues.	Must be USA graduate student with an interest in marine science, and must be in good standing according to USA.	Dr. Ken Heck DI Sea Lab 861-7533
Marketing Club	To provide students an insight into marketing and related experience.	Open to all USA students.	Dr. Mathew Joseph MCOB 308 460-6736

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MathStat Club	To provide educational and social activities for students and faculty of math/stats.	Open to all interested USA students.	Dr. Steven Brick ILB 317 460-6264
Men of Excellence	To provide educational and community services; to encourage self respect and provide positive role models.	Open to USA men with 2.0 or better GPA, enrolled full-time and in good standing at USA.	Dr. Carl Cunningham SC 110 460-6895
Meteorology Club	To bring together those interested in weather phenomena and to expose its members to different facets of meteorology.	Open to students and faculty interested in meteorology.	Ryan and Gina Wade LSCB 136 460-6381
Model UN Club	To promote understanding of United Nations through study of its functions and purposes.	Open to all interested students.	Dr. Stephen Morris HUMB 230 460-7161, 460-7200
Mortar Board	National honor society for seniors.	Junior status, 3.0 cumulative GPA, one remaining semester after initiation (summer excluded). Selection based on leadership, scholarship and service.	Ms. Sally Cobb, SC 129 460-7003 or Dr. Sally Steadman, EGCB 281 460-1585
Mug Outreach	To provide comfortable atmosphere for students to grow and enrich their minds through spiritual discussion.	Open to all students.	Dr. Glenn Sebastian ILB 208 460-6382
Muslim Student Association	To promote understanding of Islam among the university community.	Open to all USA students.	Dr. Husam Omar EGCB 283 460-7439
National Association of Future Doctors of Audiology-NAFDA	To promote audiology and provide educational support for AUD students.	Open to all Audiology students at USA.	Dr. Michael Carpenter UCOM 2000 380-2617

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
National Pan-Hellenic Council	The National Pan-Hellenic Council serves as the governing body for organizations within the Divine Nine, these organizations include: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma Zeta Phi Beta, Sigma Gamma Rho, and Iota Phi Theta. We strive to create a relationship among all organizations and reach one main goal. UNITY.	Open to all NPHC groups.	Ms. Emily Feinstein SC 129 460-7003
National Society of Black Engineers	To increase number of culturally responsible Black engineers to positively impact the community.	Undergraduate or graduate student in engineering.	Dr. Chad Cristina EGCB 280 460-6174
National Society of Collegiate Scholars	To recognize high achievement.	By invitation. Minimum of 3.4 grade-point average; no more than 59 credit hours when chosen.	Ms. Mara Kozelsky HUMB 380 460-7377
*National Residence Hall Honorary (NRHH)	Recognize top 1% of residence hall students.	Resident student for 2 semesters and nomination by current NRHH member. GPA of 2.5.	Ms. Andrea Yohn c/o DLTC 100 460-6465
National Society Professional Engineers	Professional development and interaction with other engineers and involvement in public policy/political issues affecting engineers.	Open to engineering students.	Dr. F. M. Donovan EGCB 212 460-6168
National Student Speech-Language and Hearing Association (NSSLHA)	To encourage interest among students in the study of human communication sciences and disorders.	Speech Pathology or Audiology students.	Ms. Wilder Roberts & Dr. Julie Estes UCOM 2000 380-2600

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Natural Path Meditation

Through meditation and spiritual discussion, we will introduce Sahaj Marg (translates "The Natural Path") to students and faculty. This system is derived from the ancient Raja Yoga, which has been remodeled and simplified to suit the needs of modern life. Natural Path meditation is based upon transmission of divine energy and cleaning of past impressions thereby purifying the heart and regulating the mind.

Membership is open to all, and is free of charge - the only qualifications being a genuine and abiding interest in spiritual growth and a willingness to participate.

Dr. Manish Mishra, Ph.D.
EGLB 2248
460-7147

Nepalese Student Association

To introduce Nepal and its culture and share traditions with others.

Open to any interested USA student.

Ms. Brenda Hinson
MH 2200
460-6050

Object - 3-D Artists

To assist art students in developing professional practices, building resumes and preparing for entrance to graduate school.

Open to all USA students.

Mr. Tony Wright
VAB 272
460-7036

*Omicron Delta Kappa

National Leadership Honor Society.

Nomination by current ODK membership, exemplary character, leadership, service, scholarship, fellowship, Junior and senior status. Top 35% of each college or school.

Kandy Smith
SHAC 3023
434-3430
ksmith@usouthal.edu

*Order of Omega

Honorary organization for Greeks.

Top 3% of Greek membership at USA. Voted on by Order of Omega members.

Ms. Emily Feinstein
SC 129
460-7003

Outdoor Recreation Club

To participate in healthy outdoor activities to promote physical fitness.

Open to all USA students.

Dr. Barry Nowlin
HUMB 258
460-6743

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Outlaws	To unite students in support of sports teams and build school pride.	Open to all USA students.	TBA SC 270 460-6172
Pakistan Students Association	Social. Creates goodwill between Pakistani students and other USA students.	Open to all USA students.	Dr. Mir Zohair Husain HUMB 208 460-7203
College Panhellenic Council	To further the ideals of women's fraternities. To generate cooperation among women's Greek organizations and to serve as the governing body for women's fraternities.	Open to all Greek Women's groups.	Ms. Emily Feinstein SC 129 460-7003
Peer Health Education "Sex Team", USA	Provide accurate, non-judgmental sexual information to students.	Selected through an interview process. Must go through 36 hours of training to be certified member.	Ms. Brenda Glusman HSB 1450 460-6353
Pep Band, USA	To entertain and perform at home basketball games.	Prior experience on brass, woodwind, percussion, keyboards, guitar, or bass. Membership is determined by an audition.	Dr. Greg Gruner LPAC 1072 460-6136
Phi Alpha Theta	To promote the study of history through the encouragement of research and exchange of learning and ideas among historians.	Open to all USA students.	Dr. Harrison Miller HUMB 378 460-7547

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STUDENT ORGANIZATIONS

*Phi Beta Delta International Honor Society	A National Honor Society for International students and study abroad students.	International students who demonstrated scholarly achievement in the international area are nominated for membership.	Ms. Heather Goins SSB 2200 460-6050
*Phi Eta Sigma	Freshman honorary.	Full-time student at USA with a 3.5 cumulative GPA in either semester during freshman year.	Dr. Dale Adams SC 270 460-6171
*Phi Kappa Phi	Honor society for upperclassmen.	Top 7.5% and hourly requirements for juniors; top 10% for seniors. Advanced Graduate Students with a 4.0 GPA.	Dr. Madhuri Mulekar ILB 301 460-2625

Phi Mu

An international social sorority whose members are primarily chosen in Fall Recruitment and in continuous open recruitment throughout the year.

Ms. Emily Feinstein
Greek Life Advisor
460-7003

Phi Mu Alpha Sinfonia

To encourage and promote the highest standards of creativity, performance, education and research in music.

Dr. Thomas Rowell
LPAC 1072
460-6136

Open to academically qualified male students, regardless of major, who are interested in music.

Philosophy Club

To improve the members' scholastic standards through exposure to and examination of philosophical ideas.

Dr. Eric Loomis
HUMB 124
460-6248

Open to all USA students.

Photography Association

To bring community of local artists together with students and expose students to new opportunities.

Ms. Margarita Skiadas
VAB 523
460-6486

Open to all USA Student/
Faculty.

STUDENT ORGANIZATIONS

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Physical Therapy Club	To provide Physical Therapy majors at USA an opportunity to understand the profession of Physical Therapy and receive the information about the program and to increase their chances of being accepted into the program.	Physical Therapy majors and a \$20 annual membership fee.	Dr. Dennis Fell SHAC 1214 434-3575
Pi Kappa Alpha	A social fraternity whose members are chosen through a mutually selective process throughout the school year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Pi Kappa Phi	A social fraternity whose members are chosen through a mutually selective process throughout the school year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
*Pi Tau Sigma	Honorary organization for mechanical engineering students.	Junior status enrolled in mechanical engineering, top 25% of class. Seniors must rank in top 35% of class.	Dr. Jan Gou EGCB 202 460-7454
*Pi Theta Epsilon	To support the practice of occupational therapy by promoting research and scholarship.	Top 35% in Master's program, minimum 3.5 GPA, nine or more hours, scholarly written work and essay.	Ms. Tracy O'Connor SHAC 5108 434-3925
Poetry Theatre, USA	To expand the inter-departmental bonds for the arts and humanities by providing a forum for expression.	Open to all students, staff and faculty.	Dr. Sue B. Walker HUMB 240 460-6146
Political Science/Criminal Justice/Pre-Law Association	To provide opportunities for students interested in the fields of politics, criminal justice and law.	Open to all USA students.	Dr. Samuel Fisher HUMB 233 460-7204

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Dr. Tracy O'Connor
SHAC 5108
434-3925

Dr. Dennis Fell
SHAC 1214
434-3575

Dr. Don Mosley
MCOB 352
460-6411

Dr. Mark Yates
Dr. John Kline
LSCB 371
460-7872

Dr. Mark Yates
Dr. John Kline
LSCB 371
460-7872

SFC David Powell
MSN 1
460-6341

Pastor Jason Eisenbeis
259-6258
jboncampus@yahoo.com

Ms. Lyndal Curry
BCLY 2002
431-6418

Open to all interested students.

Open to those interested in physical therapy.

Open to all students.

Psychology major or minor and completion of at least 12 hours in psychology. 3.0 GPA.

Open to all who are interested in psychology.

Students in any ROTC class who complete team training requirements.

Open to all USA students.

Minimum CPR training with EMT courses, first aid, and First Responder courses as well.

To promote professional discussion for students desiring a career in occupational therapy.

To assist those interested in physical therapy by acquainting them with physical therapy and assisting them with graduate programs.

To provide students the opportunity to showcase their skills and talent.

Psychology honor society.

To discuss psychology in a public forum.

To represent USA in regional competitions against 21 other universities.

To encourage growth in Jesus through prayer, Bible study, and worship.

To provide First Response medical care for students, staff, faculty and visitors both On-call and as stand-by events.

Pre-OT Club

Pre-Physical Therapy Club

Prestige Ink

*Psi Chi

Psychology Club

Ranger Challenge Team USA

Real Life

Rescue Squad

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Residence Life Council	Social/organizational. Goal is to improve residence life on campus.	USA students living on campus are eligible.	Ray Jones c/o DLTC 124 460-7870
Respiratory Therapy Student Association	To facilitate communications among the students of different ranks within the cardiorespiratory program and prepare for future work.	Open to students with a major in Cardiopulmonary Science.	Mr. Fred Hill SHAC 2545 434-3405
* Rho Lambda	To promote scholarship among outstanding Panhellenic members.	Panhellenic membership with scholastic achievement.	Ms. Emily Feinstein SC 129 460-7003
Room 3-B	An informal writing workshop designed to improve writing skills through impromptu exercises and self-expression.	Open to all USA students.	Bruce Alford HUMB 240 460-6744
Rotaract	To provide opportunity for young men and women to enhance knowledge and skills to assist them in personal development, to address social needs of the community, to promote worldwide relationships.	Open to all students of good character between ages 18-30.	Dr. Rick Talbott UCOM 1500 380-2785
Sailing Club USA	To promote the sport of sailing.	Open to all USA students.	Dr. Bernard Moseby MCOB 307 460-7911
Sierra Student Coalition	To promote environmental awareness and the conservation of natural resources.	Open to all USA students.	Dr. Korad Kressley 460-7161

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Sigma Alpha Iota

International music fraternity for women. To promote interaction between those who share a commitment to music.

Student must be a least a 2nd semester freshman in order to pledge with a minimum GPA of 2.5 and must maintain that GPA.

Dr. Andra Bohnet
LPAC 1133
460-6136

Sigma Chi

A social fraternity whose members are chosen through a mutually selective process throughout the school year.

Ms. Emily Feinstein
Greek Life Advisor
460-7003

Sigma Gamma Rho

An international social/service sorority whose members are primarily chosen in Fall or Spring semesters.

Ms. Emily Feinstein
Greek Life Advisor
460-7003

Sigma Phi Omega

To promote scholarship, professionalism, friendship and services to older persons, and to recognize exemplary attainment in gerontology/aging issues and related fields.

Dr. Roma Hanks
HUMB 18
460-6347

Student must be minorng in gerontology, participating in the USA Gerontology Certificate programs/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must have at least a 3.3 GPA, and graduates must have at least a 3.5 GPA. Faculty, alumni, professionals, and honorary memberships are also available.

*Sigma Tau Delta

To promote scholarship among English majors and minors.

Dr. Kern Jackson
HUMB 240
460-6146

Open to those with 3.5 in English.

Social Work Student Organization

To establish common ground among Social Work students and faculty.

Dr. Michael Daley
HUMB 34
460-6909.

Open to all USA students.

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
Society for Human Resource Management	To promote the awareness of the field of human resource management and to provide learning opportunities for students to develop the skills needed for a future career.	Open to all USA students.	Dr. Ed Harrison MCOB 301 460-6715
Society of Automotive Engineers	To promote automotive engineers, business executives, educators, and students who come together and exchange ideas for advancing the engineering of mobility systems.	Open to any full-time Engineering student.	Dr. Ali Engin EGLB 114 460-7454
Society of Physics Students	Advancement of knowledge of physics and encouragement of student interest.	Open to all interested students.	Dr. Justin Sanders ILB 115 460-6224
Society of Strategy Gamers	To promote unity among competitive-minded students.	Open to all interested students.	Kevin Dolbear CHEM 223 460-6181
Society of Women Engineers	Professional. Encourages communication between students and the community.	USA student pursuing an undergraduate degree in engineering, Must be at least carrying a half-time load.	Dr. F. Carrole Dougherty EGCB 212 460-7458
Sociology Club	To exchange ideas and perspectives on sociological issues.	Open to all USA students interested in sociology.	Dr. Nicole Flynn HUMB 34 460-6347
Soo Bahk Do	To encourage Moo Do values and strengthen the art of Soo Bahk Do.	Open to all USA students enrolled in Soo Bahk Do.	Andra Bohmet Dr. Ken Hudson LPAC 1133 460-6696

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<p>South Alabama CARP (Collegiate Association for the Research of Principals)</p>	<p>To develop young leaders of character; to develop moral and ethical relationships.</p>	<p>Open to all interested students.</p>	<p>Karen Peters HUMB 263 460-6148</p>
<p>South Alabama Marital Arts Club</p>	<p>To unify martial artists in pursuit of training and learning from each other.</p>	<p>Open to all interested students.</p>	<p>Jerry Wright USA Library 460-7025</p>
<p>South Alabama Opera Theatre</p>	<p>Dedicated to training students in fundamentals of stagecraft, performance, and production.</p>	<p>Open to all students by audition</p>	<p>Dr. Thomas Rowell LPAC 1131 460-6238</p>
<p>South Alabama Student Occupational Therapy Association (SASOTA)</p>	<p>To educate the public and health professions about occupational therapy.</p>	<p>Enrollment in the professional component of the occupational therapy program.</p>	<p>Dr. Kathy Gifford Lemcoo SHAC 5202 434-3930</p>
<p>South Paws</p>	<p>To help provide for the needy and abandoned animals of the community through fund-raising and volunteering at local shelters.</p>	<p>Open to all USA students.</p>	<p>Ms. Charlotte Curry USA Telecommunication 460-7491</p>
<p>Southerners, USA</p>	<p>Student hosts and ambassadors. Serve as student representatives of the university.</p>	<p>Selected by committee of staff, faculty, and alumni of USA. Minimum GPA of 2.5. Apply in the Spring. Anyone interested in learning and improving one's Spanish.</p>	<p>Ms. Carol Kittrell Alumni Hall 460-7084</p>
<p>Spanish Club</p>	<p>To expose students to the dynamics of the Spanish Language by providing opportunities for them to improve and practice their skills. Provided opportunities include cultural, social and service.</p>		<p>Ms. Terri Wilbanks HUMB 322 461-1464</p>

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
STAT-Students Today/ Alumni Tomorrow	To bridge gap between Alumni Association and current students and alumni and students.	Open to all USA students in good academic standing.	Amanda Pearman Alumni Hall 460-7084
Student Alabama Education Association	To promote interest among students in Education and to provide professional membership to students.	Open to students in the College of Education.	Dr. Edward Shaw UCOM 3100 380-2880
Student Art Association	To provide enrichment through speakers, seminars and workshops and to promote dialogue between students and professors.	Open to students enrolled in art classes.	Ben Shamback VAB 517 or 172 461-1448; 461-1696
Student Council for Exceptional Children	Professional. Presents students with opportunities to improve professional standards in the field of exceptional children and youth.	Interest and desire to work with exceptional children and youth.	Dr. P. J. Danneer UCOM 3803 380-2764
Student Government Association	To provide a forum for the expression and advancement of student needs and interests, and to provide services for the students.	All USA students who have paid activity fees.	Dr. Dale T. Adams SC 270 460-6171
Student Health Advisory Council	To promote student awareness regarding health related services provided by Student Health.	Enrolled USA students only and limited to 20 members.	Ms. Brenda Glusman HSB 1450 460-6353
Student National Medical Association	To make a difference regarding the health and medical concerns of people of color.	Open to all USA students.	Dr. Juvonda Hodge MSTN 704 471-7959
Student National Pharmaceutical Association	To serve needs to pharmacy and pre-pharmacy students.	Open to pharmacy or pre-pharmacy undergraduate and graduate students.	Dr. Cindy Stanfield UCOM 6000 380-2686

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Student Nurses Association, USA	To promote unity, professionalism among pre-professional and professional component students.	Open to Nursing majors only.	Aaron Gilligan, MSN, RN Room 3007 434-4310
Symphony Band, USA	The premiere instrumental performing ensemble consisting of approximately 70 players of music majors and non-music majors.	Instrumental performance in high school or junior college. A brief audition may be required.	Dr. Greg Gruner LPAC 1151 460-6695
*Tau Beta Pi	Honor society for engineering students. Strives to improve engineering education.	USA students enrolled in chemical, civil, electrical, or mechanical engineering. Junior and senior status.	Dr. Sally Steadman EGCB 280 460-6174
Tau Kappa Epsilon	A social fraternity whose members are chosen through a mutually selective process throughout the school year.		Ms. Emily Feinstein Greek Life Advisor 460-7003
Toastmasters Club	To provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self confidence and personal growth.	Open to all interested students, faculty, and staff.	Katherine Rigsby UCOM 1000 380-2800
Turkish Students Organization	To unite Turkish students and those interested in Turkish culture.	Open to all interested in Turkish culture.	Dr. Abdulllah Ficici UCOM 3117 380-2797

Name of Organization	Purpose of Organization	Membership Requirements	Advisor
University Chorale	To provide students with the tools and techniques to achieve excellence in choral artistry.	USA students who pass an entrance audition.	Dr. Joe Pendleton LPAC 1103 460-6361
USAPHO-The Grove	To unite students of minority/pagan/heathen faiths to network and learn from each other.	Open to all interested students.	Dr. John Coker HUMB 124 460-6248
Vanguard, The	To publish a student newspaper.	Editor is elected; all other staff appointed by editor from interested students.	Mr. Rob Holbert FCS 14 460-6897
Video Gamers Alliance	To provide a safe, fun environment for students, staff, alumni to play video games and meet like-minded individuals.	Open to all students, staff and faculty.	SC 131 460-6452
Vietnamese Student Association	Social. Unites Vietnamese students, provides academic support, and exposes the Vietnamese culture.	Open to all USA students.	Dr. Hung T. Khong MSB 2015 460-6587
Water Ski Club USA	To promote all forms of water skiing at the University and throughout the country.	Open to all interested students.	Scott Crenshaw Screnshaw@usouthal.edu
Wesley Foundation	Religious. Provides opportunities for fellowship, spiritual growth, of community within a Christian context.	Open to all denominations on campus. No academic requirements.	Mr. Johnny Peters Box U-2101 5835 Old Shell Road Mobile, Alabama 36608 341-5184

Women of Excellence	Encourage self respect/self esteem by providing positive role models and networking with professionals.	Open to all who qualify academically.	Dr. Denise McAdory HUMB 0008 460-7079
Zeta Phi Beta	An international social/service sorority whose members are primarily chosen in fall or spring semesters.		Ms. Emily Feinstein Greek Life Advisor 460-7003
*Honorary Organization			

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Jaguar Productions/Student Programming Board

Jaguar Productions consists of the following ten committees:

CLUB SOUTH - Fun, laughter, and comedy! What more could you ask for? When you join this committee, you will get up close and personal with famous comedians, illusionists, and hypnotists. Some past performers include Jim Breuer, Kevin Nealon, Dave Chappelle, David Spade, Bruce Bruce and Charlie Murphy.

CONCERTS - Whether you like jazz, reggae, rock, country, R&B or alternative, this committee will suit your musical tastes. Help select musical entertainment from local, regional, and national bands. In the past JP has promoted concerts by Widespread Panic, Hoobastank, All American Rejects, Better Than Ezra, Cowboy Mouth, and 112.

FINE ARTS - The arts help weave the fabric of our society. Selecting from a wide range of performances and making them happen is what this committee is all about. This committee sponsors poetry slams, coffeehouses, sidewalk chalk competitions, and fine arts showcases.

HORIZONS - This committee offers you an opportunity to present the most recent, informed perspectives on a wide range of topics. Whether it is an educational presentation by Dr. Joycelyn Elders, former US Surgeon General, or an entertaining discussion with Julie Stoffer from *MTV's Real World*, every event this committee hosts is well worth attending. Other guest speakers have included Barry "Greg Brady" Williams, "Remember the Titans" coach Herman Boone, rock historian Barry Drake, and FBI profiler John Douglas.

MOVIES - Not just the same old film series, our movies are events! On-campus screenings, in-town blockbusters (newly released movies screened in a local theater) or outdoor movies under the stars? It is up to you!

PROMOTIONS - Artistic? Creative? Marketing major looking for some experience? This committee is for you! We actively promote our events with posters, sheet signs, banners, flyers, newspaper ads and any other innovative way that this committee develops.

RECRUITING - WANTED: Outgoing, enthusiastic people who enjoy working with others! Does this sound like you? If the answer is yes, you have found the ideal committee. Besides recruiting and retaining JP members, this committee plans parties, publishes the JP newsletter and records our accomplishments in the annual scrapbook.

SPECIAL EVENTS - You name it...this committee does it. Skating parties, cartoonists, tie-dying t-shirts, music videos, temporary tattoos, laser tag and massage therapy are just a few fun events we have sponsored in the past. This committee helps plan Homecoming, Spring Fling, and Midweek Nooners. FUN activities are what this committee is all about!

TECHNICAL - Support the entertainment committees by working behind the scenes, running the sound and lights. YOU make sure the show runs smoothly!

TRIPS AND TOURS - Make your dream trip a reality. Help plan everything from day excursions to the Gulf to week long getaways in exciting locations such as Colorado or Disney. Get away from all the college stress with this committee.

Every member is an important part of JAGUAR PRODUCTIONS mix. Students volunteer their time and energy toward planning, producing, and promoting a myriad of fun and exciting activities for the University community. The experiences and opportunities are unlimited! If you want to become a part of JAGUAR PRODUCTIONS visit our office in Student Center room 108.

Student Organizations

Student organizations provide opportunities for students to gain valuable leadership experience through recreational activities, educational programs, and service projects. There are nearly 200 student organizations at South Alabama including departmental clubs, Greek organizations, academic honoraries, leadership societies, professional societies, and special interest clubs. If you are interested in joining a student organization, information can be obtained by contacting the Office of Campus Involvement at 460-7003 or stopping by Room 129 in the Student Center.

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Regulations for Student Organizations

Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as student government associations and professional and honor societies, or organizations registered with the institution. Organizations which may be registered to operate on campus include the following:

1. Honor and leadership organizations and recognition societies.
2. Departmental organizations and professional fraternities and sororities.
3. Social fraternities and sororities.
4. Special interest groups (political, religious, athletic, etc.)

Criteria for Registration of New Student Organizations

Any student organization shall be open to all students of the University of South Alabama who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students taking a minimum of three semester hours. Honorary membership, (i.e. members taking fewer than three hours or non-students), may not exceed ten percent of the student membership.

Any group wishing to form a student organization on the campus of the University of South Alabama must contact the Office of Campus Involvement. No organization will be registered that discriminates in any manner on the basis of race, color, or national origin.

Honor societies, whether submitting for first time approval or for re-organization, must have the approval of the faculty academic honorary committee. Sports clubs must carry their own insurance policies, where required, and must also register with the Director of Campus Recreation.

Each proposed campus-wide organization must have a minimum of ten active student members, active as defined in its constitution. Officers must be full-time students except in special instances approved by the Office of Campus Involvement.

In order to become a registered student organization, a group must meet all the regulations for student organizations and provide the following information:

1. A request to form the organization.
2. A statement justifying the need for such an organization on campus.
3. The proposed constitution and bylaws of the organization that must clearly contain the following:
 - (a) the name of the group
 - (b) the purpose of the group
 - (c) rules of membership in the organization
 - (d) terms and methods of selection of officers
 - (e) proposed nature and frequency of meetings
 - (f) proposed activities
 - (g) definition of active status
 - (h) financial plans of the organization including any proposed fees, dues and assessments and provisions for the distribution of all funds and assets in the event of dissolution.
4. The names and student numbers of the members.
5. The names of either the faculty advisor or administrative officer of the University who will sponsor the organization, attend meetings and activities of the organization.
6. A signed advisor's agreement from the proposed advisor indicating willingness to serve in that capacity, and also an advisor's job description signed by the advisor and the president or another top officer. Note: no volunteer advisor may serve more than three organizations at the University of South Alabama.
7. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the University of South Alabama.
8. Names of the off-campus organizations with which the petitioning group intends to affiliate, or a statement that no affiliation with other groups is contemplated. In the

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case of future affiliation, the petition must originate with the student group and must be approved before commitments to the off-campus organizations are made.

9. The organization president or designee must attend an orientation for student organizations before registration is complete, meeting rooms reserved, or funding appropriated by SGA.

The Office of Campus Involvement may require the proposed organization to resubmit any information with non-conforming materials or provisions deleted. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. The University reserves the right to determine whether an organization shall function under these guidelines or under special guidelines as determined by the Office of Campus Involvement due to the nature of the organization. Once all information submitted by a proposed organization is in order, the group will be allowed to register as a student organization at the University of South Alabama.

Conditions of Annual Registration for Student Organizations

Registration of a student organization will be on an annual basis only, from October 1 to October 1, and will be subject to registration with the University for each ensuing year.

Registration status shall be dependent upon the organization's demonstration of compliance with the following:

1. Continue to meet all requirements for initial recognition.
2. Adhere to the purposes, goals, and objectives as stated in the constitution and bylaws.
3. Remain in compliance with all rules and regulations of the University and federal, state, and local government.
4. Submit all changes in the constitution and bylaws to the Office of Campus Involvement.
5. Maintain a current list of officers, members, and advisors on file in the Campus Involvement Office.
6. Properly schedule and register all necessary events and activities in the Campus Involvement Office.
7. Submit the application for renewal of registration as a student organization by the published deadline during fall semester.
8. Have president/designee attend student organization orientation.
9. Have advisor agreement and job description signed and on file.

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 organizational 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:

1. The organization fails to maintain compliance with initial requirements for registration.
2. The organization ceases to operate as an active organization.
3. The organization requests withdrawal of registration.
4. The organization operates or engages in any activity in violation of rules and regulations of the University or federal or state laws.

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5. The organization fails to submit any required reports.
6. 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 which 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.

Fiscal Procedures

Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records. The accounts of all student organizations (on or off-campus accounts) are subject to audit by the Office of Campus Involvement.

If an organization desires a university account, a written request from the advisor should be submitted to Student Affairs, SC 270. Upon approval, the University Business Office will assign an account number. Deposits will be made at the Office of Student Accounting. Expenditures will be made using Direct Pay Forms through established University accounting procedures. All Direct Pay Forms require both the signature of the appropriate organization official and the appropriate Dean. A monthly report of expenditures is forwarded to the organization by the Student Affairs Office. There is no charge for this service.

The organization must provide for the distribution of all funds and assets in the event of dissolution. All unused SGA funds shall revert back to the original funding source. Note: In order to receive SGA funding, an organization must be registered for three consecutive semesters.

*Go
Jaguars!*

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Troubleshooter

What	Go To	Where	Phone
Absences (excessive) From class, notices for	Student Affairs Office	SC 270	460-6171
Academic Advising Courses: selection, scheduling changes, waivers	Academic Advisor	your college/department	
CLEP/Graduate Exams/ACT	Testing Services	AHE 326	460-6271
Degree application	Registrar	MH 1100	460-6251
Drop/Add	Registrar	MH 1100	460-6251
Grade appeals	Instructor, College Dean's Office		
Graduation Requirements	Academic Advisor Registrar	your college/department MH 1100	460-6251
International Students	International Advising	FCS 3	460-6050
Study skills, tutors, related problems	Academic Advisor, Special Student Services	your college/department SC 270	
Accidents Auto/Emergency: On campus	University Police	Campus Police Office	460-6312/511
Off campus	Mobile Police	2460 Government Street	911

Accidents (continued)

Injury:

On campus	Student Health Center or University Police	HSB 1450 Campus Police Office	460-7151 460-6312/511
Off campus	USA Medical Center	2451 Fillingim Street	471-7300

Activities

Information Desk	SC - First Floor Lobby	460-7090
Campus Involvement	SC 129	460-7003
Jaguar Productions	SC 108	460-7144
Student Government Association	SC 280	460-7191

Admission

Office of Admissions	MH 2500	460-6141
Office of International Admissions	MH 2200	460-6050

Appeals

Academic	Instructor, Academic Dean's Office	
Disciplinary	Dean of Students Office	SC 270
Traffic	Dean of Students Office	SC 270

Athletics

Sports Information	Sports Information Desk	HFELS 1151	460-7035
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Automobiles and Bicycles

Registration, parking permits	Registration, Student Accounting	MH 1300	
Report lost/stolen	University Police	Campus Police Office	460-6312

Campus Recreation

Student Rec Center		460-6065
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FAQs

What	Go To	Where	Phone
Counseling Academic	Coordinator Academic Advisor, Instructor, Academic Advising		
Career	Career Services, Counseling Services	MH 2100	460-6188
Career Testing	Counseling Services	AHE 326	460-7051
Financial	Counseling Services Financial Aid Office	AHE 326 MH 1200	460-7051 460-6231
International Student Concerns	International Student Activities	FCS 3	460-6050
Personal and Psychological	Counseling Services	AHE 326	460-7051
Substance Abuse	Counseling Services	AHE 326	460-7980
Dean of Students Office	Dean of Students	SC 270	460-6172
Employment			
Co-Op Program	Career Services	MH 2100	460-6188
Career Employment Assistance	Career Services	MH 2100	460-6188
Housing			
Beta or Gamma	Beta/Gamma Area Office	Beta/Gamma Commons	460-6465
Delta 1-5	Delta Area Office		460-6315
Epsilon 1, 2, and Delta 6	Epsilon Area Office	Epsilon 1	460-7870
Greek Residence Halls	Central Housing Office	Delta Commons, 100	
Initial Room Assignments (Rent payments)	Greek Area Office Central Housing office	Delta Commons, 114 Delta Commons, 100	460-7759 460-6185

ID Cards	Registration	SC 110	460-6077
Replacement	ID Card Office		
Lost and Found	SC Information Desk		460-7090
	University Police	Campus Police Office	460-6312
Orientation	New Student Orientation	MH 2600	460-7093
Programs and Special Events	Programs Office	SC 108	460-7144
	Jaguar Productions	SC 108	460-7144
Re-Admission	Office of Registrar	MH 1100	460-6251
Former Students	Office of Registrar	MH 1100	460-6251
Academic suspension/dismissal			
Rules and Administration	Student Government Association	SC 280	460-7191
	Student Affairs Office	SC 270	460-6171
Scholarships	Financial Aid	MH 1200	460-6231
Transcripts	Registrar's Office	MH 1200	460-6251
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Code of Student Conduct

1. COVERAGE

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

2. RATIONALE

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

3. INTERPRETATION OF CODE

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

4. INHERENT AUTHORITY

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the student(s)' 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 both civil authorities and to the University for acts which constitute violations of law and of this Code. Those accused of violations are subject to the University disciplinary proceedings outlined in this 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 outline in this Code.

6. DEFINITIONS

When used in this Code

- a. The term "consent" means freely given agreement by a competent person. A person is deemed incompetent to give consent when that person is under such an incapacitation that he or she does not appreciate the nature of the consent.
- b. The term "distribution" means giving, selling, or exchanging.
- c. The term "group" means a number of persons who are associated with each other and who have not complied with University requirements for recognition as an organization.
- d. The term "intentionally" means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge of intentional misconduct.
- e. The terms "notify in writing" or "transmit in writing" mean to mail written notice to the student's most recent address of record or to hand written notice to the student in person.
- f. The term "organization" means a number of persons who have complied with the University requirements for registration.

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- g. The term “reckless” means conduct which 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.
- h. The term “sexual conduct” means sexual intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs or any other physical conduct or touching of a sexual nature.
- i. The term “sexual harassment” includes, but is not limited to the following: verbal or non-verbal conduct with an inappropriate focus on gender or sexual history, characteristics or preferences that are intimidating, demeaning, hostile, or offensive; unwelcome verbal or physical advances; attempts to subject a person to verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into a sexual relationship; retaliation for a refusal to comply with sexual demands.
- j. The term “student” means any person taking courses at USA, both full-time and part-time, pursuing undergraduate, graduate, or professional/extension studies. A person who is not officially enrolled for a particular term, but who has a continuing relationship with the University, is considered a “student.” This includes persons newly admitted to USA, who are on semester break, and who are sitting out one or more semesters.
- k. The terms “University” and “institution” mean the University of South Alabama.
- l. 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.
- m. The term “University-sponsored activity” means any activity, on or off campus, which is initiated, aided, authorized, or supervised by the University.
- n. 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 or brass knuckles, or ice picks.
- o. The term “discriminatory harassment” refers to acts of violence and extremism that are motivated by considerations of an individual’s race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age or handicap.
- p. The term “faculty member” means any person appointed or employed by the University to conduct classroom, clinical, or laboratory activities.
- q. The term “shall” is used in the imperative sense, the term “may” is used in the permissive sense.
- r. The term “property” includes all materials bought, made, or fabricated by the University including keys.
- s. The “disciplinary committee” refers to either a standing committee chaired by the designee of the Dean of Students or an ad hoc body appointed by the Dean of Students to hear special cases. The standing committee will have at least one faculty member or one professional staff member and two students appointed by the appropriate governance body for one year.
- t. The term “informal proceeding” shall mean a discussion between the charged student and a discipline hearing officer at which time the guilt or innocence of the accused student will be determined. The hearing officer may contact other individuals who have knowledge about the incident; however, students do not present witnesses on their behalf and have waived their right to question other individuals.
- u. The term “formal hearing” shall mean a hearing between the accused student and the University Disciplinary Committee and which shall determine the guilt or innocence of the student. The UDC shall consist of two to five students, a faculty or staff member, and be chaired by the discipline hearing officer. The only exception shall be violations of 7e (non-consensual sexual conduct). The UDC shall in those violations consist of only two to four faculty or administrators and a hearing officer. A formal hearing involves the presentation of the witness testimony and the ability

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of the accused student to present evidence on his or her behalf and to question all witnesses.

- v. The term "preponderance of evidence" means that more than half the evidence supports one conclusion.
- w. The term "hazing" means any act which endangers the mental or physical health or safety of a student, or which results in the destruction or removal of public or private property, or which causes physical or psychological discomfort, embarrassment, or humiliation, for the purpose of initiation or admission into, affiliation with, or continued membership in a student organization regardless of a student's willingness to participate in the activity.
- x. The term "jurisdiction" for an individual student shall mean an 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) during any semester that the individual is or has been registered as a student at the University. Withdrawal or failure to complete the semester does not exempt the student; a co-op student is considered a registered student; 3) during an interval between consecutive semesters of registration.
- y. The terms "aiding and abetting" mean to insight, assist, or encourage in the violating of University policy.

7. PROHIBITED CONDUCT

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

- a. Intentionally or recklessly causing physical harm to any person.
- b. Harassing, annoying or attempting or threatening physical harm to another person or cause apprehension of harm. Addressing abusive language tending to incite an immediate breach of the peace to any person, following a person in or about a public place or places, or engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person.
- c. Engaging in discriminatory harassment.
- d. Engaging in sexual harassment.
- e. Intentionally engaging in sexual conduct with another person without the consent of that person.
- f. Intentionally or recklessly misusing, destroying or damaging University property or the property of others.
- g. Engaging in activities that threaten the safety of the campus community, including but not limited to intentionally or recklessly misusing or damaging fire or other safety equipment; unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials; unauthorized use, possession or storage of any weapon; or intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- h. Conduct which is intentionally disorderly or indecent. Intentionally exposing genitals, buttocks, or breasts in a public place without University authorization.
- i. Theft or misuse of property or of services, or knowingly possessing stolen property or knowingly benefit from the use of stolen 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.
- k. Forgery, alteration, misrepresentation, or misuse of any document or instrument of identification.
- l. Misrepresenting information or furnishing false information to the University.
- m. Violation of any government law or ordinance.

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- 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 themselves to those persons when requested to do so.
- 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 substantially interfering with the freedom of expression of others.
- r. Unauthorized presence on or use of University premises, facilities, or property.
- s. Unauthorized distribution, possession, or use of any controlled substance or illegal drug, as defined by the Alabama Revised Statutes, except as expressly permitted by law.
- t. Appearing in a public 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 under 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 State Law 16-1-23. 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 which cause 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's or kidnapping. This restriction on road trips cannot be skirted by having the pledges meet at a 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 or reasonable study time or prohibiting pledges from completing any requirement necessary to achieving academic success.
 - 8. Requiring or encouraging pledges to participate in any activity which 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 school, college, or university or other education premises, which 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 immediate access to any prescribed medications.
- x. Aiding or abetting any violation of this Code.
- y. Intentionally filing a false complaint under this Code.
- z. Knowingly 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.

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a. Responsibility Of Officers:

It is the responsibility of the officers of each student organization to ensure that the organization complies with the Student Code of Conduct and to actively oppose and prevent any planned organizational activity which might 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 and 2) when one or more officers refuse or neglect to perform their duties under this code as described above.

A student organization will be held responsible for the actions of one or more of its members which violate the Student Code of Conduct when the actions arise in the course of or derive from the activities of the organization or there is a clear connection or link between the transgressive action and the organization. Examples of such violations include, but are not limited to, offenses against either persons or property of other organizations and alcohol violations.

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

8. Discipline Procedures

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

The **complainant** is any individual who brings forth information indicating that a USA student may have violated the student Code of Conduct contained in the student handbook, *The Lowdown*, and who wishes to have charges filed against that student.

A **victim** is any individual who may have suffered any harm or loss or threat at the hands of a currently enrolled USA student due to a violation of the Code of Conduct. A victim does not have to serve as the complainant.

A **witness** is any individual who has information regarding and incident which is an alleged violation of the Code of Conduct.

a. PURSUING CHARGES

Student conduct may be pursued against any student who allegedly commits a violation of the Code of Conduct. The decision to pursue is made by the student conduct administrator, an unfavorable decision may be appealed to an ad hoc committee of the University Disciplinary Committee, a pre-selected and trained group of students and faculty. No individual can force charges to be filed, nor is participation by complainants, witnesses, or victims necessary for student conduct to be filed and action pursued.

b. 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 in court. No individual can force charges to be dropped.

c. THE STUDENT CONDUCT HEARING

A student charged with violating the Code of Conduct has two hearings options. In most instances of minor violations where the charged student agrees that the complainant is basically correct, Option 1 may be chosen. In more serious incidents or when facts are disputed, Option 2 may be chosen.

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OPTION 1

This is an **informal proceeding** and includes a discussion between the charged student and a student conduct administrator. Witnesses are not called; however, the complainant may be asked to be present at the meeting. While the hearing officer may contact individuals prior to the proceeding, charged students waive their rights to question witnesses. The hearing officer alone will determine what, if any sanctions will be imposed upon the student.

OPTION 2

This is a **formal hearing** before the University Disciplinary Committee and chaired by a non-voting hearing officer. A formal hearing involves the presentation of witness testimony. If found responsible for violating policy, the UDC will make a recommendation to the hearing officer regarding the sanctions that may be imposed.

d. PARTICIPATING AS A WITNESS

Witness to alleged violations of policy are contacted by one of four parties; the accused, the complainant, the victim, or the hearing officer. When contacted, witnesses will be given a time, date, and place of the hearing. A witness may refuse to participate or may participate in the following manner:

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

e. PARTICIPATING AS A VICTIM

Victims of alleged violations of policy have specific rights. They may choose to participate - or not - as a witness. They also have the option of scheduling a pre-hearing conference prior to either the informal or formal hearing. In this conference, the hearing officer 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 further written information to be placed in the accused student's file, with the understanding the accused student has the right to review such information.

f. VICTIM'S RIGHTS IN STUDENT CONDUCT HEARINGS

- The right not to attend a formal hearing.
- The right to submit an impact statement that details the alleged consequences of the behavior in question.
- The right to have an advisor accompany him or her during any conduct proceeding. The advisor will be from the University community (a current student, faculty, or staff member) who agrees to abide by the rules of strict confidentiality required of all participants.
- The right to request immediate on-campus housing relocation (based on available space), transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to the accused, when such contact is likely to place the victim in danger of bodily injury and or cause the victim severe emotional distress.
- If a victim of physical violence or of sexual harassment, the right to be informed of the outcome of the hearing upon request. The outcome of all student conduct proceedings are considered confidential information in accordance with the Family Educational Rights and Privacy Act of 1974. Such information may not be shared outside the proceeding.
- The right not to have his or her past behavioral history discussed during the student conduct proceeding. Questions of relevancy shall be determined by the hearing officer.

8.1 Interim Suspension

The Dean of Students may suspend a student from specific areas of the University, or from the entire University, for an interim period of time pending disciplinary proceedings, criminal proceedings, or a medical evaluation.

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The interim suspension shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to him or herself, to the safety and well-being of members of the University community or preservation of University property, or 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 designee in order to discuss the following issues only: the reliability of the information concerning the students conduct, including the matter of his or her identity; whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat.

8.2 Formal Hearing Procedures

Whenever a formal hearing is to be held regarding an alleged incident of nonacademic prohibited conduct, the accused student and the complainant shall be given two (2) working days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

Every effort shall be made to set a hearing date that is convenient to all parties concerned. Once the date is set, either the hearing officer, the accused or the accuser 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 hearing officer.

The hearing shall be conducted by the Judicial Affairs Officer or designee of the Dean of Students. The hearing shall be informal in nature and strict rules of evidence shall not apply. The hearing shall be closed to everyone except the hearing official and members of the UDC, the accused student, advisors to the accused student and the complainant, and witnesses during the actual time of the testimony.

The accused student and the complainant have the right to:

- a. Be present at the hearing. However, if either or both of the student and the complainant fail to appear at the hearing, the hearing may be held in either or both of their absences.
- b. Present evidence by witness, or by affidavit or deposition if a witness is unable to attend the hearing. It is the responsibility of the accused student and the complainant 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.
- c. The complainant, the accused student, and the victim have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community. Member of the community is defined as any student, faculty, or staff member who is currently attending or working at the University and who is able to abide the confidentiality requirements of the hearing process. The complainant, victim and the accused student are responsible for presenting their own information; therefore, advisors are not permitted to speak or to participate directly during the hearing. Delays in hearing dates will not be allowed due to the scheduling conflicts of an advisor.

If either the complainant, the accused student, or the victim is a party to a criminal indictment out of the same circumstances, each is allowed to have an attorney serve as their advisor, at their own expense. As an advisor, attorneys may not participate in the examination of witnesses or presentation of materials or information.

Advisors may speak quietly to the individual they have accompanied if it does not impede the flow of the hearing, as determined by the hearing officer.

Advisors may address the UDC only if invited to do so by the hearing officer.

- d. Question all witnesses.

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- e. The hearing officer may determine, in the case of multiple participants in code violations, to hear the cases separately or collectively.

Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing official at his/her discretion. After the hearing, the UDC shall determine whether the student has violated any section(s) of the Code, to be made on the basis of preponderance of evidence.

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, are the property of the University and will be retained by the University. A student may review the contents of their file through the Dean of Students Office or the Student Conduct Administrator.

8.3 Hearing Decision

The UDC shall issue a written recommendation within five (5) working days to the Student Conduct Administrator.

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

8.4 Disciplinary Measures

If the hearing decision is that the accused student has committed conduct prohibited in Section 7, the Dean of Students or Student Conduct Administrator shall impose an appropriate disciplinary measure from among the following:

- a. **Written Reprimand:** A formal and official recognition of misconduct. It's intent is to declare that the behavior displayed in this incident was inappropriate within the University community. Actions in violation of the student code in the future may result in a more severe disciplinary sanction.
- b. **Conduct Probation:** A student on conduct probation is deemed not to be in good judicial standing with the University; conditions may be imposed at the time the student is placed on conduct probation. If the student is found in violation of the Code prior to the completion of the probationary period, her or she may be subject to either suspension or expulsion from the University. The duration of the probation period and conditions imposed will be in direct proportion to the degree of seriousness attached to the misconduct. Beginning and ending dates will be specified.
- c. **Room Transfer:** Requires accused to move rooms or areas to reduce chances of additional problems. Probation will accompany such a move.
- d. **Removal from University Housing:** Requires that the accused move off campus. A period of time is imposed. Violators may be subject to trespassing charges.
- e. **Restitution for Damages:** In addition to the penalties described above, a student may be required to pay compensation for damage to University property; however, such compensation shall be limited to the actual cost of repair or replacement of such property. Failure to comply with this sanction by a specified date may result in placing a "flag" on the student's records and further disciplinary action.
- f. **Fines:** Monetary fines levied against the student. Appropriate fines can be issued for violations of certain polices and procedures.
- g. **Restrictions:** Limiting of certain privileges or practices of the individual(s) involved in the offense.
- h. **Suspension:** Removal from the University for a period of time. The duration of the period of suspension shall be in direct proportion to the degree of seriousness attached to the misconduct. A suspension may be imposed for an indefinite period of time or for a given period. Violators may be subject to trespassing charges.

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- i. Expulsion: Permanent deprivation of his or her opportunity to continue as a member of the University community. Violators may be subject to trespassing charges.
- j. Community Services: 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.
- k. Creative Educational Sanctions
- l. Registration for subsequent terms, the conferral of the degree, or the release of transcripts may be withheld until all disciplinary measures have been concluded and any conditions imposed by the University have been fulfilled.

8.5 Parental Notification

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

For students under the age of 21, there will be an automatic notification of parents with every guilty finding of 7S Unauthorized Use of Controlled Substance or Other Illegal Drug and 7V Distribution of Alcohol. Automatic notification for students under 21 will also occur with every guilty finding of 7T Public Intoxication if the student has placed his or her self or others at risk (ie: driving under the influence, fighting, becoming physically ill). Automatic notification will occur with every second guilty finding of 7U Possession of Alcohol for underage students.

In all cases, notification will come only from the Dean of Students or his or her designee. If a student under the age of 21 can verifiably demonstrate that he or she is financially independent of his or her parents, and the Registrar's records show that the student's and the parents' home addresses are different, parental notification will not be necessary.

8.6 Separation from the University

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

9. APPEALS

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

- a. Violation of procedural rights.
- b. Severity of discipline action.
- c. Evidence not available at the time of hearing.

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

Students must perform the following procedures when submitting an Appeal:

- (1) Obtain an appeal request form from the Student Conduct Administrator or
- (2) Submit in writing to the Dean of Students the nature of the appeal.
- (3) Indicate in writing the desirable outcome of the appeal.

10. APPEALS DECISION

The person or persons hearing the appeal shall have the authority to:

- a. Sustain the decision of the hearing official, including the penalty imposed.
- b. Sustain the decision of the hearing official, but impose a lesser penalty.
- c. Remand the case to a new hearing official for further consideration.
- d. Reverse the decision.

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The appeal official(s) shall render its decision in executive session with only the hearing panel present if needed. To reverse or modify a decision requires a vote of a majority of the full panel if impaneled.

The decision shall be transmitted in writing to the appealing student and to the Office of the Dean of Students within ten (10) days of the date of the appeal hearing. The complainant shall be notified of the decision. This decision is final.

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

11. RECORDKEEPING

- a. All student disciplinary records are subject to the privacy protection granted by the Family Educational Rights and Privacy Act (FERPA).

*FERPA gives certain rights to parents regarding these records; these rights are transferred to students who have reached the age of 18 or who are financially independent of their parents.

*Eligible students have the right to inspect and review all the student's judicial records maintained by the school.

*Eligible students have the right to request that the school correct judicial records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the corrections, the eligible student has the right to place a statement in the records commenting on the contested information in the records.

*Generally, USA must have written permission from the eligible student before releasing any information from their conduct records. However, FERPA allows schools to disclose records, without consent, to the following:

1. School employees who have a need to know.
2. Certain government officials in order to carry out lawful functions.
3. Individuals who have obtained court orders or subpoenas.
4. Accrediting organizations.

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

- b. Student disciplinary records will be kept on file in the office of the Dean of Students and the Judicial Affairs Officer. When necessary, notices of Decisions and Sanctions will also be sent to the University Police and the Director of Housing.
- c. Files will be kept for six years for any given student from his or her last violation of the Code of conduct. These records will then be shredded after year six. Exceptions: in cases involving suspension or expulsion or in which all sanctions have not been satisfactorily completed, files will be kept for ten years. These records will then be shredded after year ten.

Disruptive Academic Behavior

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.
- To establish and enforce reasonable behavior standards in each academic setting.
- To document and report incidents of academic disruption.

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- To refer for disciplinary action those students whose behavior may be judged to be disruptive under the Code of Student Conduct (refer to USA Policies in the student handbook “*The Lowdown*” for specifics).

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 should be tolerated as much as possible) to clearly disruptive, dangerous and/or violent behavior which should never be tolerated.

Common disruptive behavior

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

- 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 some 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 impacting others.
- Repeatedly talking in class without being recognized, talking while others are talking, or dominating class discussion.
- Loud keyboarding or playing computer games.
- Physical display of anger (such as throwing books or other items).
- The use of cell phones or pagers.
- Tampering with equipment, altering computer software or hardware, or damaging furnishings in any academic setting.
- Excessive noise in a quiet setting such as the library.

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:

- 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.

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- 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, the campus police, or any other knowledgeable third party, including students. The report or a 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 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.
- 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 the 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 for additional action. The Student Conduct Administrator will forward all final decisions to the respective department heads, who will in turn notify the appropriate faculty members.

Substance Abuse Policy

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

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

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on University premises or while on University business, in University vehicles either during or after working hours;
2. Unauthorized use or possession or any manufacture, distribution, dispensation or sale of controlled substance, as defined by state law, on University premises, or while engaged in University business, in University vehicles, either during or after working hours;
3. Unauthorized use, manufacture, distribution, dispensation, or possession or sale of alcohol on University premises or while on University business as set forth in the policy, in University vehicles either during or after working hours;
4. Storing on University premises any illegal drug, drug paraphernalia, any controlled substances, of which use is unauthorized, or any alcohol on University premises unless specifically authorized in accordance with this policy;
5. Use of alcohol off University premises that adversely affects the employee's work performance, his own or others' safety;
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off University premises that adversely affects the employee's work performance, and/or his own or others' safety;
7. Any act leading to conviction under any criminal drug statute;
8. Failure to notify the University of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction, in accordance with the Drug-Free Workplace Act.

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13A-12-260 S. (1) Unauthorized distribution, possession, or use of any equipment, products, or materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined by the Alabama Revised Statutes, except as expressly permitted by law.

Legal Penalties for Alcohol and Drug Offenses*

I. Possession, Use, or Distribution of Alcoholic Beverages

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

II. Possession of Controlled or Illicit Drugs

A. Marijuana

- 1. Possession of a small amount of marijuana for personal use only is a misdemeanor punishable by a prison sentence of up to a year, a fine of up to \$2,000 or both.
- 2. Possession of marijuana for other than personal use, or a second conviction for personal use is a felony punishable by a prison sentence of from one to ten years, a fine of up to \$5,000, or both.
- 3. Possession of more than 2.2 pounds of marijuana is considered drug trafficking and is punishable by a minimum prison sentence of three years and a fine of at least \$25,000.

B. All Other Controlled Substances

- 1. Possession of a controlled substance other than marijuana is a felony punishable by a prison sentence of from one to ten years and a fine of up to \$5,000 or both.
- 2. Possession of large amounts of a controlled substance other than marijuana is considered drug trafficking and is punishable by a minimum prison sentence of three years and a fine ranging from \$50,000 to \$500,000.

III. Sale of Controlled or Illicit Drugs

- A. The sale of any controlled substance is a felony punishable by a prison term of two to twenty years or a fine of up to \$10,000 or both.
- B. The sale or distribution of a controlled substance by a person 18 years old or older to a person under the age of 18 is a felony punishable by a prison sentence of ten years to life imprisonment or a fine of up to \$20,000 or both.
- C. The sale or distribution of a controlled substance within a three-mile radius of any school or college is punishable by a mandatory prison sentence of five years in addition to other penalties described above.
- D. The sale of large amounts of controlled drugs is considered Q drug trafficking and is punishable by a minimum prison sentence of three years and fines ranging from \$50,000 to \$500,000.
- E. Federal drug trafficking penalties for first offenses range from up to one year of imprisonment and a fine of up to \$100,000 to life imprisonment and a fine of up to \$4,000,000 depending on the illicit drug involved. Repeat offense penalties range from up to two years of imprisonment and a fine of up to \$200,000 to mandatory life imprisonment and a fine of up to \$8,000,000 depending on the illicit drug involved.

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

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University Alcohol Policy

Campus

1. Policy Pertaining to All Members, Groups, Events, and Organizations in the University Community.

- (A) The sale, possession, distribution, or consumption of alcoholic beverages on the campus of the University of South Alabama or at properties owned by the University is prohibited except as provided in this policy. Under no circumstances may any individual under the legal drinking age (minimum of 21 years of age) serve, sell, consume, or possess alcohol on University properties.
- (B) No individual may serve or otherwise provide alcohol to persons under the legal drinking age.
- (C) The sale, service, consumption of alcohol on University properties is restricted to designated areas in the following locations with prior approval of the Vice President for Student Affairs (VPSA.) Asterisks (*) indicate area in which alcohol, with prior approval, may be sold:
 - (1) Mitchell Center*
 - (2) Student Center (see specific approval procedures in *The Lowdown*)*
 - (3) Premises in and around Alumni Hall
 - (4) USA Brookley Center*
 - (5) USA Fairhope campus*
 - (6) Laidlaw Performing Arts Building
 - (7) Stanley Field and Clubhouse*
 - (8) In common areas for special events, if approved by the VPSA
 - (9) Rented properties (see specific approval procedures in *The Lowdown*)

- (D) Promotional Guidelines: The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Student Affairs.

Events that seek advertising approval must meet the following requirements:

- (1) Alcohol shall not be used as an inducement to participate in a University event and may not be offered as a prize or gift in any form of contest, raffle, or competition. Social events that encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
 - (2) Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
 - (3) Advertising for any university event at which alcoholic beverages are sold or served shall not mention availability of alcoholic beverages.
 - (4) Promotional materials, including advertising for any University event, shall not make reference to the amount of alcoholic beverages available.
- (E) Campus Police shall be notified of all events at which alcohol will be served. Security will be required at all events where alcohol is present unless an exception is provided by the VPSA.
 - (F) Whenever the sale or service of alcohol is permitted under this policy, alcohol must be purchased through the licensed vendor for food service on the USA campus.
 - (G) Laws and Regulations: All members of the campus community (students, faculty, staff alumni, and guests) must adhere to all applicable state and local laws and University regulations related to the sale and use of alcohol. They include, but are not limited to the following:
 - (1) It is unlawful for any person to aid or abet an underage person on the purchase or attempt to obtain alcoholic beverages.
 - (2) It is unlawful for any underage person to falsify a driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.

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- (3) It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
- (4) No person may bring any type of alcoholic beverage into a licensed facility or area nor may any person take alcoholic beverages out of the licensed facility or area.
- (5) Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.
- (6) Damage to or destruction of property, or injury to person(s) which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

2. Guidelines for University Sponsored and University Related Events.

Alcohol will not be sold or served at any reception or other function sponsored by the university or taking place on the university campus where attendance is essentially open to the public and is not controlled by such means as individual invitation, registration, reservation, and/or a fee payment process.

At functions to be attended predominantly by alumni and friends of the university, and attendance is controlled by individual invitation, registration, reservation, or a fee payment process, alcoholic beverages may be sold or served as provided in these guidelines.

University sponsored events include large public and/or formal events and functions hosted by the University pursuant to its mission and programs. Such events and functions include but are not limited to: graduation, convocation, dedications, performances, intercollegiate athletic competitions, and award ceremonies.

University related events include functions initiated or hosted by any organization or group consisting primarily of University of South Alabama students, employees, faculty, or alumni, and/or any other group using the University name or its premises. These guidelines apply whenever alcohol is to be served and apply to all registered student organizations. Unregistered student groups are not permitted to hold events on University properties.

All University sponsored and University related events at which alcohol is to be sold or served are subject to the guidelines outlined in Section I of the alcohol policy. In addition, the following guidelines apply:

- (A) Sponsors are required to provide one or more alternative non-alcoholic beverage(s) available in sufficient quantity throughout the event.
- (B) Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- (C) If the alcoholic beverage is being sold, the alternative beverages should be available at a price equal to or less than the price of the alcohol being provided.
- (D) Wherever alcohol is present, food must also be available.
- (E) The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented.
- (F) It is the responsibility of the server, at the time that an alcoholic beverage is requested, to check the picture ID of everyone. If for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.
- (G) When alcoholic beverages are sold or served, direct access to the alcohol must be limited to a person(s) designated as the server(s) provided by the vendor. Servers must not consume alcohol during the event.

Any organization or individual found not to be in compliance with the University Alcohol Policy at its event is subject to University disciplinary action and an organization may forfeit its right to any activity fee support from, and registration with, the University.

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3. The Alcohol Policy for groups reserving the Student Center.
 - (A) Administration and Enforcement of Policy.
 - (1) The Vice President for Student Affairs is the responsible University official for administration of the alcohol policy. Changes and revisions shall be coordinated by the Vice President for Student Affairs in consultation with the University Attorney subject to final approval of the President of the University.
 - (2) Any outside group wishing to sponsor an event on University property independent of student, faculty, alumni, or administrative sponsorship shall come within the purview of the University Vice President for Student Affairs Office, and permission may be given at his/her discretion.
 - (3) Enforcement of the alcohol policy shall reside in the Office of the Vice President of Student Affairs or his or her designee for review. The University maintains the right to forward possible violations of any federal, state, and local laws and ordinances to the proper authorities.
 - (4) Additional information about alcohol consumption and detailed procedures for requesting approval for the serving of alcohol in the Student Center are published in *The Lowdown*.

Process for responsible organization:

- a. Step 1 - reserve space through Student Center Services at least seven (7) days prior to the event.
- b. Step 2 - secure written approval by Dining Services. Groups should obtain written approval and return to SC Services at least seven (7) days prior to the event.
- c. Step 3 - (necessary only if alcohol is involved). Recognized student organizations - secure approval from the Vice President of Student Affairs at least seven (7) day prior to the event.

All other groups or individuals - secure written approval from SC Director and return to SC Services at least seven (7) days prior to the event.

(B) Fees:

- (1) Building manager and housekeeping fees if reservation is extended beyond scheduled operating hours (\$4.00/hr for University groups; \$20.00/hr for non-University groups)
- (2) Group must generate \$75.00 dollars of gross sales per hour for Dining Services OR pay the shortfall. (Example - group reserving space for three (3) hours must generate \$225.00. If group succeeds in generating only \$200, the shortfall - which is the amount the group now owes is \$25.00.)
- (3) If Police is required, all associated charges.
- (4) Wristband costs, if wristbands are required.

(C) Use:

- (1) If alcohol is going to be sold, everyone coming into the event must enter and exit through one designated entrance. If individuals under the legal drinking age are to be in attendance, wristbands will be required for all individuals of legal drinking age. Proof-of-age on some picture ID will be required at the main control point.
- (2) The main entrance must be staffed by either an approved faculty or staff member, security personnel, or by a paid SC Building Manager.
- (3) Individuals will be allowed to leave and return; however, their names will be checked against the Guest List and, if room capacity has been met, they will be denied entrance until space become available.
- (4) Dining Services will refuse to serve alcohol to any individual suspected of being underage or intoxicated.
- (5) SC Building Manager, faculty, staff and sponsoring organization may card any person(s) at any time, refuse admittance, and dismiss from the building any person(s) not invited or in violation of the student code.
- (6) No mention of alcohol may be made in any of the advertising of the event. If such promotional material is discovered, the event is subject to cancellation.
- (7) The event must have a definite beginning and ending time. The serving of alcohol must be stopped at least thirty minutes prior to the ending time of the event.

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(8) Police Requirements:

- (a) At least two police **will** be required for all events which combine the following three elements: alcohol is present, the event is to be attended by non-students, and a fee is charged at the door.
- (b) Police **may** be required by the Director of the Student Center dependent upon the combination of the following conditions:
 - The presence of alcohol.
 - The manner in which the event has been promoted.
 - The percentage of individuals under 21 expected to be in attendance.
 - The percentage of non-USA students expected to be in attendance.
 - The nature of the event and supporting activities.
 - The timeliness of the guest list (see "i").
 - Presence of either staff or faculty.

The responsibility for contacting and arranging for Police support will rest with the Coordinator of Student Center Services.

- (9) Guest Lists: In all cases, individuals in attendance must sign in at main entrance when attending an event at which alcohol is being served. Complete guests lists submitted prior to the start of the event will be treated as lower risk events; the earlier this list is submitted, the lower the viewed risk.
- (10) All alcohol must remain within the serving area. No containers may be taken into or out of the event.
- (11) If alcohol is being served, food must be available for general consumption. (4/96)

Rented Properties/Organizations

1. The University may grant the privilege of alcohol consumption to student organizations in rented properties and to other recognized organizations. Those organizations will be expected to follow the standards that the University has established.

All requests for events must be registered in the Office of Campus Involvement at least five working days prior to the date of the event. Depending on the nature of the event, prior University approval may be necessary.
2. All laws, ordinances and University regulations must be carefully observed. Public consumption—except when the University has granted permission—or public intoxication on any of the rented properties of the University is prohibited.

The responsibility for compliance with and adherence to University regulations and applicable state laws rests totally with the sponsoring organization and its advisors. The University of South Alabama, its trustees, officers and employees do not assume any responsibility or liability for actions of the organization and its advisors or individuals, with regard to alcohol usage.
3. Organizations which serve alcohol must maintain appropriate insurance policies, as required by the University.
4. Security precautions, as specified by the Student Affairs Office, must be carefully observed. An advisor must be present for the duration of the event. University security must approve security for all events.
5. No alcoholic beverages may be purchased through an 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 organization. Any monies used to pay for alcoholic beverages must be taken from personal/private sources. Alcoholic beverages cannot be paid for by selling them at the activity or charging at the door. No alcohol may be purchased with funds of an organization which are in accounts of the University of South Alabama.

No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
6. Minors who are not affiliated with the University and are not accompanied by someone affiliated with the University may not attend any function at which alcoholic

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beverages are served. An official of the organization sponsoring the event will ask the minor to leave. If the minor refuses to leave, either University or local police will be advised.

Driver's licenses are to be checked to verify that persons are of legal drinking age before those persons may receive and consume alcoholic beverages.

7. No organization may co-sponsor an event with an alcoholic 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.
8. All rush activities must be dry. No alcohol shall be present at any pledge/associate member/novice program or activity of the organization.
9. Open parties, meaning those with unrestricted access by non-members of the organization when alcohol is present, shall be prohibited.
10. Alcoholic beverages should not be freely available (unrestricted access) and a designated server should be appointed to insure no alcoholic beverages are served to persons under the legal drinking age or to persons who appear to be intoxicated.

Non-alcoholic beverages should be available at the same place, 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.

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.

Non-alcoholic beverages and food should continue to be available.

Events cannot be advertised as B.Y.O.B. (Bring your own alcohol or bottle).

Advertising for the event may not include any reference to alcohol.

Drinking "games" or any activity which encourages alcohol over-indulgence or abuse are prohibited.

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

USA Brookley Conference Center

1. The University may grant the privilege of serving alcohol to organizations renting facilities at the USA Brookley Conference Center. All such activities will be under the close supervision of the Office of Conference Activities.
2. All laws, ordinances and University regulations must be carefully observed. Public intoxication on any portion of the USA Brookley Conference Center is prohibited.
3. Appropriate security precautions must be carefully observed.

Disciplinary Actions/Organizational Disciplinary 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 judicial system of the University when behavioral reports are presented.
 - b. The appropriate judicial officer will assess the behavioral report and impose appropriate sanctions.
 - c. If substance abuse is determined by that officer, the student will be referred to the Substance Abuse Program.
 - d. The student will receive a professional assessment for chemical dependency. If appropriate, the student will be scheduled for the next Education/Prevention Program class. If it is determined that this program is inappropriate for the student, the student may be referred to other agencies.
 - e. The student will sign a Consent for Release of Confidential Information Form. The appropriate judicial officer will be notified as to the outcome of the assessment and recommendations made.
 - f. The appropriate judicial officer will be informed as to the student's attendance, conduct, and upon completion of the class, further recommendations for assistance.

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- g. Organizations and its members found in violation of this policy may be charged with Code-of-Conduct violation and subject to appropriate sanctions.
2. Staff employees found in violation of these policies will be subject to the following:
 - a. The Department Head and appropriate Personnel Officer will assess the behavioral report and evaluate for purposes of assistance to the employee. Appropriate sanctions may be imposed.
 - b. If substance abuse is determined, the employee will be referred to the Substance Abuse Program.
 - c. The employee will receive a professional assessment. If appropriate, the employee will be referred to a Program counselor, or to a local treatment center for outpatient or inpatient care. Evidence of completion of the program will be required.
 - d. Federal regulations governing the confidentiality of records shall be carefully observed (42 U.S.C. 4582) and (21 U.S.C. 1175). The supervisor of an employee undergoing treatment or counseling for chemical dependency shall be notified. This information will be held in confidence by said supervisor.
 - e. In addition, this policy may be supplemented by other state and federal requirements relating to healthcare professionals. To the extent that those are more extensive than the policy enclosed herein and are more stringent, those will apply.
3. Members of the faculty who may be in violation of the policies will be subject to 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 purposes of assistance to the faculty member. Appropriate sanctions may be imposed to assure the welfare of the faculty member.
 - b. If substance abuse is determined, 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 of concern. The faculty member will be advised that professional assessments with regard to drug or alcohol abuse are available in the Substance Abuse Program.
 - c. In the event that the faculty member wishes to receive a professional assessment or wishes to be referred to the Center counsellor or to a local treatment center, that option will be available to the faculty member.
 - d. Additional sanctions and disciplinary action may be taken in accordance with current University policy.
4. Arrests by University police and/or appropriate law enforcement authorities, and subsequent filing of criminal charges.
5. Suspension or expulsion from the academic programs of the University of South Alabama for students; suspension or dismissal from University employment for employees, consistent with local, state and federal law.

Security Policies and Procedures

Crime Statistics Annual Report

"The University of South Alabama's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus building owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the University Police Department or by accessing the following web site <http://www.southalabama.edu/police/clery.html>."

Crime Statistic Report

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

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Reporting Period	2003	2004	2005
OFFENSES			
Murder	0	0	0
Sex Offenses			
<i>Forcible</i>	5	2	1
<i>Non-Forcible</i>	0	0	0
Robbery	0	2	4
Assault (<i>Aggravated</i>)	0	2	5
Burglary	13	23	22
Auto Theft	7	9	4
Arson	0	0	0
ARRESTS			
Drug	4	29	7
Alcohol	0	9	7
Weapon	1	1	1
Number of cases referred to the University Disciplinary Committee:			
Alcohol	6	3	2
Drug	4	16	8
Weapon	0	1	1

*Not all statistics were available at the time of reporting.

*None of the offenses reported involved Hate Crimes

For more information about USA Police or the "Clery Act", please go to our website: <http://www.southalabama.edu/police>.

Security Administration

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

Police and Security Departments

The University Police Department consists of a Chief, Deputy Chief, four Police Sergeants, four Police Corporals, 19 sworn Police Officers, four Security Officers, and five Administrative personnel. All sworn officers have completed the Alabama Police Officers Standard Training Academy. Security, Administrative, and Student employees are trained by the Police Department. University Police have full police powers granted by the State of Alabama (Title 16-22-1 and 16-22-2). 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 National Crime Information System. 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 or Hospital Security.

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 are prohibited. University Police and Security Officers are authorized to be armed in order to protect themselves and others. In addition to the officers' initial firearms training and qualifications, officers are provided additional training and qualifications by a certified firearms instructor at least once annually.

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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 provide 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 unenrolled students.

IV. Public Information

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

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

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

VI. Right of Access and Review By Student Of Their Record

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

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

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

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

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If a student wishes to challenge a record, the student should make that request for challenge of the record known to the record official. The student will be required to complete a form in which the student requests that a hearing be held, challenging the education record, and specifying on the form the nature of the challenge, that is whether the record is misleading, inaccurate, inappropriate, etc. The record official will act as the hearing officer in all matters pertaining to the content of the record. The record official will attempt to resolve the challenge by informal method. Following that the record is inaccurate, misleading, inappropriate, etc., the record official, acting as hearing officer, will designate a date, time, and place for the hearing. The hearing will be held within a reasonable period of time following the request to the record officer. The student will have an opportunity to present evidence relative to their challenge. The record official will have the right to inspect the education record relative to the content of that record, will have a right to request evidence from the student and from the maker of the education record or that portion which is challenged. The record official may decide that the record should be retained in its present state, that the record should be altered, that an explanatory comment by the student should be entered in the record although the record is accurate and appropriate and not misleading. A decision of the record official, acting as a hearing officer will be returned to the student within ten (10) University working days following the conclusion of the hearing. A student has the right to file a complaint with the Family Policy Compliance Office.

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

The University of South Alabama, pursuant to the Act, provides for waivers of the following education records: letters or statements of recommendation associated with application, admission, receipt of honors or other recognition.

The University of South Alabama retains the right to request such waivers of students and prospective applicants. If a student receives a request for waiver, the student may either sign and return the waiver, or may request a list of the names of the individuals who will be contacted for recommendations before signing the request, or may refuse to waive the right of access.

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

IX. Releasing Education Records to Third Parties

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

Student records will be released to certain designated classes of individuals, agencies, or institutions, which include the following and which are in accordance with the Act.

1. Any University official, including members of the faculty and staff, who have a legitimate educational interest.
2. Officials of institutions in which the student submits his or her desire to enroll. The student will be notified of the transfer of this information and will be sent a copy of the record, if the student requests, and will be granted an opportunity to challenge the content of the record, if the student requests.

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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 which prevents personal identification except when specifically authorized by Federal law. Also the information will be destroyed once it is no longer needed.
4. Financial Aid Officers.
5. Accrediting organizations.
6. Organizations conducting studies for administrative evaluation tests, etc.
7. Parents of students who are considered to be dependents under the Internal Revenue Code for Federal Income Tax purposes.
8. In accordance with judicial orders of lawfully issued subpoenas.
9. Appropriate individuals, agencies, and institutions in case of an emergency or to protect the health or safety of the student or others.

For all of the above requests, excluding number 1, 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 change.

XI. Questions regarding this policy or the Act may be referred to the Office of University Attorney, Administration Building, Room 131, (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, elected SGA student officials and graduate students who have University assistantships **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 Associate Vice President 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 will be paid at the minimum wage (\$5.15/hour), however, said hourly wage should not exceed that \$2.15 per hour over minimum wage without permission from the Office of Enrollment Services. Students employed under the Work-Study program will be paid at least minimum wage as required under the federal guidelines to participate in the program. Employment under the Work-Study program is determined by the

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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. Appointments

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

At the time of appointment, the student assistant must be enrolled at least half-time (undergraduate, six (6) hours; graduate four (4) hours) be a degree seeking student and must be at least 18 years of age. Work-Study students generally must be enrolled full-time. Student assistants 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 40 hours per week. 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.

The maximum number of hours a student assistant is allowed to work is 20 hours per week or no more than 300 hours per semester when classes are meeting. The student assistant may be allowed more hours between semesters. Fifteen hours per week is the maximum allowed for work-study students. Work-Study students generally are not allowed to work between semesters or other periods of non-enrollment.

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

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

Students holding both a part-time staff position and a student position may work no more than 20 hours in their student appointment with the combined total hours worked not to exceed 40 hours per week.

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

Immigration rules (Immigration Reform Control ACT - IRCA '86) for international students working "on-campus" specifically state that a maximum of 20 hours per week is allowed "...while school is in session. Such employment may be full-time during vacation periods for students who are eligible and intend to register for the subsequent academic term. 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.

The student employee must meet Department of Labor and Immigration regulations regarding citizenship or alien status. Documentation proving satisfaction of regulations must be provided to the Payroll Office. Documentation includes I-94 card, passport with expiration date, visa and the form I-20. Illegal aliens will not be employed. Each department must submit a new Student Personnel Action appointment form once a year (valid August 15 through August 14) for employment. A separate student personnel action form is not needed for summer employment if a student is in an active working status for the current fiscal year. The filing of the I-9 form with appropriate documentation is the responsibility of the department. In addition, payroll must be notified when a student employee is not enrolled for FICA withholding purposes. 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 \$5.15 per hour and you wish to increase the rate of pay to \$6.00 per hour) should be made effective with the beginning of a pay period. A link to USA's

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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 **can not** 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 Employees Handbook* for more information.

V. On-the-Job Injury

If a student is injured while performing duties as a student employee, said student should be seen by USA Student Infirmary. Serious injuries should be sent to the USA Medical Center Emergency Room.

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.
2. All claims for property damage and/or medical expenses not paid by the University or the student's insurance, may be filed by the student with the State Board of Adjustment. Approval by the State Board of Adjustment is based upon an investigation of the accident by University officials and a determination by the State Board that the accident occurred while on the job.

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

Student's who suffer an injury in the scope of their student employment may receive a 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 Associate Vice President for Enrollment Services.

VI. Full-time Employment

The IRS announced, through a private letter ruling, that student employees who are enrolled less than half-time (less than four hours graduate or six hours undergraduate) are subject to FICA taxes. To comply with this ruling, student employees' enrollment status will be verified once each semester immediately after the last day to add classes.

VII. Graduation

No student shall be employed as a student assistant after graduating from the University unless they are enrolled in a second degree or graduate school at USA. Exceptions to this policy must be approved by the Associate Vice President for Enrollment Services.

VIII. 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.

IX. Pay Policies and Procedures

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 Associate Vice President 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

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students), and received by payroll on Monday before payday. Changes to the timesheet deadline will be posted on the Payroll website www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html. Checks will be available on Friday.

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.

X. 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.

XI. 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 days.

XII. 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 XI 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.

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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.

XIII. 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 (\$5.15) by more than \$2.15 per hour.**
3. **Student assistants are limited to a 20 hour week or 300 hours per semester.**
4. **Student assistants must be enrolled at least half-time, be a degree seeking student and must be at least 18 years of age.**
5. **Student assistants must meet Department of Labor and Immigration regulations.**
6. **University policy and state laws regarding nepotism must be followed.**
7. **Any modification or deviation from these guidelines must be approved by the Associate Vice President for Enrollment Services.**
8. **This policy must be reviewed with the student at the time of employment.**
9. **Student assistants may work (maximum 40 hours/week) and not be enrolled for one semester each academic year (Fall-Summer).**
10. **Student assistants who are working and not enrolled at the University are not eligible to utilize the Student Health Services and are not exempt from FICA.**
11. **Students enrolled less than half-time are subject to FICA taxes.**

Policy of Non-Discrimination

The University of South Alabama and its colleges and subdivisions follow a policy of nondiscrimination on the basis of sex, race, and disability in admission policies and practices, educational programs, activities, and employment practices according to Title IX of the Education Amendments of 1972.

The University of South Alabama provides equal educational opportunities to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or qualified handicap/disability, with respect to all of its programs and activities.

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 any educational program or activity including admission or access thereto or in treatment or employment therein by the University of South Alabama.

COMPLIANCE WITH 1973 REHABILITATION ACT (SECTION 504) AND THE AMERICANS WITH DISABILITIES ACT OF 1990

The University of South Alabama complies with Section 504 of the Rehabilitation Act of 1973 and the ADA of 1990 as amended. 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, Student Center, Room 270, 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 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

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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

It is the policy of the University of South Alabama that all members of its community, including faculty, staff and students, adhere to all copyright laws and guidelines of the United States. A new copyright policy was approved by the University on April 1, 2002, which established comprehensive guidelines for all at USA to follow regarding copyright.

The USA Copyright Policy defines "Student Work" as an original work fixed in any form of tangible expression generated by undergraduate or graduate students in the normal course and scope of their educational activities, including papers, computer programs, theses, dissertations, artistic, musical or other original works, but specifically excluding class notes. Student Work does not include work done as an Employee of the University, as a Sponsored Work, or with Significant Use of University Resources; all such works shall be considered Institutional Works.

The policy specifically states that Copyright in Student Works shall be owned by students unless assignment of certain right to the University is a condition for participation in a course. Students shall, where practical, grant the University a royalty-free, non-exclusive, non-transferable license for Internal Use of Student Works, and shall in every case grant the University the right to make and distribute copies of theses and dissertations to the public. Students duly enrolled in a course may take class notes for personal use but may not take or disseminate such notes for commercial purposes unless the course instructor approves such activity in advance.

The entire USA Copyright Policy can be found in Section 7.9 of the Faculty Handbook.

UNIVERSITY OF SOUTH ALABAMA POSTING POLICY

This policy applies to the entire campus except when superseded by written policies of Housing and Residential Life, the Athletic Department, and the Student Center. Any member of the University community may remove materials posted which are not in accordance with this policy. Those needing an interpretation of this policy may receive such from the Director of the Student Center.

Approval Process:

Approval for all flyers, posters, and banners (with the above exceptions) is done at the Student Center Information Desk located on the first floor. Groups or departments that have their own board do not need to receive approval. All approved materials must be denoted by a stamp. **(To advertise in the Residential Halls, all inquiries must be taken to the Central Housing Area for approval by the Associate Director of Housing.)** All posters must bear the stamped approval of the Student Center Office except in those areas designated as space for a specific organization or department.

Criteria:

Only material which does not conflict with the educational mission of the University shall be approved.

Posters that announce meetings, programs, and special events sponsored by registered University student organizations, Student Services, or Academic departments are allowed in all University buildings.

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Only four flyers or posters will be approved for the entire campus for Administrative Departments; individuals; non-recognized student, staff, or faculty groups; or for any group not affiliated with the University. These flyers will be approved for posting by SC staff only in the following locations: 1) two flyers in the Student Center; 2) Administration Building, basement; 3) Library, first floor, entrance. Exceptions may be made at specific buildings by the appropriate staff or administrative personnel.

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 drawings or illustrations.

Materials may not restrict participation on the basis of gender, race, color, national origin, religion, or disability.

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.

Appeal:

Materials not approved for posting by the Information Desk may be approved by the Director of the Student Center.

Guidelines:

Flyer: any paper not exceeding the size 8¹/₂ by 11 inches. Poster: any paper not exceeding the size 24 x 17 inches.

As noted under 'Criteria', only three flyers are allowed for Administrative Departments, individuals, unofficial or non-recognized University groups, and groups not affiliated with the University. For approved and registered USA student organizations, student services, and academic departments, no more than 50 combination of flyers and posters will be approved (outside Housing) for posting for meetings and events targeted to a select group. Up to 200 flyers and posters will be approved for events open to the entire University community. No more than two posters for the same event are allowed on the same floor of any building. Only one poster is allowed per floor stairwell.

Flyers and posters may be posted in the following buildings in the following locations unless prohibited in the future by notice, exclusive use by another organization, or by common sense. They should never be hung where they cover previously posted (and current) flyers. If in doubt, please check with the appropriate building staff to determine acceptable locations.

Administration Building - approved bulletin boards in basement and stairwell space between windows. Posters and flyers are not allowed on the first floor.

Classroom Buildings - stairwell space between windows and approved bulletin boards.

Business Building - approved bulletin boards.

Cafeteria - approved bulletin boards.

P.E. Building - approved bulletin boards.

Medical Building - student lounge bulletin board.

Library - bulletin board in front lobby.

Life Science - approved boards on each floor.

Humanities - in hallway joining the two wings.

Bookstore - space between two front doors.

Engineering Building - approved bulletin boards.

Post Office - approved bulletin boards. Recreation Center - any poster must be approved by the Director of the Campus Recreation Center.

Student Center - refer to the SC poster policy.

Miscellaneous:

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

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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 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, trees. Exceptions may be made for location of flyers within a building IF the information pertains specifically to use of that building (ie: 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.

STUDENT CENTER POSTER POLICY

Recognized and registered student organizations, academic and administrative departments, non-USA affiliated groups, and individuals:

May have two flyers posed in the Student Center per unique event. One may be placed on the appropriate board located on the first floor and the other may be placed in the gameroom. Student groups with large memberships may request their own space from the SC Director. **LIMIT - TWO FLYERS PER EVENT.**

Poster Policy - Approval for all flyers, posters, and banners is done at the Student Center Information Desk (exceptions: to advertise in the Residential Halls, approval is needed from the Associate Director of Housing; to advertise in the Recreation Center, approval is needed from the Recreation Center Director; groups or departments do not need approval for posting on their own boards). All approved posters must bear an original stamped approval from the Student Center except for the above noted exceptions. Any member of the University community may remove materials which are improperly posted.

Posters announcing meetings, programs, and special events sponsored by registered University student organizations, Student Services, or Academic Departments are allowed in all University buildings in properly designated areas.

Only four flyers will be approved for the entire campus for Administrative Departments, individuals, non-recognized student, staff, or faculty groups, or for any group not affiliated with the University.

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

Hand Bills and Petitions - The distribution of handbills and petitions on campus must be registered in Southpaw Services and permission must be given by the Vice President for Student Affairs or his or her designee. Handbills and petitions must be sponsored by a registered University organization or by the Student Center.

BANNER POLICY

1. Inside building
 - a. Banners may be hung from 2nd floor lobby rail by approved student organizations only. All supplies are available at no charge in the SGA Office (room 280 of the SC). **Banners may not exceed 3 feet in width and 10 feet in length.** Banners exceeding these dimensions will be taken down by SC staff and turned over to the SGA secretary.
 - b. Groups wishing to hang banners in other locations must obtain permission from the Director of the Student Center or the Student Center Reservations.
2. Outside building
 - a. Vinyl banners may be hung outside of building. See the Student Center Director for approval and for specific locations.

Space and Facilities

The University of South Alabama recognizes and supports the rights of students,

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employees, and visitors to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. 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. The University, therefore, reserves the right to designate the time, place, and manner by which its space, whether interior or exterior, is used.

I. Time, Place, and Manner Procedures

A. Interior

1. All non-academic events or those not directly affiliated with a college or university activity to be held **inside** University facilities must be scheduled in the Office of the Dean or Vice President in charge of that building. The contacts for each building are as follows:

Alumni Hall, Director, Alumni Relations, AH
Brookley Center, Director, Brookley Center, BC
Engineering Buildings, Dean, Engineering, EGCB 108
Administration Building, President's Office, AD 122
Gym/Physical Education, Chair, HPELS - HPELS 1011
Housing Complex, Director of Housing, Delta Offices
Humanities, Dean, A&S, HUMB 118
ILB-Instructional Laboratory Building, Dean, A&S, HUMB 118
Laidlaw Performing Arts Building, Dean, A&S, HUMB 118
Life Sciences, Dean, A&S, HUMB 118
Mitchell Center, Director, Mitchell Center, MC 2195
Mitchell College of Business, Dean, Business, MCOB 106
Multipurpose Room/Cafeteria, Director, Student Center, SC 132
Seaman's Bethel Theatre, V.P. for Academic Affairs, AD 300
Student Center, Director, Student Center, SC 132
Student Recreation Center, Director, Campus Rec, SRC
Swimming Pool, Director, Campus Rec. SRC
University Commons, Dean, Education, UCOM 3600
Visual Arts Building, Dean, A&S, HUMB 118

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

B. Exterior

1. USA reserves the right to require that speakers, scheduled and unscheduled, sponsored and unsponsored, use the areas around the Student Center in order to avoid disruption of the normal function of the University and to assure the flow of vehicular and pedestrian traffic. Demonstrations, speeches, and debates will be held around the Student Center unless the Vice President for Student Affairs is able to coordinate another appropriate campus location no less than three working days prior to the event.

Authorization for any speech or demonstration beyond the Student Center will require identification of the individual or organization involved and agreement to abide by these regulations, which will not be unreasonably withheld.

2. 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 academic buildings or around the Student Center unless otherwise allowed by the Vice President for Student Affairs, the Dean in charge of the academic building, or a person designated by the Vice President for Student Affairs.

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II. Enforcement and Appeal

These regulations shall be administered and enforced by the Vice President for Student Affairs 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.

Individual students 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.

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, stare law or university regulations.

Speakers

The Board of Trustees expects the President and the Administration to preserve order on the campus and to provide the orderly function of the University process. In the event the President, in the exercise of the discretion which the trustees have given him or her, considers that the presence of a speaker or function constitutes a 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 interfere with the discipline or the orderly operation of the University's processes, then the President shall prohibit the event.

Housing Rules and Regulations

The University has established policies to inform residents of their responsibility for their actions within the residence halls. They are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to the rules and regulations listed in *The Lowdown* Student Handbook. In addition, residents are responsible for the policies and regulations in the Residence Life Handbook/Calendar.

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 requirements. Essentially, requirements fall into four categories: university-wide, college, major, and where applicable, specialization and/or minor. 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", especially the "General Education", and the "Graduation" sections, which lists 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

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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 (containing a registration worksheet) from the Office of the Registrar or through PAWS. After checking requirements in either the *Bulletin*, model curriculum, or posting sheet, 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 advisor during the Advising Period. At the advising session, students should present a list of projected classes and alternates to be sure that all selections will 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 to 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 advisors' 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 Bursar's Office or payment may be made by credit card via the web. To ensure a successful registration, students should observe the registration check list, follow the registration instructions, and complete the registration worksheet located in the semester Schedule of Classes.

Registration Appointment Time

All eligible continuing and returning students may register via PAWS during Phase I prior to the beginning of each semester. All new students may register via PAWS during Phase II. 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 the registration is completed, any changes must be made during the drop/add period.

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Students with Disabilities

Disabled students should see the disabled student services coordinator in SC 270 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 to 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, must obtain a complete withdrawal (CWD) form from the office of their college dean. After securing required clearances, students should submit the completed CWD form to the Office of the Registrar. The deadline for withdrawals is the same as that for dropping courses. There is no charge for processing CWD's. Student appeals for late withdrawal on the basis of compelling circumstances must be made to their College dean.

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:

Exception:

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

How to Apply for Readmission

An applicant should request the appropriate forms from the Registrar's Office. All applications, including the required credentials, should be filed with the Registrar's Office the publishers deadlines: at www.southalabama.edu/registrar/admission.

USA Student Computer Policy

USA provides student access to computer resources through the email systems, Jaguar 1 systems web servers, and departmental labs located throughout campus. Students using these resources must adhere to all policies of the University of South Alabama, as well as the Alabama Research and Education network, regarding the use of computers and computer networks.

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

Illegal Activity

- **Uploading or downloading copyrighted material**, violating the intellectual property rights of others, or illegally sharing trade secrets. (Please note that MP3 and other music files frequently fall into this category.) Accessing, downloading, or printing out articles solely for educational and research purposes, however, may be permissible under the

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fair use clause of the Copyright Law. See **USA Software Policy** for more specific guidelines on using copyrighted software.

- **Illegally sharing computer software** via Internet, the local network, personal disks or any other media.
- **Copying or transmitting material contained in copyrighted databases** such as Infotrac, without permission from the source.
- **Buying or selling weapons or illegal substances** via computer network.
- **Threatening or "stalking"** others via computer network.
- **Knowingly replicating or transmitting computer viruses**, or otherwise deliberately damaging the systems or files of other people.

Strictly Prohibited Behaviors/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 of 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 email (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, email 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 guidance with regard to safe sites and appropriate downloads should be sought from the lab facilitator. (The University takes no responsibility for damage to your work or your own equipment resulting from viruses or files you might download via the Internet).
- **Using University equipment, including the University's Internet lines, servers or web pages, for commercial gain.**
- **Unauthorized wiring, altering or damaging of University-owned computer equipment,** including hardware and software.
- **Tampering** with lab machine settings.

Considerate Use

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

Violations/Consequences

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

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Additional Guidelines for Students

Sexually Explicit Material. All students are expected to effectively discriminate between professional and unprofessional portrayals of nudity and sexuality. This is an important aspect of professional judgement in many fields of study, dealing with nudity, the examination of the human body and the full range of human sexuality are relevant and appropriate to these in medical and other professions. A number of Internet sites (e.g., The National Library of Medicine and NIH) portray some such materials. Individuals working in medical school and nursing labs should expect to occasionally encounter nudity and professional portrayals of sexually explicit material.

Appropriate Activity

While the full range of free speech is supported and encouraged, USA students should always be mindful of the fact that the computer labs are located in public areas. Materials on screens visible to others working in the lab, materials that are deliberately or inadvertently left behind on the hard drive, and materials posted on the Internet from this lab should reflect well on the professionalism of our programs. Imposing exposure to inappropriate sexual materials upon student or faculty colleagues working nearby (or using the lab at a later time) might be construed as sexual harassment. Those in doubt about appropriate activity should seek faculty advice.

Confidentiality

Confidentiality is another issue affecting students using the labs. Under no circumstances should students leave, post or transmit confidential materials such as research data, case reports or private notes about patients (or case studies) on these computers. The University takes no responsibility for student work left on lab machines, even if the lab facilitator gave permission for it to be on the machine. Any such work may, at any time, be erased accidentally or in routine clean-up activities. Students should not leave private work or communications on these computers, nor should they read any private information accidentally left by others. No materials should be left on these computers without permission from the lab facilitator.

Reliability of Information

Students should remember that material on the Internet may or may not be accurate and reliable. It is critical that any information found on the Internet is carefully evaluated, especially with regard to pharmacology and health information.

NOTE: Most of the student and academic policies in this handbook apply to undergraduate and graduate students. College of Medicine students enroll under policies/procedures contained in the student handbook.



STUDENT GRIEVANCES

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General Grievance Policy

In general a grievance is a complaint against another individual or group in the University Community. In the event a student has such a grievance, the following procedure should be utilized by the student for resolution of the issues raised in the complaint. Academic-related matters are not covered by this procedure.

In order to start the review of the student's complaint, a written description of the grievance, including the date and time of the event, the person against whom the student has the complaint and the name of any witnesses to the event, must be provided to the Office of the Dean of Students within 30 days of the event giving rise to the grievance.

The grievant will then meet with the Dean of Students or a designee to review the grievance. The Dean of Students Office will determine if this grievance is appropriate for disposition in that office. Examples of grievances that will be referred to other University officials include sexual harassment complaints against faculty, which are heard in the Vice President for Academic Affairs Office or against staff, which will be referred to the Office of Personnel.

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 Council 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. This decision is final.

Final Course Grade Grievance Procedure

A final grade grievance is defined as a student complaint regarding an academic action taken by instructional personnel in assigning a final grade for a course, qualifying or comprehensive exam. In addition to complaints against a particular instructor, students may also file complaints against a committee concerning academic evaluations that adversely affect them (i.e., the grade given on a comprehensive examination or a thesis or dissertation final oral exam.) Normally, such complaints can be resolved quickly through discussions with the faculty member involved. In some situations the matter cannot be satisfactorily resolved at that level. For such cases, a student may file a formal final grade grievance using the procedures specified below. **(Note that while a grievance may be filed against a committee, the term "instructor" is used throughout the following description of procedure to refer to the person or entity against whom the grievance is brought.**

For a complaint about a final course grade or other academic evaluation to be considered, the complaint must be based on one or more of the following grounds and upon allegation that the ground(s) cited influenced the grade assignment to the student's detriment:

1. arithmetical or clerical error
2. arbitrary or capricious evaluation on the part of the instructor
3. substantial failure on the part of an instructor to follow the course syllabus or other announced grading policies
4. extraordinary mitigating circumstances beyond the student's control.

Students may not file a grade grievance until a final grade is received in a course. This procedure may not be used to complain about an instructor's grading policy,

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assignments, the difficulty of a course, or other comparable matters. Finally, students may not file a grievance about a final course grade that was assigned as the result of an academic misconduct procedure.

A Final Course Grade Grievance must be filed no later than 20 class days into the succeeding semester to include summer term if the student is enrolled. (**Note: the term "class day" as used in this document means any weekday (Monday-Friday) during which the official University of South Alabama calendar indicates that classes are in session.**)

Meet With Instructor

As a prerequisite to filing a grievance and within the time frame allowed for filing a formal grade grievance (no later than 20 class days into the succeeding semester to include the summer term only if the student is enrolled), the student must attempt to resolve the matter with the instructor. In some cases, the student may make reasonable attempts to contact the instructor and be unsuccessful. If the student is unable to contact the instructor, this should be documented in writing by the student and the student must submit the written documentation to the instructor's department chair (or dean if the department chair is either the party to the grievance or unavailable). In the absence of the instructor, the department chair/dean will act in the instructor's stead.

Filing the Grievance Form

A Final Grade Grievance Form must be filed by the student no later than 20 days into the succeeding semester (including summer if enrolled). A blank Final Grade Grievance Form may be obtained on the University's website www.southalabama.edu/, 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 into 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 is 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.

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 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 involved to attempt resolution of the grievance. The department chair should schedule a conference within ten (10) University class days of receipt of the Final Grade Grievance Form.

For grievances filed during the summer term, instructors on 9-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 chairs office and the dean's office.

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FINAL GRADE GRIEVANCE FORM

1. Background Information:

Name of Student _____ Student Number _____
Course or Academic Evaluation: course _____ comprehensive oral _____ comprehensive
written _____ thesis defense _____ other (explain): _____

Course Term: _____ F, _____ SP, _____ SU Year _____

Grade Received or Academic Action Taken: _____

Desired Outcome: _____

2. Nature of Complaint:

Check the grounds for the grievance that applies to this case:

- Arithmetical or clerical error.
- Arbitrary evaluation on the part of the instructor.
- Substantial failure on the part of the instructor to follow course _____ syllabus or other announced grading policy.

On a separate page or pages, explain your reason(s) for filing this complaint. In particular, describe how the grounds indicated above apply in this case. Attach any documentation that supports our complaint. **Clarity and thoroughness in documentation are important factors in determining whether this complaint will be dismissed or heard by a grievance facilitator.** Number of pages attached: _____

Have you attempted to resolve this matter with the Instructor: Yes No

Was your attempt to resolve this matter with the Instructor completed? Yes No

Within the required four-week time frame? Yes No

Date of informal Meeting with Instructor: _____

Outcome of Meeting with Instructor (If no meeting took place, explain why): _____

Grievance Form Received by: _____ (Signature) _____ (Date)

A COPY OF THIS SIGNED AND DATED FINAL GRADE GRIEVANCE FORM HAS BEEN RETURNED TO ME:

Student Signature: _____ Date: _____

3. Review of Grievance:

After review of the materials submitted, it was determined that a basis for the final grade grievance:

- may exist and a grievance conference with both parties will be scheduled.
- does not exist and the complaint is dismissed. (See "Appeals")

Signature of Facilitator: _____ Date: _____

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4. Result of Grievance Conference:

Date of Conference: _____

Outcome of Conference:

The grievance was resolved.

Explanation: _____

The grievance was not resolved. See facilitator's decision below.

5. Decision: (if grievance was not resolved through a grievance conference):

The grievance is not supported by the evidence presented. The student's grade will not be changed.

The grievance is supported by the evidence presented.

The student's grade will be changed to: _____

Other outcome: _____

Signature of Facilitator: _____ Date: _____

6. Request for Appeal: (may be requested by student and or instructor):

I WISH TO APPEAL THE FACILITATOR'S DECISION:

Student or Instructor Signature: _____ Date: _____

Appeal Received by: _____ Date: _____
(Signature)

I HAVE RECEIVED A SIGNED AND DATED COPY OF MY REQUEST FOR APPEAL:

Signature: _____ Date: _____

7. Result of Appeal:

The original decision is upheld.

The original decision is not upheld.

Details of revised decision: _____

Dean: _____ Date: _____
(Signature)

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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 serves 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

The dean of each College/school will appoint annually an Undergraduate and a Graduate Grade Grievance Committee. The Undergraduate Grade Grievance Committee will hear grade grievances of 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. Students appointed to the Undergraduate Grade Grievance Committee will be undergraduate students. Students 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, and alternate should serve in their stead and they should 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 the 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 are violation of due process or the rendering of a decision that is in conflict with a 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

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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, the instructor, and the 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 can not 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 attempts to contact the instructor in writing. The student contact the instructor's department chair in the event a meeting with the instructor can not be arranged. If there is no resolution, proceed to step 4.
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 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 grounds 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.

Sexual Offense Policy For Students

The University of South Alabama is committed to creating a community which is free from violence in all forms, including, but not limited to, physical assaults, and bias motivated actions based on gender, race, sexual orientation or disability. Sex offenses are prominent issues throughout the country. Such incidents cause enormous pain to individuals who are directly involved and to the community whose peace is shattered. A sex attack is an attack not only on a person's body, but on one's dignity; an attack not only on the individual, but on the community.

Sexual assault is a violation of the University Code of Student Conduct involving physical contact of a sexual nature which is against one's will or without one's consent, and which occurs on University premises, or at University related or sponsored activities, whether on or off University premises. Consent is defined as freely given agreement by a competent person; that is, a person that is not incapacitated physically or mentally (including being under the influence of a narcotic or intoxicating substance administered to them with or without their permission). Sex offenses can be divided into two major categories: (1) sexual offenses against individuals, and (2) offenses against public decency. Sex offenses include, but are not limited to, the following:

SEX OFFENSES AGAINST AN INDIVIDUAL:

SEX OFFENSES (FORCIBLE): Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

FORCIBLE RAPE: The carnal knowledge (sexual intercourse) of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, or because of youth.

FORCIBLE SODOMY: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

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, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

FORCIBLE FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental incapacity.

SEX OFFENSES (NONFORCIBLE): Unlawful, nonforcible sexual intercourse.

INCEST: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

OFFENSES AGAINST PUBLIC DECENCY:

SEXUAL HARASSMENT: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with the intent to threaten or insinuate that lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties or shifts, academic standing, or other conditions that affect the victim's livelihood or academic advancement.

INDECENT EXPOSURE: Any exposing of genitals under circumstances which an individual knows their conduct will cause affront or alarm in any public place or on private property, so as to be seen from such premises with the intent to arouse or satisfy sexual desire of one's self or of any person (not a spouse).

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PUBLIC LEWDNESS: Any exposing of genitals, or anus in a public place and recklessness about whether another may be present who will be offended or alarmed; or any lewd act done in a public place which one knows is likely to be observed by others who would be affronted or alarmed.

PROSTITUTION: Any persons engaging in or promoting sexual intercourse with the intent to profit financially or otherwise from a person engaging in sexual intercourse or deviate sexual intercourse.

FACTS ABOUT SEXUAL ASSAULT

Although the legal definition of rape may vary slightly from state to state, it is generally defined as forced sexual intercourse that is perpetrated against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force employed may involve physical violence, coercion, or the implied threat of harm to the victim

The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or friend of the victim, or someone the victim knows only casually, from the residence halls, a class, through mutual friends or any other way. Regardless of the relationship between them, if one person threatens or uses force to coerce another into submitting to sexual intercourse, the act is defined as rape. The same criminal laws and penalties apply in cases of acquaintance rape as in cases of stranger rape. Many of the acquaintance rapes committed on college campuses follow similar patterns. College campuses throughout the United States have reported acquaintance rapes occurring at parties, in student residence halls and in offcampus apartments. Further, it is reported that often the students involved in these assaults have been drinking heavily or under the influence of drugs. Every student must remember that an attacker can be anyone!

A rape is reported about once every six minutes in the United States (FBI,1986). Nevertheless, *reported* rapes represent only a fraction of the number that actually occur. Victimization surveys estimate that 10 times as many rapes are committed as are reported (FBI,1979). More than half of all reported rapes are acquaintance rapes. And, underreporting is much more common among victims of acquaintance rape than victims of stranger rape. Therefore, the actual incidence of acquaintance rape probably far exceeds that of stranger rape.

College students are more vulnerable to rape than any other age group. Nationally, the majority of reported victims and offenders are of college age, with the rate of rape victimization highest among 16-19 year olds. The second highest victimization rate is experienced by women between 20 and 24 years of age.

ASSAULT RESPONSE

If a sexual assault occurs, the University recommends the following procedures be followed including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal assault and to whom the alleged offense should be reported. The decision to report the sexual assault of a member of the University community by another member of the University community rests solely with the victim. However, the University strongly encourages the reporting of sexual assaults to the proper University officials. Reporting is the only way that action can be taken against the alleged attacker or that the University community can be protected from future attacks.

IF AN ASSAULT OCCURS THE VICTIM SHOULD:

- a. go to a safe place as soon as possible.
- b. try to preserve all physical evidence—do not bathe, use the toilet, rinse one's mouth or change clothing, if it can be avoided. If it is necessary, put all clothing that was worn at the time of the attack in a paper bag, not a plastic one.
- c. contact University police by calling 511 if the assault occurred on campus or the local police by calling 911 if the assault occurred off campus.

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- 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 Knollwood Hospital Emergency Room have the evidence collection kits necessary for criminal prosecution if that option is selected.
- e. contact someone the victim trusts such as a friend, family member, or Resident Advisor for support.
- f. call the Assault Hotline at 460-7151, 24 hours a day, seven days a week. A certified Victim's Advocate will contact the victim to offer any assistance to make recovery as smooth as possible.
- g. talk with a counselor who will maintain confidentiality, help explain options, give information, and provide emotional support.
- h. explore legal avenues for either criminal or civil action as well as utilize on-campus grievance procedures, including the University student disciplinary system.

UNIVERSITY RESPONSE IN THE CASE OF SEXUAL ASSAULT: In the event a sexual assault is perpetrated against a member of the student community on the University campus and is reported to a University department or official, the following procedures are to be followed for the well-being and safety of the victim, and also for a quick apprehension of the perpetrator. If the assault occurs off campus, the victim will be encouraged to contact the appropriate law enforcement agency. At every stage, the victim must be assured that participation is voluntary and any and all information is confidential.

CAMPUS POLICE:

1. Police dispatcher responds by:
 - a. relaying information to responding police officer, and calls the Chief of Police and Sexual Assault Investigator.
 - b. contacting the on-duty Victim's Advocate.
 - c. contacting friends or family of victim if requested to do so.
 - d. contacting the Area-Coordinator-On-Call if the victim lives on campus.
2. Responding officer and/or Sexual Assault Investigator respond by:
 - a. conducting an investigation.
 - b. recommending the victim obtain medical assistance.
 - c. recommending the victim seek counseling.
 - d. contacting the Dean of Student Services when appropriate.

DEPARTMENT OF HOUSING RESIDENCE LIFE: If the victim lives on campus and the assault is reported to a Resident Advisor (RA), that student is required to report the assault to an Area Coordinator and to keep the assault in the strictest confidence. The RA will give the student the option of reporting the assault directly to the Area Coordinator. The RA or Area Coordinator will respond by:

1. assuring the victim that all contacts are voluntary and kept in confidence.
2. making sure the victim has a safe place to go.
3. encouraging the victim to seek medical attention at a USA Hospital Emergency Room or at the Student Health Center.
4. apprising the victim of procedures to preserve physical evidence.
5. encouraging the victim to contact a Victim's Advocate and assisting in that contact if so desired.
6. expediting housing relocation if requested and reasonably available.
7. encouraging the victim to notify University of South Alabama Police Department (USAPD) Sexual Assault Investigator if the assault occurred on campus or to notify the local police if the assault occurred off campus.
8. encouraging the victim to take advantage of University Counseling Services.

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9. informing the victim that a University disciplinary process exists and suggesting the victim contact the Dean of Student Services for more information.
10. filing a confidential anonymous sexual assault report with the Sexual Assault Response Coordinator.

STUDENT HEALTH CENTER: The Student Health Center staff will respond by:

- a. assuring the victim that all contacts are voluntary and kept in confidence.
- b. making sure the victim has a safe place to go.
- c. encouraging the student to go to a USA Hospital for medical evaluation, treatment, and evidence collection.
- d. apprising the victim of procedures to preserve physical evidence.
- e. recommending the victim have a follow-up medical exam and tests for sexually transmitted diseases and pregnancy which are typically conducted 7-14 days after the assault. These are available through the Student Health Center, personal physician or local hospitals.
- f. encouraging the victim to contact a Victim's Advocate and assisting the victim make that contact if so desired.
- g. encouraging the victim to file a report with the USAPD Sexual Assault Investigator if the assault occurred on campus or to notify the local police if the assault occurred off campus.
- h. encouraging the victim to seek counseling through the University Counseling Service.
- i. informing the victim that there is a University disciplinary process and suggesting the victim contact the Dean of Student Services for more information.
- j. filing a confidential anonymous sexual assault report with the Sexual Assault Response Coordinator.

UNIVERSITY COUNSELING SERVICES: University Counseling Services provides a Rape Crisis trained therapist free of charge to students who are sexually assaulted. Counseling is available to provide assistance in addressing issues including, but not limited to, the following: shock, guilt, adjustment, depression, anger, trust, resolution, and withdrawal. A victim may prefer to initiate counseling weeks or months after the sexual assault occurs since immediate support and advice are provided by the Sexual Assault Investigator and the Victim's Advocate. The University Counseling Services staff will respond by:

- a. assuring the victim that all contacts are voluntary and kept in confidence.
- b. providing counseling including emotional support and exploration of options.
- c. apprising victim of procedures to preserve physical evidence and helping victim arrange for medical attention at a USA Hospital or Student Health Center if desired.
- d. encouraging the victim to contact a Victim's Advocate and assisting in that contact, if desired.
- e. encouraging the victim to contact the USAPD Sexual Assault Investigator if the assault occurred on campus, or the local police if the assault occurred elsewhere.
- f. encouraging the victim to contact the Dean of Student Services office regarding the University disciplinary process.
- g. notifying the victim of options for, and available assistance in changing academic and living situations, if so requested by the victim and if such changes are reasonably available.
- h. filing a confidential anonymous sexual assault report with the Sexual Assault Response Coordinator.

DEAN OF STUDENTS: All discussions with the Dean of Students Office are confidential, except for the anonymous sexual assault report that will be filed immediately by the office. Any reports of sexual assault are not kept in the victim's permanent academic record. The Dean of Students Office will respond by:

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- a. making sure the victim has a safe place to go and making any necessary arrangements.
- b. offering the victim a variety of services including helping to reschedule classes or tests, providing information on course withdrawals, and changing living arrangements, if requested by the victim, and if such changes are reasonably available.
- c. encouraging the victim to go to the Student Health Center or the Emergency room for medical services.
- d. encouraging the victim to take advantage of the Victim's Advocate program and contacting the advocate for the victim, if desired.
- e. encouraging the victim to report the assault to the USAPD Sexual Assault Investigator or to the local police.
- f. encouraging the victim to take advantage of the services of the University Counseling Service.
- g. offering information regarding the University disciplinary process and the victim's option to file charges.
- h. reminding the victim that criminal charges may also be filed in state court no matter what action is taken within the University.
- i. notifying the University community if it is determined that a threat to public safety exists, while respecting the victim's anonymity.
- j. filing a confidential anonymous sexual assault report with the Sexual Assault Response Coordinator.

VICTIM'S ADVOCATES: The Victim's Advocate's goal is to enhance the victim's recovery and help to return to the pre-crisis state, provide emotional support, and provide appropriate information and referrals on court proceedings, disciplinary processes, alternative housing assignments, academic assistance alternatives, and medical procedures. The Victim's Advocate will respond by:

- a. making every effort to meet with victim within 30 minutes of assault or time of notification of advocate.
- b. assuring the victim that any contact is voluntary and confidential.
- c. making sure the victim has a safe place to go and assist in making any necessary arrangements.
- d. encouraging victim to seek medical attention and accompanying victim to hospital, if necessary.
- e. contacting friend or family member of victim, if requested.
- f. offering support to victim in any and all ways possible including seeking alternative housing and academic alternatives, if such changes are reasonably available.
- g. giving victim an information packet.
- h. encouraging victim to report the assault to the USAPD Sexual Assault Investigator or the local police.
- i. encouraging the victim and significant others to seek counseling regarding the assault.
- j. following up with victim 24 hours after initial contact.
- k. apprising victim of options regarding criminal or civil charges and or the University disciplinary process.
- l. accompanying victim to any court proceedings or disciplinary hearings, if victim so desires.
- m. filing a confidential anonymous sexual assault report with the Sexual Assault Response Coordinator.

UNIVERSITY COMMUNITY: In the event a victim contacts a member of the University Community (i.e., faculty, staff, or other students) not previously listed, the individual will respond by:

- a. encouraging the victim to contact the USAPD Sexual Assault Investigator if the assault occurred on campus or the local police if the assault occurred elsewhere.

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- b. encouraging the victim to contact a Victim's Advocate through the University Rape Hotline and assisting in that contact if desired.
- c. assuring the victim that all subsequent contacts are voluntary and confidential.

SEXUAL ASSAULT RESPONSE COORDINATOR: The Coordinator acts as the clearinghouse for information regarding sexual assault incidents that occur on campus. Each department will file an anonymous sexual assault incident report with the Coordinator immediately, but no later than 24 hours after initial contact with the victim. The Coordinator will be responsible for contacting the departments to follow-up on the services they provided for each incident without them disclosing the victim's name. Such follow-up will help ensure consistent implementation of the policy and generate feedback necessary for future revisions of the policy. Such follow-up will also help departments stay informed about evolving services available in the University and general community. The Coordinator will respond by:

- a. overseeing the implementation of the Sexual Offense Policy.
- b. assigning a common identification number to the reports received from the departments the victim has contacted and open a file to track the incident.
- c. determining if the reported incident represents a potential danger to the campus community, and if so, contacting the Dean of Student Services and the Sexual Assault Investigator. A potential danger to the community might include a pattern of acquaintance sexual assaults, a stranger assault, a violent or sadistic assault, or a gang rape.
- d. notify the University Police Department on a monthly basis of the number of assaults that were reported to the Coordinator.

THE CRIMINAL CODE OF THE STATE OF ALABAMA REGARDING SEXUAL OFFENSES (AS OF 2005)

A person commits the crime of rape in the first degree if:

1. He engages in sexual intercourse with a member of the opposite sex by forcible compulsion; OR
 2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; OR
 3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- Rape in the first degree is a Class A Felony (13A-6-61; Acts 1977) and carries a sentence of 10-99 years or life.

A person commits the crime of rape in the second degree if:

1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two (2) years older than the member of the opposite sex, OR
 2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- Rape in the second degree is a Class B Felony (13A-6-62; Acts 1977,79,87) and carries a sentence of 2-20 years.

A person commits the crime of sodomy in the first degree if:

1. He engages in deviate sexual intercourse with another person by forcible compulsion; OR
 2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; OR
 3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- Sodomy in the first degree is a Class A Felony (13A-6-63; Acts 1977) and carries a sentence of 10-99 years.

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A person commits the crime of sodomy in the second degree if:

1. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 years and more than 12 years old, OR
2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

Sodomy in the second degree is a Class B Felony (13A-6-64; Acts 1977, 79, 87) and carries a sentence of 2 to 20 years.

A person commits the crime of sexual misconduct if:

1. Being a male, he engages in sexual intercourse with a female without her consent, under circumstances other than those covered by sections 13A-6-61 and 13A-6-62; or if her consent was obtained by the use of any fraud or artifice; OR
2. Being a female, she engages in sexual intercourse with a male without his consent; OR
3. He or she engages in deviate sexual intercourse with another person under circumstances other than those covered by sections 13A-6-63 and 13A-6-64. Consent is no defense to a prosecution under this subdivision.

Sexual misconduct is a Class A Misdemeanor (13A-6-65; Act 1977) and carries a sentence of up to 1 year.

A person commits the crime of sexual abuse in the first degree if:

1. He subjects another person to sexual contact by forcible compulsion; OR
2. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated; OR
3. He being 16 years old or older, subjects another person to sexual contact who is less than 12 years old.

Sexual abuse in the first degree is a Class C Felony (13A-6-66; Acts 1977) and carries a sentence of 1 to 10 years.

A person commits the crime of sexual abuse in the second degree if:

1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; OR
2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

Sexual abuse in the second degree is a Class A Misdemeanor, except that when a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C Felony (13A-6-67; Acts 1977, 2000) and carries a sentence of up to 1 year.

A person commits the crime of indecent exposure if, with intent to arouse or gratify sexual desire of himself or of any person other than his spouse, he exposes his genitals under circumstances in which he knows his conduct is likely to cause affront or alarm in any public place or on the private premises of another or so near thereto as to be seen from such private premises. Indecent exposure is a Class A Misdemeanor (13A-6-68; Acts 1977) and carries a sentence of up to 1 year.

A person commits the crime of public lewdness if:

1. He exposes his anus or genitals in a public place and is reckless about whether another may be present who will be offended or alarmed by his act; OR
2. He does any lewd act in a public place which he knows is likely to be observed by others who would be affronted or alarmed.

Public lewdness is a Class C Misdemeanor (13A-12-130; Acts 1977).

A person commits the crime of promoting prostitution in the first degree if knowingly:

1. Advances prostitution by compelling a person by force or intimidation to engage in prostitution, or profits from such coercive conduct by another; OR
2. Advances or profits from prostitution of a person less than 16 years of age.

Promoting prostitution in the first degree is a Class B Felony (13A-12-111, Acts 1977) and carries a sentence of 2 to 20 years.

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A person commits the crime of promoting prostitution in the second degree if knowingly:

1. Advances or profits from prostitution by managing, supervising, controlling, or owning, either alone or in association with others, a house of prostitution or a prostitution business or enterprise involving prostitution activity by two or more prostitutes other than the defendant; OR
2. Advances or profits from prostitution of a person less than 18 years of age.
Promoting prostitution in the second degree is a Class C Felony (13A- 12- 112; Acts 1977) and carries a sentence of up to 10 years.

A person commits the crime of promoting prostitution in the third degree if knowingly advances or profits from prostitution. Promoting prostitution in the third degree is a Class A Misdemeanor (13A-12-113; Acts 1977) and carries a sentence of up to 1 year.

BILL OF VICTIMS RIGHTS

The University of South Alabama has given the following rights to each student victim of any assault committed against them while on University premises, or at University related or sponsored activities, whether on or off University premises. Proper reporting of the assault to the University Police Department will better enable University officials to assist in the exercise of these rights:

- a. The right to be present during the disciplinary process. However, if the victim fails to appear at the hearing, the hearing may be held in their absence.
- b. The right to present evidence by witness, or by affidavit or deposition if a witness is unable to attend the hearing.
- c. The right to bring an advisor to the hearing. The advisor, however, may not participate in examination of witnesses or presentation of materials or information to the hearing official, unless asked to do so by the hearing official.
- d. The right to question all witnesses.
- e. The right to appeal.

Victims of Sexual Assault will be offered the following considerations whenever possible and when reasonably available:

- a. Full legal process according to the law of the State of Alabama, if the victim seeks this. The disciplinary process is not established to provide all of the requirements and rights of the judicial process in State Court. The victim has the option of also proceeding in State Court.
- b. As established by state criminal codes, the victim's irrelevant past sexual history will not be discussed during the disciplinary hearing.
- c. The victim will be allowed to make a 'victim impact statement' regarding how the event has changed their life if the accused is found in violation of the Code of Student Conduct.
- d. The assistance of a Victim's Advocate.
- e. When requested, assistance will be rendered in changing on campus living arrangements given that the change is reasonably available.
- f. Free on-campus counseling.
- g. Immunity from disciplinary charges stemming from the use of a narcotic or intoxicating substance administered with or without consent at the time of the assault.

CAMPUS AND COMMUNITY RESOURCES

The following is a list of campus and community counseling, mental, legal and student services for victims of sexual assault.

- a. University Counseling Service - 460-7051
- b. Student Health Center - 460-7151
- c. Victim's Advocates - 460-7151 or 460-6312
- d. Sexual Assault Officer (Campus Police) - 460-6312
- e. Rape Crisis Center of Mobile - 473-7273
- f. Dean of Student Services - 460-6172
- g. Department of Housing Residence Life - 460-6185

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- h. Alabama Crime Victims Compensation Commission - 800-541-9388
- i. Campus Ministers c/o Dean of Student Services office - 460-6172.
- j. Sexual Assault Recovery Group - 473-7273
- k. USA Children's & Women's Hospital Emergency Room - 415-1620

EDUCATION PROGRAMS

The University commits itself to the provision of a variety of educational programs and services to all members of the University community. As an educational institution we must not neglect the importance of education as it pertains to sexual assault. The following departments provide awareness and prevention programs for the entire University community.

- a. Student Health Center
- b. University Police Crime Prevention Office
- c. Department of Housing/Residence Life
- d. Counseling Service
- e. Office of Programs and Special Events/Jaguar Productions
- f. Peer Sex Educators
- g. Office of Campus Involvement
- h. Panhellenic Council
- i. USA Children's & Women's Hospital

For more information concerning this Sexual Offense Policy, contact the Dean of Students Office at 460-6172, Student Center Room 270.

8/1/94

Student Academic Conduct Policy (Adopted 1988; Revised 2004)

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, or 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. 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 guilty of 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

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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 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 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 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 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 repetition 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 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 examinations periods. The term "college" refers to colleges, schools, and academic divisions of the University.

COMMITTEES

1. Departmental Academic Standards Committees

Each department shall have a Departmental Undergraduate Academic Standards Committee.

Those departments offering graduate programs, or graduate course work, shall also have a Departmental Graduate Academic Standards Committee.

The Undergraduate/Graduate Committee(s) shall conduct all hearings requested by undergraduate/graduate students in academic misconduct cases within the department.

For the Undergraduate Academic Standards Committee, each department shall appoint four (4) full-time faculty members, plus one (1) full-time faculty member designated as an alternate, and two (2) non-voting, upper division student members. The Committee shall be constituted early in the Fall Semester of each year. In departments with fewer than five full-time faculty members, each eligible faculty member shall serve on the Committee, and the dean of the college shall appoint other members from a related department to complete the Committee.

For the Graduate Academic Standards Committee, each department shall appoint four (4) graduate faculty members, plus one (1) graduate faculty member designated as an alternate, and two (2) non-voting, graduate student members. The Committee shall be constituted early in the Fall Semester of each year. In departments with fewer than five (5) graduate faculty members, each eligible member shall serve on the Committee, and the dean of the college shall appoint other qualified graduate faculty members from a related department to complete the Committee.

2. College Academic Standards Committees

Each college shall have a Collegiate Undergraduate Academic Standards Committee. Those colleges offering graduate programs, or graduate course work, shall also have a Collegiate Graduate Academic Standards Committee.

For the Undergraduate Committee, each college shall appoint four (4) full-time faculty members, plus one (1) full-time faculty member designated as an alternate, and two (2) non-voting, upper-division student members. The Committee shall be constituted early in the Fall Semester of each year.

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For the Graduate Committee, each college shall appoint four (4) graduate faculty members, plus one (1) graduate faculty member designated as an alternate, and two (2) non-voting, graduate student members. The Committee 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 Committee, and the SVPAA shall appoint additional qualified members from other colleges to complete the Committee.

3. University Academic Standards Committee

The University Academic Standards Committee shall be composed of five (5) faculty members and one (1) alternate, at least four (4) of whom are graduate faculty, and two (2) non-voting students, one graduate and one upper-division undergraduate. The Committee shall be appointed each Fall Semester by the SVPAA.

4. 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 committee will make every effort to maintain confidentiality of all parties during the process. Information regarding the case is generally not communicated to non-involved parties, and communications regarding the matter are on a need-to-know basis. If, however, informational material relative to the case is subpoenaed through a court process, or is required to be divulged in some other type of investigation, then it would not be deemed to be a breach of confidentiality and the requested material would be void of its confidentiality.

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 meetings held regarding the case.

Student members of the committee serve in an advisory capacity to provide the committee with a student perspective.

Neither the student nor the faculty member involved shall have no, including, legal representation during 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 their 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). Grounds for appeal are the alleged lack of due process in the case or alleged discrimination against the student.

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 alleged 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 due process as 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.

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The three levels of misconduct considered 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 Chair 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 is innocent of the charge of Academic Misconduct, the block will be revoked.
- The student normally has five (5) class days from receipt of the written notification 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 either subversion of the process, or agreement with the misconduct charge and acceptance of the imposed penalty. This information will be communicated as follows: The instructor will inform the student in writing of the penalty. If the student responds in writing with denial of the charge, the department chair will be notified and a hearing shall 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 department chair who will in turn forward it through the Dean of The College of the SVPAA.

- **Hearing** - Upon receipt of the written denial of 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):

The department chair shall notify the Departmental Academic Standards Committee to begin a hearing within ten (10) class days of the notification.

The hearing shall be conducted in the presence of the involved student and faculty member. The student and faculty member shall have opportunities to present all relevant information and witnesses before the Committee.

At the conclusion of the hearing, the Committee shall convene to review the evidence and decide whether or not the charge of academic misconduct is sustained. If the charge is sustained, the Committee may affirm the instructor's recommended penalty or may replace it with a lesser penalty, including no penalty. If the charge is not sustained, the Committee shall dismiss the charge. If the Committee dismisses the charge, the Department Chair is responsible for taking necessary steps for removing any blocks on registration. The Committee's decision shall be submitted in writing to the department chair not more than five (5) class days after the conclusion of the hearing. The department chair shall provide the student with written notification within five (5) class days of receipt of the Committee's decision. The written notification will inform the student that if it is determined that previous incident(s) of Academic Misconduct have occurred that an additional or higher level charge may be brought. If the student does not file an appeal, the department chair will submit a report of the penalty (if any) using the Standard Form: Academic Misconduct Penalty Record (AMPR) through the Dean to the SVPAA.

- **Appeal** - Grounds for appeal are the alleged lack of due process in the case or alleged discrimination against the student. If the student wishes to appeal the

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decision of the Departmental Academic Standards Committee, a written request for appeal must be filed with the Dean of the College in which the class is taught within five (5) class days of receipt of the written notification from the department chair. The Dean shall notify the College Academic Standards Committee of the College of the student's academic program or major in writing to begin a review within ten (10) class days of receipt of notification. The committee will first determine if grounds exist for an appeal. If there is a decision to hear the appeal, the review shall be based upon the record developed in the hearing process, and the Committee may interview case principals as it deems appropriate. At the conclusion of the review, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained or dismissed. In cases where the Committee sustains the charges, the Committee may affirm or reduce the previously imposed penalty. The Committee shall submit its decision to the Dean in writing within five (5) class days of receipt of the conclusion of the hearing. The Dean shall provide written notification of the Committee's decision to the student within five (5) class days of receipt of notification from the Committee. The decision of the College Academic Standards Committee shall be final. The Dean will submit a report of any penalty imposed using the Standard Form: Academic Misconduct Penalty Record (AMPR) to the SVPAA. The Dean is also responsible for removing or continuing registration holds as appropriate.

Level II Cases Involving Action By a College or School

If the alleged academic misconduct is beyond either 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 are heard 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 Committee if the allegations are sustained.

- The instructor, department chair, or other involved party shall forward a written notification of the alleged violation(s) with evidence 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.
- The college dean shall notify the College Academic Standards Committee in writing of the allegations, transmit any evidence to the Committee, and instruct the Committee 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 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.
- At the conclusion of the hearing, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained. The Committee, in its best judgement, may sustain or dismiss the charges. In cases in which the Committee sustains the charges, the Committee may impose a penalty, including suspension from the University or dismissal from the University. The Committee 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 Committee's decision to the student within five (5) class days of the receipt of notification from the Committee and the following action(s) shall be taken.

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1. If the Committee's decision is to dismiss the charges, the Dean is responsible for removing the registration blocks on the student, or
 2. If the Committee's decision is to sustain the charges, and if the case is not appealed,
 - a. The Chair of the College Committee on Academic Standards will submit a report to the SVPAA through the College Dean of the penalty imposed, if any, using the Standard Form: Academic Misconduct Penalty Record (AMPR), and
 - b. 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** - Grounds for appeal are the alleged lack of due process in the case or alleged discrimination against the student. If the student wishes to appeal the decision of the College Academic Standards Committee, a written request for appeal must be filed with the dean within five (5) class days of receipt of the written notification of the Committee'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 Committee will first determine if ground exist for an appeal based upon its review of the record developed in the hearing process. If there is a decision to hear the appeal, the appeal shall be based upon the principals as it deems appropriate. At the conclusion of the hearing, the Committee shall review the evidence and determine whether or not the charge of academic misconduct is sustained or dismissed. In cases where the Committee sustains the charges, the Committee may affirm or reduce the previously imposed penalty. The Committee shall submit its decision to the SVPAA in writing within five (5) class days of the conclusion of the hearing. The decision of the University Academic Standards Committee related to the appeal shall be final. Also, at the conclusion of the appeal process, the Chair of the University Standards Committee will submit a report of the penalty imposed, if any, to the SVPAA using the Standard Form: Academic Misconduct Penalty Record (AMPR). The Senior Vice President for Academic Affairs shall provide written notification of the Committee'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's 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 an Academic Unit

If the alleged academic misconduct warrants inquiry beyond a college or school, the procedure shall be as follows:

- The department, academic unit, college or school, 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.
- The SVPAA shall notify the University Academic Standards Committee in writing of the allegations, transmit any evidence to the Committee, and instruct the Committee to hold a review within ten (10) class days of the notification.
- The hearing shall be conducted in the presence of the student, witnesses, and other involved parties. All parties shall have opportunities to present all relevant information and witnesses.

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- At the conclusion of the hearing, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained or dismissed. For cases in which the Committee recommends a penalty, the penalty may range up to and including dismissal from the University. The Committee 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 discrimination against the student. If the student wishes to appeal the decision of the Committee, a written request for appeal must be submitted to the SVPAA within five (5) class days 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 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 Standard Form: Academic Misconduct Penalty Record (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.

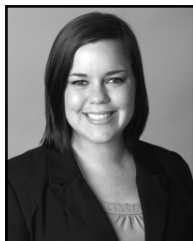


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SGA



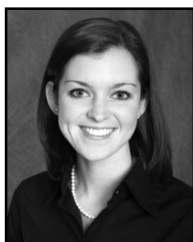
**JENNIFER
EDWARDS**
President



**MARTIN
STATKEWICZ**
Vice President



**MATT
HAYES**
Treasurer



SALLY JARVIS
Attorney General



CAITLIN COLLINS
Chief Justice

SGA Senate Staff

PETER SAVILL
Student-At-Large

SGA Senators 2007-2008

ALLIED HEALTH PROFESSIONS

LINDSEY EDWARDS
MATT GOLDEN
SARA HENDRIX
SOBIA OZAIR

ARTS AND SCIENCES

MARC ANDERSON
GLENN GARDNER
PAVAN KAPADIA
ASHLEY MCGEE
JOHN PHILLIPS
HANNAH SKEWES
MICHAEL SMITH
MAEGAN THORNTON
SADÉ TRAMBLE

COMPUTER AND INFORMATION SCIENCES

WILL ASHBEE
IMRAM MANZIE

CONTINUING EDUCATION LEVON MANZIE

COLLEGE OF MEDICINE

LEONARDO MORANTES

MITCHELL COLLEGE OF BUSINESS

ANDREW BRANDT
WASIM FAROOQUE
TRISTAN GIST
IBRAHIM HASAN
SARA LONG

EDUCATION

KRISTINA AIKENS
STEPHANIE DUNNAM
EMILY FLEMING
SAMANTHA ROWELL
CHRISTAIN SMITH
DWYANETTA THOMAS

ENGINEERING

LEW CHILDRE
MOHAMED KAMALUDEEN
FRANK LANSDON

NURSING

JESSICA JONES
ELTON REEVES

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Student Government Association

The SGA is the voice and governing body of the students. All 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.

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, and Treasurer. The officers of the Executive Branch 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 eight 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 ch.303 and ch.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 ch.306 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 ch.307 The Code-of-Laws for more details.

SGA Committees

Each committee carries out a particular task and is headed by a chairperson, generally referred to as "chair." Membership on the committees is open to all USA students. The divisions and committees are as follows:

STUDENT INTERESTS DIVISION - They are responsible for carrying out the first function of the SGA which is to protect and advance the student interests. In general, the student interests is the development of South to its fullest potential. This consists of the cultivation of athletics, the social life of the students, and minority relations.

Athletic Development Committee - this committee works to provide a variety of athletic opportunities for all students. This committee also works to encourage all USA students to support and promote all aspects of jaguar athletics.

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Social Development Committee - this committee works toward the betterment of the social life of the students.

Multicultural Affairs Committee - this committee deals with the concerns and needs of all minority students on campus.

STUDENT SERVICES DIVISION - Responsible for carrying out the second function of the SGA, which is to promote the welfare of the students by providing student services. This includes services that the SGA itself provides, as well as assisting with services provided by other student organizations.

University Safety and Improvements Committee - this committee works to improve the conditions of the campus through projects the committee feels are needed.

Non-Traditional Students Committee - this committee attends to the special needs, problems, and interests of non-traditional and night students.

Jaguars Involved In Volunteer Efforts (J.I.V.E.) - this committee streamlines and publicizes all volunteer and service opportunities both on campus and in the community not only to every organization, but also to all students. In addition, J.I.V.E. organizes campus wide community service events. J.I.V.E. provides community service opportunities to all organizations and students. It makes USA's outreach to the Mobile community more of a group effort, being a unifying force for the university.

Interpresidents Council Committee - this committee functions as a forum for the presidents of all organizations to discuss issues and to seek solutions to their individual problems.

INTERNAL AFFAIRS/SUPPORT DIVISION - this division attends to the business of the SGA, providing support and direction to SGA related projects.

Public Relations/Advertising Committee - this committee considers methods of advertising to promote the SGA and its committees by designing, developing, and printing posters, banners, newspaper ads, and other media.

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

Recruitment Committee - this committee gives incoming students their first impression of SGA, working to promote SGA at orientation, Move-In Day, and Get Acquainted 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 election, and has the authority to assess and adopt new election processes.

Constitution of the Student Government Association University of South Alabama

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.

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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 the three semesters of their term of office.

ARTICLE VI - EXECUTIVE

Section 1 - The Executive Council

1.1 The Executive Council shall consist of the following: The President, the Vice President, and the Treasurer.

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1.2 Duties and Powers of the Executive Council:

1.2.1 The Executive Council shall carry out the duties and the powers of their respective offices as provided for by this constitution and other laws passed by the Student Senate.

1.2.2 The Executive Council shall attend weekly meetings of said council and all meetings of the Student Senate except with approved leave of absence by two-thirds vote of the senators at the meeting.

1.2.3 The Executive Council shall formulate the budget each semester and submit it to the Senate at the third meeting of the semester.

1.2.4 The Executive Council shall uphold the constitution and the laws of the Student Government Association as the supreme governing law of the Student Body.

1.2.5 The Executive Council shall designate office space in 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 that 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 and one year term from the first regular Senate session in Fall Semester and two appointed no later than, and who serve and one year term from the first regular Senate session in Spring Semester.

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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 S.G.A. 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 faculty/staff to act as SGA Advisor. If the person accepts, he or she will be appointed as such if approved by 2/3 vote of the Senate. This person may be removed by 2/3 vote of 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 which 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

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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 Safe Ride Program, when such program is available.

Section 6 - The Defense Attorneys

6.1 The Defense Attorneys shall consist of four students appointed by the President as in Article VI, Section 2.2.10, subject to two-thirds approval of the Senate.

6.2 Each defendant in all cases established under the authority of this constitution, shall be notified by that court, six working days before the hearing, of the availability and names of all four of the Defense Attorneys.

6.3 Each defendant may choose any one of the four Defense Attorneys, or he or she may choose any other person he or she wishes, excluding the Chief Justice, members of the Supreme Court, and the Attorney General, to act as Defense Attorney.

6.4 In cases before the Supreme Court, Defense Attorneys will be appointed by the Court on a rotating basis, five working days before the hearing, provided no preference has been indicated by the defendant.

6.5 Defense Attorneys will be made available to defendants of other student courts as may be established at this university.

Section 7 - Vacancies in Office

7.1 If a vacancy occurs in any major office before one half of the designated term of office, the Supreme Court shall call a special election to fill that post. This special election will be held within 15 class days of the time the office was vacated.

7.2 If there is no one elected to a particular office, the President may appoint a student to that position, subject to two-thirds approval of the Senate. The appointee will receive all compensation and have all rights and responsibilities as designated for that office in this Constitution.

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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 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 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 2/3 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

Vanguard Liaison

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 a 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, division, and schools that will have representation in the Student Senate will be as follows:

College of Arts and Sciences

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Mitchell College of Business
College of Education
College of Engineering
College of Allied Health Professions
College of Medicine
College of Nursing
School of Computer and Information Sciences
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 Senators will serve a term of office of one year from the semester in which they are elected.

1.3 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 or 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 summer semester. The President Pro-Tem shall serve for the remainder of his or her term of office as a senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.

2.7 The Student Senate shall comply in full with all duties and powers established in this Constitution and by the Code-of-Laws.

2.8 No legislation passed by the Student Senate will constrict or modify any power granted under this Constitution except as specified by Article XIII.

2.9 A majority vote of the senators at a meeting will be necessary in order to cancel a meeting.

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

2.11 The Student Senate shall keep a journal of its proceedings and from time to time publish this, and the yeas and nays of the members of the Senate on any financial question. At the request of one-fifth of the senators present, any vote tally, complete with name, shall be entered into the journal. The Senate Clerk shall be responsible for the upkeep and publication of this journal.

2.12 Cloture may be invoked by the submission of a written petition to the President of the Senate. The petition shall be signed by at least two-thirds of the senators at that meeting.

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2.13 The student senate shall have the authority to establish lower courts that it deems necessary. The legislative actions establishing these courts shall also establish appellate jurisdictions for these courts.

ARTICLE VIII - JUDICIAL

Section 1 - The Supreme Court

1.1 The judicial powers of the Student Government Association shall be vested in a judicial system composed of the Supreme Court, University Traffic and Parking Committee, and such courts as may be established by the residence halls.

1.2 Duties and Powers of the Supreme Court.

1.2.1 The presiding officer of the Supreme Court shall be the Chief Justice. He or she shall be elected by a majority of those voting for that office in the Spring Elections. He or she shall assume office after being sworn in by 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.

2.2 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.

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2.2.2 Student members shall attend all meetings of that 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.

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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 stipulated 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

Vanguard Liaison 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.

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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 1.

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 one person filling two positions:

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- 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
- 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 Programming Board or his or her designee

4.2 The Board of Student Communications shall be chaired by a professor from the Department of Communication. The chair may discuss all issues with the Board, but will vote only in the case of a tie.

4.3 Should a student member of the Board be an applicant for the position of Editor or Business Manager of a publication, he or she shall be ineligible to attend the interview other than his or her own, and shall be ineligible to vote for the selection of the position for which he or she is an applicant.

4.4 The incoming Editor of *The Vanguard* and the General Manager of the Student Radio Station, upon his or her selection in the Spring Semester, shall become a voting member of the Board, and shall serve jointly with the outgoing Editor throughout the remainder of his or her term.

Section 5 - Meetings

5.1 The Board shall meet no less than once each semester.

5.2 The editors and business managers shall be elected in the spring semester of each year and assume responsibility at the end of spring semester.

5.3 The chair shall set the time, date, and place for each meeting of the Board of Student Communications and shall have the authority to call additional meetings as is deemed necessary.

5.4 Meeting notices must be posted at least one week prior to the meeting.

Section 6 - Quorum

6.1 Quorum shall be a simple majority of the members of the Board including the chair.

6.2 No proxy votes will be permitted.

Section 7 - Funding

7.1 The funding for the student newspaper shall be from the fee approved by the Board of Trustees on September 9, 1980 and by the sale of advertising.

7.2 The funding for the yearbook shall be from the sale of the yearbook, advertising, and funds that may be allocated by the Student Government Association.

7.3 Funding for the student radio station shall be from the fee approved by the Board of Trustees in June of 1994 and by sale of patronships.

7.4 The Funding for Campus Television shall be from the sale of advertisements they televise, and a percentage of the student activity fee.

Section 8 - First Amendment Freedom

The editors of the student publications shall be free from any type of censorship, and shall be responsible for the form, content, and staff of the publication.

Section 9 - Legal Liability

The Board of Student Communications operates within the professional perimeters of University employees; thus the members are covered by the same protection afforded University employees in their designated responsibilities.

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ARTICLE XV - STUDENT PROGRAMMING BOARD/ JAGUAR PRODUCTIONS

Section 1. Name

The name of the organization which shall have authority to execute the powers described below shall be the Student Programming Board (SPB) known as Jaguar Productions.

Section 2. Recognized Committees

The following committees shall make up the Student Programming 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. Horizons
3. Club South
4. Movies
5. Trips and Tours
6. Promotions
7. Concerts
8. Fine Arts
9. Technical
10. Recruitment

Section 3. Purpose

The purpose of the Student Programming 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 Student Programming Board will consist of the following:

The chairs of the ten standing committees.

The President of the Student Government Association or his or her designee

The President of the African-American Students Association or his or her designee

Three students-at-large

The President of the Student Programming Board

The Vice President of the Student Programming Board

The Administrator of Community Participation of the Student Programming Board

The Financial Director of the Student Programming Board

The Student Programming Board Advisor and his or her Graduate Assistant shall serve as ex-officio members of the Board, advising on matters of University policy and finances.

4.2 The Vice President of the Board shall chair the Board, but shall not vote. The President may discuss all issues with the Board, but will only vote in the case of a tie. The Financial Director and the Administrator of Community Participation will not vote.

Section 5. Committee Membership

5.1 Membership on the Student Programming 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 requirements 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 Student Programming Board and shall have the authority to call additional meetings as deemed necessary, with at least 24 hours notice to members of the Board.

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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 Student Programming Board shall be from the Programs/Special Events Office's budget, sponsors, fundraising, event charges, and funds that may be allocated by the Student Government Association.

Section 9. Selection and Qualifications of President, Vice President and Financial Director

9.1 Candidates for the position of President, Vice President, and Financial Director of the Student Programming 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 Programming 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 the SPB, the outgoing SGA President, one student-at-large, the outgoing Financial Director and the SPB Advisor. The SPB 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 the SPB will be selected by a majority vote of the SPB 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 Student Programming 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 Programming 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 the SPB

10.1 The President of SPB shall serve as the chief executive officer of the SPB 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 Programming Board budget, taking into account the financial needs of each committee and present this budget to the Dean of Students or their designee for funding.

10.4 The President shall serve as the official representative of the SPB at University functions.

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10.5 The President shall set, post, and keep regular office hours.

10.6 The President shall have the power to veto all proposals passed by the SPB. A veto may be overridden by a two-thirds vote of the SPB voting membership.

Section 11. Duties and Responsibilities of the Vice President of the SPB

11.1 The Vice President of SPB shall work with and support the President of the SPB 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 Programming 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 the Administrator of Community Participation

12.1 A candidate for the position of Administrator of Community Participation shall be a regularly enrolled student and shall have at least a 2.0 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 shall have sufficient experience as a member of a SPB committee.

12.2 A person whose cumulative GPA falls significantly below their GPA at the time of their selection for two or more consecutive grade reports shall relinquish all powers and privileges of their office.

12.3 All qualified applicants will be interviewed by a selection committee consisting of the incoming President of the SPB, the incoming Vice President of the SPB and SPB Advisor. Two out of three votes from the selection committee are necessary for approval of a candidate. 12.4 The Administrator of Community Participation is allowed a semester leave of absence.

Section 13. Duties and Responsibilities of the Administrator of Community Participation

13.1 The Administrator of Community Participation will be responsible for contacting members of the community and soliciting patronage for the SPB.

13.2 The Administrator of community Participation will work with the chair of each of the 10 standing committees in evaluating the type of patronage needed for each event.

13.3 The Administrator of Community Participation is directly responsible for maintaining accurate records of persons in the community contacted for each event's patronage.

13.4 The Administrator of Community Participation will attend all Student Programming Board meetings or send a representative.

13.5 The Administrator of Community Participation will assist the SPB Advisor in meeting the overall goals and objectives of the SPB.

Section 14. Selection and Qualifications of Committee Chair

14.1 A candidate for the position of committee chair shall be a regularly enrolled student, and shall have at least a 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 an 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.

14.2 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.

14.3 The application, selection and term of office of the committee chairs shall be the same as in Section 12.3. No senate approval will be necessary for committee chairs.

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Section 15. Duties and Responsibilities of Committee Chairs

- 15.1 The committee chairs will train and motivate their committee members.
- 15.2 The committee chairs will work with the committee members in the planning, advertising, implementation and evaluation of programs assigned to their committees.
- 15.3 The committee chairs are directly responsible for the efficient and effective operation of their committees.
- 15.4 The committee chairs will maintain records of expenditures, keeping within the committee budget allocation.
- 15.5 The committee chairs will chair all meetings of their committees and keep minutes of these meetings, reporting significant activities to the SPB.
- 15.6 The committee chairs will attend all Student Programming Board meetings or send a representative. In order for this representative to vote, the representative must be the First Assistant of that committee.
- 15.7 The committee chairs will assist the President of the SPB in meeting the overall goals and objectives of the Board.
- 15.8 A chair shall be able to take a semester's leave of absence by notifying the President of the SPB in writing one week prior to this leave.
- 15.9 The chair shall appoint a first assistant subject to approval by the selection committee described in Section 12.3.

Section 16. Vacancies

- 16.1 Any vacant chair shall be filled by a replacement, either temporary or permanent, within 15 class days, using the same process as in section 14.
- 16.2 If the position of President, Vice President, or Financial Director of the SPB becomes vacant before the term of office expires, a temporary replacement will be appointed by the SPB Advisor until the nominating committee can select a new permanent replacement. The permanent replacement must be named within 15 class days.
- 16.3 If a vacancy occurs due to a leave of absence and replacement is not dictated by procedure, a temporary replacement shall be named by the SPB Advisor until the end of the term.

Section 17. Impeachment

- 17.1 The SGA Senate shall have the sole authority in all impeachment proceedings against the President, Vice President, or Financial Director of the Student Programming 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.
- 17.2 The Student Programming Board shall have the authority to remove a chair from the Board, based on the recommendation of the SPB Vice President. A two-thirds vote of the SPB will allow removal from office. The chair being considered for removal will not be allowed to vote on this matter.

Section 18. Operating Procedures

The Student Programming 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 Programming 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 SPB (Student Programming 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 11(200-299) Executive Branch

Title 111(300-399) Programming Board

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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. Assistant Financial Director of Jaguar Productions
5. Administrator of Community Participation
6. Jaguar Productions Advisor

Chapter 201. Composition of the Executive Council

201.1 The Executive Council shall be composed of the:

1. President of Jaguar Productions
2. Vice President of Jaguar Productions
3. Financial Director of Jaguar Productions

Chapter 202. Duties of the Executive Council

202.1 In addition to the duties of their respective offices, the Executive Council shall have the following duties:

1. The timely formulation of a quarterly budget for the SPB's approval.
2. To uphold the Constitution and Operating Procedures of the SPB.
3. To designate office space in the SPB.
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 SPB activities.
2. To be the official spokesman for the SPB.
3. To accept the resignation of any SPB 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 SPB 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

205.1 To advise and assist the SPB in its daily operations and the formulation of events.

Chapter 206. Duties of the Financial Director of Jaguar Productions

206.1 The Financial Director shall have the following duties:

1. To approve all requisitions and payment from SPB funds.
2. To set up and operate a cash box at SPB events/activities. (Said box should be requested two weeks prior to the event activity.)
3. To keep an up-to-date journal of account balances and file all requisitions with their supporting documents.
4. To pay all bills as promptly as possible.
5. To be held responsible for the maintenance of a balanced budget and for preventing deficit spending.

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Chapter 207. Eligibility Requirements for Executive Branch

207.1 Waiving of GPA requirements will only be considered for applicants with GPA's from 2.0 through 2.49.

207.2 In the event that members of the executive branch are placed on academic probation they must relinquish all powers and privileges of that office.

TITLE III. Programming Board

Chapter 300. Parliamentary Procedure

300.1 The SPB shall operate under Roberts Rules of Order (Revised Edition) except when in conflict with either the Constitution or Operating Procedures.

Chapter 301. Procedure for Passing a Proposal

301.1 For a Proposal to be brought before the SPB, 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 SPB.
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 SPB shall have the power to refer all proposals to the appropriate committee. The SPB 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 first be voted on and passed by a majority vote in advance of the confirmation of the contract.
7. If, for reasons deemed necessary by the SPB, the Constitution needs a change, deletion, or addition, the change shall be approved by a two-thirds vote of the SPB.

301.2 Use of telephone votes shall be allowed only when the SPB has voted to do so on a specific proposal.

Chapter 302. Attendance Rules

302.1 All members of the SPB shall attend all SPB 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 SPB 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 SPB.

Chapter 303. Duties of Chairs

303.1 In addition to the duties outlined in the Constitution, the committee chairs shall have the following duties:

1. To be responsible for assisting the promotions committee in promoting events sponsored by the chairs' committee.
2. To assign a committee member as a representative to the Recruiting 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 SPB by a two-thirds vote.

400.3 The SPB President, Vice President and Financial Director shall be responsible for executing the budget set forth by the SPB.

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TITLE V. Door Prize Eligibility

Chapter 500. All Jaguar Productions 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 as determined by the SPB 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 SPB members will be paid in the following manner:

1. President - 20 hours at minimum wage.
2. Vice President - 15 hours at minimum wage.
3. Financial Director - 10 hours at minimum wage.
4. All committee chairs except Promotions and Technical - 3 hours at minimum wage.
5. Promotions Chair - 6 hours at minimum wage.
6. Technical Chair - hours worked at events.
7. Administrator of Community Participation - 3 hours at minimum wage.

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.

Code-of-Laws Student Government Association University of South Alabama

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:

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- 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 the 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.
- 200.1.11 To appoint the *Vanguard* Liaison (description found under Senate Staff, ch.309 of Title III - Legislative Branch of SGA Code-of-Laws.)

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 Senate Staff, ch.309 of Title III - Legislative Branch of the SGA Code-of-Laws.)
 - 201.1.8 To preside over all meetings of the student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.
 - 201.1.9 To execute the duties and powers of the President of the student body at his or her request.
 - 201.1.10 To have the power to fill, by appointment, all vacant seats occurring in the committee structure. The Vice President may appoint all new committee chairs at the beginning of each semester. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of Senators at that meeting. He or she shall serve as an ex-officio member of all such committees.
 - 201.1.11 To serve as editor of *The Lowdown*.
 - 201.1.12 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.

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- 202.1.3 To send each funded organization a balance statement each semester.
- 202.1.4 To report all accounts 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 one 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 Constitution, the Attorney General shall also have the following duties:
 - 204.1.1 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding of one half month's stipend for each meeting missed.
 - 204.1.2 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
 - 204.1.3 To set, post, and keep office hours.
 - 204.1.4 To work in conjunction with the Chief Justice and President on student traffic ticket appeals in accordance with Chapter 402.
 - 204.1.5 The Attorney General shall oversee and maintain the Student Government Association's connection with the STARS committee and the Higher Education Program.

Chapter 205. Executive Cabinet

- 205.1 There may be three Executive Directors who shall each be responsible for a particular division of the SGA. Each Executive Director shall be responsible for a general function of the SGA and in this capacity shall coordinate and supervise the committees under his or her division. The directors shall be collectively known as The Cabinet and shall report to the Executive Council upon request or as necessary.
- 205.2 The Executive Directors shall be appointed by the Executive Council subject to a two-thirds approval of the Senate. Directors may be dismissed by the Executive Council for improper conduct or failure to perform their duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate.

Chapter 206. Executive Committees

- 206.1 Committee Chairs shall be appointed and dismissed as stated in Article VI, Section 3.2.3 of the SGA Constitution.
- 206.2 Committee Chairs, or their designees, shall report to the Senate on the committee's activities as necessary or when requested by the President of the Senate. Committee

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Chairs shall be required to report to their Executive Director upon request or as the chair feels necessary.

206.3 Committee membership is open to all students and shall be maintained as in Article VI, Section 3.2.3 of the SGA Constitution.

Chapter 207. Designation of Divisions and their Committees

STUDENT INTERESTS DIVISION

Interpresidents Council
Social Development Committee
Athletic Development Committee
Multicultural Affairs Committee

STUDENT SERVICES DIVISION

Non-traditional Students Committee
University Safety/Improvements Committee
J.I.V.E.

INTERNAL AFFAIRS/SUPPORT DIVISION

Elections Committee
Recruitment Committee
Governmental Affairs Committee
Public Relations and Advertising Committee
Web Communications Committee

TITLE III. Legislative Branch

Chapter 300. Parliamentary Authority

300.1 Roberts Rules of Order (Revised Edition) shall be the Parliamentary authority for the conduct of the Senate except when in conflict with the Constitution and Student Government Association Code-of-Laws.

Chapter 301. Coding System for Bills and Resolutions

301.1 All Bills and Resolutions introduced into the Senate must be numbered by date and sequence of introduction.

Chapter 302. Procedure for Passing a Bill or Resolution in the Senate

302.1 For a Bill or Resolution to be introduced in the Senate, it must first meet the following conditions:

302.1.1 For the purpose of uniformity, all bills or resolutions shall be typed or printed with the title, bill or resolution number, and name(s) of the Senator(s) sponsoring the bill or resolution, preceding the first section.

302.1.2 A bill can only be introduced to the Senate by a Senator and it must be read by the Chair at the meeting it was first introduced.

302.1.3 All bills may be either submitted to the Senate in accordance with 302.2.1 or to the Legal Affairs Committee Head 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 to 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,

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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 2/3 vote in the SGA meeting (according to the flow chart 302.3.2)

302.3.3 If there are no changes 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 2/3 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 2/3 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 Appropriation 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 2/3 vote of senators present at that meeting may this procedure be dispensed.

302.5.2 The Appropriations Committee does not have to follow 302.1.2 through 302.4.4. The committee may refer their bills to the Legal Affairs Committee, where they will review the bills for violations of either the Constitutions 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 the Title III, Chapter 302.1.1 that are presented to the Chair prior to that meeting constitute the agenda of business before the Senate and require no formal introduction from the floor, but will be automatically considered by chronological order as determined by the Chair.

302.7 Resolutions meeting the requirements of 302.6 may be voted upon by a majority of the Senate in the meeting they are introduced.

Chapter 303. Attendance Rules for Senators

303.1 Senators having more than two absences, unless otherwise excused by the Rules Committee, in one semester shall be expelled.

303.1.1 Senators who are absent from an SGA meeting must submit a written excuse to the Rules Committee by the beginning of the following meeting, or be subject to an unexcused absence. The Rules Committee will advise the senator in violation of the decision in writing by the next senate meeting, and keep a continuous record of all material pertinent to their duties. This record will be maintained in the SGA office. All correspondence may be exchanged via the senate mail boxes in the SGA office.

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303.1.2 Two unexcused absences in one semester will result in the removal of the senator in violation from his or her seat in the senate, or suspension of his or her stipend for that semester. It is the responsibility of the Rules Committee to levy the penalty.

303.1.3 A written appeal of any absence ruling may be rendered to the Chief Justice within three days of the ruling. The Chief Justice will consider the appeal at an informal hearing between the vice president, senate pro-tem, and Rules Committee chair. The appeal will be (1) dismissed and the decision of the Rules Committee allowed to stand; (2) reduced from expulsion to loss of stipend; or (3) overturned and the senator reinstated with full benefits. A written decision on any appeal will be provided to the senator violator by the beginning of the next senate meeting.

303.2 Senators must not miss more than two roll calls during a meeting or they shall be counted absent.

303.2.2 Failure to attend a budget meeting will count as two absences unless otherwise excused by the Rules Committee.

303.2.3 The budget packet (consisting of the agenda and allocation requests) must be picked up no later than 5:00 p.m. on the Monday of the budget meeting. Any senator failing to do so will be unable to vote in the budget meeting.

303.3 Expelled senators will be notified of their removal within seven (7) days following the submission of their appeal to the Rules Committee.

303.4 Each senator may take one semester's leave of absence in the summer. The President of the Senate must be informed in writing of this action. The deadline for requesting leave is the second meeting of the semester.

303.5 Senators must be enrolled at least two (2) semesters out of three (3) in an academic year.

303.6 Each senator will be actively involved in at least one committee.

303.7 Senators will post and keep one office hour in the SGA office or their college unless stipulated otherwise by the President Pro-Tem.

303.8 Senators who fail to perform their duties as stipulated in Chapter 303.6 and 303.7 may be removed from office with a 4/5 vote of the Senators present at that meeting.

Chapter 304. Senate Committees

304.1 The Student Senate shall have three 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, and the Appropriations Committee.

304.2 The Student Senate shall have the power to create any other committees it may so desire through the passage of a simple law.

304.3 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.

304.4 Chairs for the Senate Committees will be nominated at the first Senate meeting and elected to that position by a majority vote of the Senators present at the second Senate meeting in the Fall semester. In the Summer semester the Senate President Pro-Tem will appoint temporary chairs to the Senate Committees.

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.

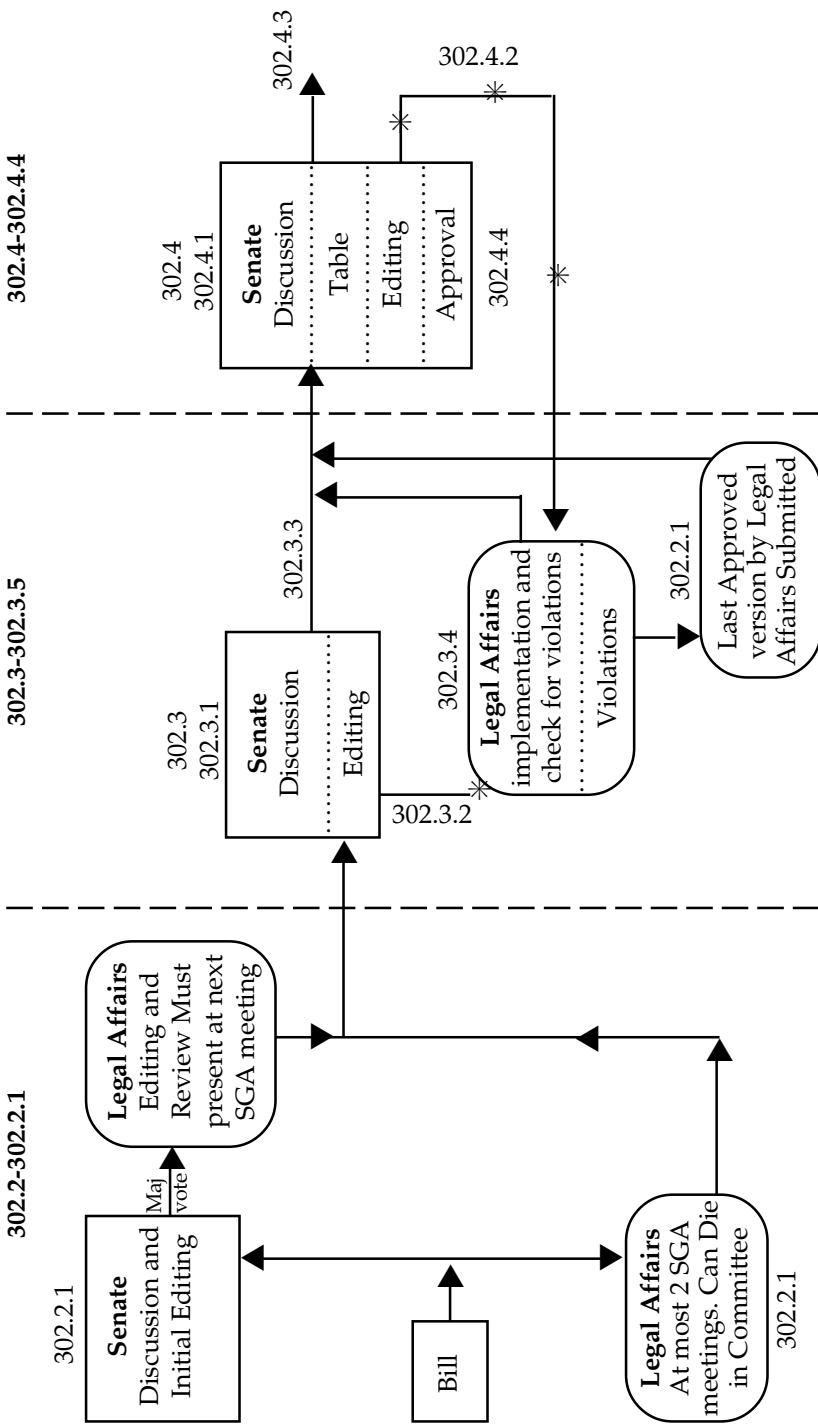
304.7 The President Pro-Tem will coordinate and supervise the office hours of all senators and their membership in committees.

304.8 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.

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305.2 If senators wish to have absences excused, they will report to the Rules Committee within seven (7) days. Automatically excused absences will 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 of the Senate shall be responsible for receiving and voting on requests of appropriation funds from recognized university student organizations.

306.2 The Appropriations Committee must approve any appropriations request referred to it by a majority vote and prepare the bill or resolution in accordance with Chapter 302.1.1 before introducing it to the Senate.

306.3 The Appropriations Committee shall consist of five senators: one chair and four members.

306.4 The Appropriations Committee Chair will establish a meeting time of the appropriations committee, serve as the presiding officer of the Appropriations Committee, prepare all appropriation bills in accordance with Chapter 302.1.1, and maintain a journal of attendance for all Appropriations Committee members.

306.5 Any member of the Appropriations Committee, to include the Chair, having more than three unexcused absences in one semester or more than five unexcused absences in one term shall be expelled.

306.6 Automatically excused absences will include illness (verified by a Doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.

306.7 The Appropriations Committee Chair will be elected by majority vote of the Senate from the candidates nominated by the Treasurer.

Chapter 307. Senate Legal Affairs Committee

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 committee with a majority vote, otherwise the bill or resolution will die in 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 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, having more than three unexcused absences in one semester or more than five absences in one term shall be expelled.

307.5 Automatically excused absences will include illness (verified by a Doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.

307.6 The Chair of the Legal Affairs Committee is responsible for recording all additions or changes to the SGA Constitution or Code-of-Laws on the master copy of the SGA Constitution and Code-of-Laws and reproducing the new SGA Constitution and Code-of-Laws for the Senate.

Chapter 308. Senate Staff

308.1 The Senate Staff shall consist of the following:

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Student at Large
Senate Clerk
Vanguard Liaison

308.2 The Student-at-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association. Failure to do so would result in a loss of stipends.

308.2.1 A Student-at-Large having more than three unexcused absences in one semester shall be expelled. He or she will be notified of his or her removal within three days following the third absence.

308.2.2 The Student-At-Large shall serve as the chair for the Interpresidents Council and is responsible for holding at least two Interpresidents Council meetings a semester.

308.3 The Senate Clerk of the Student Government Association shall be appointed by the Vice President for a period of one academic year consisting of Summer, Fall, and Spring Semesters. The Senate Clerk shall have the following duties:

308.3.1 To take the roll and accurately record the minutes at all Student Government Association meetings.

308.3.2 To type and submit the minutes for approval at the next SGA meeting.

308.3.3 To accurately record the results for all roll call votes.

309.3.4 To count all secret ballot votes.

308.4 *The Vanguard* Liaison of SGA shall be appointed by the President for a period of one academic year consisting of Summer, Fall, and Spring semester.

308.4.1 *The Vanguard* Liaison shall be responsible for writing SGA updates and or articles for *The Vanguard* and attending all Senate meetings. Attending all necessary student media meetings is also mandatory unless excused due to a death in the family or doctor's excuse.

Chapter 309. Senate Involvement Committee

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

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

309.2.1 The President Pro Tem will head the Senate Involvement Committee.

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

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

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

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

309.3.2 General Involvement is defined as follows: membership in SGA committees, participation in SGA sponsored or co-sponsored events, and representing SGA in other campus activities, including but not limited to Get Acquainted Day, blood drives, JagFest, Convocation, and any other activities or projects approved by the Senate Pro-Tem.

309.3.3 Project Involvement as defined by Title VIII, Chapter 801.

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

309.4.1 Each member of the committee holds one vote.

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

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

Chapter 310. President Pro-Tem

310.1 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.

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310.2 The President Pro-Tem will serve on the Disciplinary Council.

310.3 The President Pro-Tem will head the Senate Involvement Committee.

310.4 The President Pro-Tem will stipulate the location(s) for senate office hours and the location of the sign-in sheet.

310.5 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.

310.6 In the Summer semester the President Pro-Tem will appoint temporary chairs to the Senate Committees.

310.7 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.

310.8 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.

310.9 The President Pro-Tem will coordinate and supervise the office hours of all Senators and their membership in committees.

310.10 The President Pro-Tem will keep one office hour per week in the SGA office.

310.11 The President Pro-Tem must approve all colleges' projects proposed for the Senate Involvement Committee.

Chapter 311. Quorum Requirements

311.1 The quorum for Student Senate meetings in Article VII, Section 1.3 is based on the total number of Senators minus those Senators who are on a leave of absence.

TITLE IV. Judicial Branch

Chapter 400. Powers and Duties of the Supreme Court

400.1 A quorum of five members will be required for the Supreme Court to conduct a hearing or to issue an official decision.

400.2 Whenever a member of the court disqualifies him/herself from hearing a particular case (or group of cases) or is on a leave of absence the SGA President must replace him or her by appointing, with two-thirds approval of the Senate, an ad hoc justice. The ad hoc justice will only have jurisdiction in the case(s) which he or she has been appointed to hear. Once the Supreme Court has announced its decision(s) in the case(s) which he or she was appointed to hear, the ad hoc justice must resign from the court.

400.3 The Supreme Court shall meet at least once a month. The Chief Justice must notify each Associate Justice at least 96 hours in advance of the time a case is to be heard. The Chief Justice and all members of the Supreme Court shall be required to attend court meetings and case hearings. Any member of the Supreme Court being absent from two (2) case hearings or meetings, or any combination of the two within one term of office, is dismissed from the Court. Absences may be excused, for valid reasons, by a two-thirds vote of Associate Justices at a meeting of the Court. Meetings of the Supreme Court shall be subject to the stipulations of Title IV, Chapter 400.1. The Chief Justice shall be responsible for maintaining the attendance records of the court.

Chapter 401. Duties of the Chief Justice

401.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Chief Justice shall also have the following duties:

401.1.1 To supervise the activities of all judicial courts in regard to their constitutional duties.

401.1.2 To supervise the maintenance of the permanent Journal of Laws.

401.1.3 To accept the resignation and requests for leave of absence of any members of the Supreme Court.

401.1.4 To see that reasons are given for all decisions made by the Supreme Court.

401.1.5 To keep up-to-date copies of the Student Government Association Constitution and the SGA Code-Of-Laws.

401.1.6 To attend all regular meetings of the Senate so as to be informed of the legislation passed. Non-compliance shall result in withholding of one-half of one month's stipend for each meeting missed.

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401.1.7 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the Chief Justice will not receive payment during the period of absence.

401.1.8 To set, post, and keep office hours.

401.1.9 To work in conjunction with the Attorney General and President on student traffic ticket appeals in accordance with Chapter 402.

Chapter 402. Student Traffic Ticket Appeals

402.1 Any student who receives a traffic and or parking ticket who believes there are reasons to appeal the ticket may file a written appeal in the Dean of Students office within 48 hours.

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

402.3 If for any reason the Chief Justice and Attorney General are unable to agree on a decision the SGA President will have the tie breaking vote.

402.4 Appeal decisions will be posted on the Student Center Bulletin Board on a weekly basis.

402.5 If a student does not agree with the first appeal decision he or she may appeal a second time to the Supreme Court.

TITLE V. Election Laws

Chapter 500. Election Rules Committee

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

500.2 The Committee shall have the power to appoint students who are not seeking an office in the election to help them run the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the election law. Any decisions of the Election Rules Committee may be appealed to the Supreme Court.

500.3 After the Supreme Court decides the date for an election, the Elections Committee will set the deadline for candidates' applications. All candidates for office must meet all qualifications (as stated in Article X, Section 2 of the Constitution) by 5:00 p.m. on the deadline date for applications. The Committee shall be charged with establishing procedures for validating the qualifications of a candidate. They are furthermore empowered to set the date when campaigning (defined as any written or printed material) may begin; running the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the elections law.

500.3.1 A mandatory candidate meeting will be held at 5:15 p.m. on the same day that applications are due. Failure to attend this meeting will result in immediate disqualification. A candidate may, however, send a representative to the meeting in the event that he or she cannot attend.

500.3.2 Candidates seeking the office of President, Vice President, and Treasurer of the Student Government Association will participate in a mandatory Candidates' Forum to be held prior to the general election to present their platform. This forum will be open to the public. If a candidate is unopposed, the candidate must still participate in the forum and be available to answer questions. The date and time of the forum will be decided by the Supreme Court and the Election Rules Committee. The date of forum will be announced on the same day as the dates for the general election. Failure to participate in this forum will result in immediate disqualification from the election. Candidates who are disqualified from the election due to absence from the Candidates' Forum may appeal to the Supreme Court for reinstatement of their candidacy.

500.4 With regards to enforcing the Election Laws, the Committee will:

A. Assess campaign violations

B. Keep specific written records of all violations. This should include:

1. Who committed the violation
2. What the violation was
3. Where the violation occurred
4. Who assessed the violation
5. Date of violation
6. Penalty imposed for the violation

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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 4 times for that poster. He or she can, however, be fined 4 times for 4 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 501 as is necessary with approval of the Executive council. It is the responsibility of the Elections Rules Committee to make available to all candidates at the time of the candidate registration deadline a copy of the expanded rules.

500.8 An Electronic polling system for student body elections shall be included as a way of polling the student body at the discretion of the current Election Committee.

Chapter 501. Homecoming Elections

501.1. The date set for the Homecoming election must be a minimum of four days before the Homecoming game.

501.2 All candidates for homecoming king and queen must have a cumulative 2.0 GPA at the time of the application deadline.

501.3 The terms "king" and "queen" are gender specific.

501.4 The nominating or sponsoring organization shall be responsible for any fines, and failure to pay said fines shall be reported to the Office of Campus Involvement and a hold will be placed on the candidate's grade at the end of the semester.

Chapter 502. Campaign Regulations

502.1 Publicity

502.1.1 All campaign preparations (including material preparation or campaign committee meetings) on or in sight of the University campus prior to the campaign dates must be made in a non-public area (i.e. an area made inaccessible to the general student body or general public).

502.1.2 Flyers may not exceed 8 1/2 by 11 inches and may be placed (using masking tape only) on ceramic tile or brick walls or other unpainted surfaces but not glass doors or windows.

502.1.3 Only one flyer per bulletin board inside buildings is allowed, but not to exceed two flyers per floor per building.

502.1.4 No posters will be allowed in any library or any dining service area.

502.1.5 Flyers may not be placed on trees, nor windshields.

502.1.6 No nails are to be used to hang any campaign materials.

502.1.6.1 Banners and sheets may be hung outdoors only.

502.1.7 All campaign materials must bear the name of the individual or organization which is responsible for its publication. That individual or group will be liable in student courts for any statement contained in the material. Individuals distributing unmarked material will be held personally liable for what they distribute. If any organization

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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.

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CHAPTER 504. Voting Procedures

504.1 Candidates' names will appear on the ballot in a position determined by lot. 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.

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:

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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
Vanguard Liaison

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. Allocation Rules

700.1 Activities being funded or subsidized by the SGA must benefit the University and the students in a timely and direct manner.

700.1.1 In order for an organization to receive money from SGA, it must be authorized as a registered organization through the Office of Campus Involvement and have been registered three consecutive semesters immediately preceding the budget request.

700.1.2 A two-thirds vote by the Senate may override Chapter 700.1.1.

700.1.3 The SGA may choose to co-sponsor certain projects or activities with another USA student organization.

700.1.4 SGA co-sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.

700.1.5 All chapter 700 laws with the exception of 700.3 and 700.9 apply to co-sponsorship requests. All requests must contain itemized price estimates as stated in 700.4 and must recognize SGA support as stated in 700.8. Co-sponsorship of an organizational event does not impact that organization's annual allocation, currently \$2,000.00.

700.2 Every organization seeking an SGA allocation must be able to demonstrate that a substantial effort has been made, on the part of that organization, to fund the project on its own.

700.3 No organization shall receive an allocation of more than \$2,000.00 in one SGA fiscal year.

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700.4 All requests must contain itemized price estimates and be consistent with the rules of Budgetary Procedures of the State of Alabama, and the University of South Alabama.

700.5 Any organization which uses any part of an SGA allocation for private commercial gain shall have the remainder of its allocation cut off and shall not receive any SGA allocation for the remainder of that academic year.

700.6 Organizations must submit receipts for actual expenditures to the SGA Treasurer by 5:00 p.m. of the fifth day of the semester following the semester in which the event was held. Organizations must submit original receipts to the SGA Treasurer by the required time. Organizations will receive allocated funds for actual expenditures up to the amount allocated by the SGA. Organizations will lose their allocation if they fail to turn in actual receipts to the SGA Treasurer by the required time. Organizations who lose their allocation must go through the allocation process again.

700.6.1 The SGA shall only send allocation monies to an advisor of an organization or transfer reimbursement funds into an organization's University account. The SGA shall not send allocation monies directly to a student of an organization.

700.7 An allocation must be spent as stipulated by the SGA if such stipulation is applicable.

700.8 All advertising for an activity that is fully or partially funded by the SGA must effectively recognize the SGA's support. All publications must contain the SGA logo. SGA will not pay for T-shirts unless the event is sponsored or co-sponsored by SGA, and, therefore, T-shirts must contain the SGA logo.

700.8.1 A t-shirt is defined as a non-collared, short or long-sleeved shirt with a ring neck. T-shirts may not have pockets.

700.8.2 The SGA may fund t-shirts as uniforms if the particular organization requesting the shirts provides the names and student numbers of the recipients. The t-shirts may not display advertising for an event and a sample design must be approved by the senate.

700.9 All requests for funds submitted to the Appropriations Committee must be received by the chair at least seven (7) working days prior to the time the allocation is needed. This rule may be waived with three-fourths approval of the Appropriations Committee.

700.9.1 All requests for co-sponsorships must be received at least seven working days prior to the event and a representative of the organization seeking co-sponsorship must be present at the Senate meeting in which the request is reviewed.

700.10 Requests for funds for any non-academic-related or non-university-wide publication must go through the Board of Student Communications. Determination of the status of publications seeking funds shall be made by the appropriate SGA reviewing body.

700.11 Any solicitation for funds from the SGA for a campus-wide publication must meet the following criteria, unless it is published each semester or annually:

- a. be a recognized student organization, and
- b. be recognized by the Board of Student Communication,

700.12 All budget request forms must be completed, as stated on the request form and Code-of-Laws, and turned in to the SGA office by 5:00 p.m. five (5) days prior to the budget meeting each semester. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at that meeting.

700.13 Every organization seeking a Student Government Association allocation must have a member present at the meeting at which funding is considered. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at the meeting.

700.14 No reimbursement for gas mileage will be given. The SGA van is available for use when the proper request has been approved by the SGA secretary. SGA will not pay for gas used in the vans.

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700.15 Allocation of food and drinks will only be given for events sponsored by SGA, or co-sponsored by an executive committee.

700.16 SGA will not pay for equipment such as, but not limited to, any type of media equipment, digital cameras, computers, printers, videos. The only exception would be for equipment that is not available on campus and is vital for an organization to function, which will be decided by the Executive Council. If such equipment is approved then the equipment must be stored on campus and proof of on-campus storage must be provided to the SGA Treasurer in order to be reimbursed.

700.17 An organization may request part or all of its annual allocation amount of \$2000.00 for a speaker. this includes travel expenses and the actual speaker fee.

700.18 SGA will not pay for office supplies. Examples are, but not limited to, stationary, pens, paper, envelopes, film, stamps, invitations, paper clips, etc. and any other item not recommended by the Executive Council.

700.19 SGA will not reimburse expenditures for awards or plaques.

Chapter 701. Student Government funds cannot be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless:

701.1 The organization requesting the funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:

- a. submitting a paper at the event, or
- b. participating in competition at the event, other than delegation of the year, chapter of the year, spirit awards or equivalents thereof, or
- c. submitting a project or display at the event, or
- d. hosting the convention within two years of the date that the appropriation is approved by the Senate, or
- e. there for the sole purpose of receiving information on further education opportunities (after the student graduates) i.e. graduate schools seminars, law forums, etc.

701.2 The organization requesting the funds must attach to the Budget/ Appropriation Request a list of the people planning to attend the event, and their student numbers, the majors and minors of all the students on the list, the office, if any, held by anyone on the list, the affiliation with the organization of all students on the list, a copy of the registration form, a travel itinerary, and any other information received by the organization related to the conference, convention or trip.

701.3 Within two weeks of returning, the organization requesting the funds must submit all receipts of expenditures, an itinerary of the conference showing dates and time of conference activities, a report of the activities, and physical proof of the fulfillment of one of the requirements in 701.1 (photographs of display, copy of paper submitted, awards won, letter of intent from national or regional organization stating that conference will be hosted here within two years) to the executive council. Failure to comply will result in the loss of the allocated funds.

Chapter 702.

702.1 Any one organization may only receive up to \$350.00 per person for travel, lodging, and/or registration expenses in one year.

TITLE VIII. Administration

Chapter 800. Stipends and Salaries

800.1 The following schedule of SGA stipends shall become effective June 3, 2002.

President - \$600.00

Vice President - \$550.00

Treasurer - \$500.00

Chief Justice - \$250.00

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Attorney General - \$250.00

Senate Clerk - \$100.00

Vanguard Liaison - \$100.00

Senator - \$100.00

Committee Chair - \$100.00

Senate Committee Chairs - \$100.00

Student-at-Large - \$100.00

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, Senate Clerk, and Vanguard Liaison, 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 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.

THE LOWDOWN

Chapter 802. Description and Stipend of Student-at-Large

802.1 In order to meet stipend requirements, the Student-at-Large must complete an office hour per week as well as attend all Senate meetings, unless excused due to a death in the family or doctor's excuse.

802.2 The stipend paid by the Student Government Association to the Student-at-Large is a prorated amount of \$100.00 per semester.

802.3 An appeal may be made if the Student-at-Large fails to fulfill 802.1.

802.4 The only way the Student-at-Large's stipend can be withheld is by a two-third vote of the senate.

802.5 The Student-at-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association. Failure to do so would result in a loss of stipend.

802.6 A Student-at-Large having more than three unexcused absences in one semester shall be expelled. He or she will be notified of removal within three days following the third absence.

802.7 The Student-at-Large shall serve as the chair for the Interpresidents Council and is responsible for holding at least two Interpresidents Council meetings a semester.

Chapter 803. Sheet Sign Regulations

In a cooperative effort to maintain the beauty of our campus and still offer maximum advertising options to students, the following sheet sign regulations will be enforced:

803.1 A student affiliated with the organization must request approval at the SGA office. Valid student ID is required to register the number and locations of sheet signs.

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

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

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

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

803.6 Sheet signs must be hung with biodegradable cord.

803.7 Sheet sign regulations for Homecoming and SGA elections are specified elsewhere in *The Lowdown*.

Restrictions for Advertising Regular Meetings

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

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

Penalties and Fines

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

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

803.12 All fines must be paid in the semester in which they were levied. The grades of student registering signs will be on administrative hold until all fines are paid.

803.13 **Third violation:** all sheet sign privileges are suspended until the following school year. (Academic year is defined as summer, fall and spring semesters, with summer the beginning of the academic year and spring the end of the academic year.)

Off-limit Areas - \$10.00 Fine First Offense

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

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

803.16 No sheet signs on or near the walkway between Humanities Building and the Student Center.

CALENDARS

Calendars 186



JULY/AUGUST

AUGUST						
S	M	T	W	T	F	S
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Fall Registration
Aug. 1-14

30 MONDAY

31 TUESDAY

1 WEDNESDAY

Open Registration for All Eligible Students

2 THURSDAY

Open Registration for All Eligible Students
Baldwin County Orientation/Registration

3 FRIDAY

Open Registration for All Eligible Students

4 SAT

Open Registration for
All Eligible Students

5 SUN

Open Registration for
All Eligible Students

AUGUST						
S	M	T	W	T	F	S
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AUGUST



Fall Registration
Aug. 1-14

6 MONDAY

Open Registration for All Eligible Students

15% of all tuition and fees due (including housing and meals)

SGA Meeting - 8:00 p.m.
Student Center Ballroom

7 TUESDAY

Open Registration for All Eligible Students

Registration schedule cancelled if 15% payment has not been received (Students awarded Financial Aid that exceeds 15% of tuition and fees and students participating in the Tuition Payment Plan will be excluded)

8 WEDNESDAY

Open Registration for All Eligible Students

9 THURSDAY

Open Registration for All Eligible Students

10 FRIDAY

Open Registration for All Eligible Students

Parent/Daughter
Orientation for
College Panhellenic
Council Recruitment
Student Center Ballroom -
4:00 p.m.

11 SAT

Open Registration for
All Eligible Students

12 SUN

Open Registration for
All Eligible Students

11 College Panhellenic
Council Recruitment Week
Ice Water Teas - Round
One of Parties - 6:00 p.m.
12 College Panhellenic
Council Recruitment Week
Philanthropy Day - First
Invitational Round of
Parties - 6:00 p.m.



AUGUST

Fall Registration
 Aug. 1-14
 Orientation/Advising/
 Registration - Aug. 15-16

AUGUST						
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SGA Meeting - 8:00 p.m.
 Student Center Ballroom

College Panhellenic Council
 Recruitment Week

Theme Parties - Second
 Invitational Round of
 Parties - 6:00 p.m.

13 MONDAY

Open Registration for All Eligible Students

Financial Aid Bookstore charges begin

International Student Orientation

College Panhellenic Council
 Recruitment Week

Preference Parties - Third
 Invitational Round
 of Parties - 6:00 p.m.

14 TUESDAY

Open Registration for All Eligible Students

International Student Orientation

Residence Halls Check-In for new students
 participating in Orientation - 9:00 a.m.-4:00 p.m.

College Panhellenic Council
 Recruitment Week

Bid Day at Student Center
 Amphitheater - 5:00 p.m.

15 WEDNESDAY

Orientation/Advising/Registration for
 first-time freshmen and transfer students

Residence Hall Check-In for returning students
 9:00 a.m.-4:00 p.m.

16 THURSDAY

Orientation/Advising/Registration for
 first-time freshmen and transfer students

Residence Hall Check-In for returning students
 9:00 a.m.-4:00 p.m.

17 FRIDAY

Open Registration for All Eligible Students

Residence Hall Check-In for returning students -
 9:00 a.m.-4:00 p.m.

JagFest

18 SAT

Open Registration for All Eligible
 Students

Residence Hall Check-In for
 returning students and new students
 who registered in early summer -
 9:00 a.m.-4:00 p.m.

19 SUN

Open Registration for All Eligible
 Students

Residence Hall Check-In for
 returning students and new students
 who registered in early summer -
 9:00 a.m.-4:00 p.m.

AUGUST						
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AUGUST



20 MONDAY

Classes begin
100% refund period begins
on dropped courses and complete
withdrawals (including housing)

SGA Meeting - 8:00 p.m.
Student Center Ballroom

Late Registration and
Drop/Add

21 TUESDAY

Late Registration and
Drop/Add

IFC Rush - Open Houses -
5:30 p.m.

22 WEDNESDAY

Late Registration and
Drop/Add
Last Day to add a course/change
to audit
Financial Aid Bookstore charges
end

Circle K Meeting - 5:15 p.m.
Student Center
IFC Rush - 5:30 p.m.

23 THURSDAY

IFC Rush - 5:30 p.m.
Block Party Epsilon I -
8:00 p.m. - 10:00 p.m.

24 FRIDAY

Balance of tuition and fees
including housing and meals due
if paying on campus
Financial Aid Refunds begin

IFC Rush - 5:30 p.m.
AASA "Black Party"
Student Center Ballroom -
10:00 p.m. - 2:00 a.m.

25 SAT

26 SUN

Balance of tuition and fees including
housing and meals due if paying
on-line



AUGUST/ SEPTEMBER

AUGUST						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

27 MONDAY

50% refund period begins on dropped courses and complete withdrawals (including housing)

All registration schedules cancelled if payment deadline not met

IFC Meeting - 6:00 p.m.

28 TUESDAY

Reinstatement Period

Panhellenic Meeting
KD House - 7:00 p.m.

Circle K Meeting - 5:15 p.m.
Student Center

29 WEDNESDAY

Reinstatement Period

NPHC Meeting -
5:30 p.m.

30 THURSDAY

Reinstatement Period

Skating Party
Sunshine Skate Rink
on Hillcrest Road
FREE with USA Student ID -
9:30 p.m. - 11:30 p.m.

31 FRIDAY

Reinstatement Period

1 SAT

2 SUN

No Refunds after this date

SEPTEMBER						
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SEPTEMBER



3 MONDAY

Labor Day Holiday for students, faculty, staff and administration

4 TUESDAY

IFC Meeting - 6:00 p.m.

Panhellenic Meeting
AGD House - 7:00 p.m.

5 WEDNESDAY

Midweek Noon
"Airbrush Tattoos"
Student Center Breezeway -
10:30 a.m.-2:30 p.m.

Circle K Meeting - 5:15 p.m.
Student Center

6 THURSDAY

NPHC Meeting - 5:30 p.m.

7 FRIDAY

**Last day for
Spring Semester 2008
degree applications**

8 SAT

9 SUN



SEPTEMBER

SEPTEMBER						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

10 MONDAY

Ballroom/Swing Dance Party with **FREE** lessons, live music, and snacks
Student Center Lobby - 6:00 p.m.

IFC Meeting - 6:00 p.m.

11 TUESDAY

Panhellenic Meeting
AOII House - 7:00 p.m.

Circle K Meeting - 5:15 p.m.
Student Center

12 WEDNESDAY

NPHC Meeting - 6:00 p.m.

13 THURSDAY

"60's Rock - When the Music Mattered"
FREE multi-media presentation by rock historian Barry Drake
Student Center Ballroom - 7:00 p.m.

14 FRIDAY

15 SAT

16 SUN

SEPTEMBER						
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SEPTEMBER



17 MONDAY

SGA Meeting - 8:00 p.m.
Student Center Ballroom

18 TUESDAY

IFC Meeting - 6:00 p.m.
Panhellenic Meeting
Phi Mu House - 7:00 p.m.
Comedy Show featuring Michael Dean Ester - 7:00 p.m. Student Center Ballroom FREE admission and door prizes

19 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

20 THURSDAY

NPHC Meeting - 5:30 p.m.
Mr. and Ms. AASA Pageant
Student Center Ballroom

21 FRIDAY

Priority readmission deadline for Spring Semester 2008

22 SAT

23 SUN



SEPTEMBER

SEPTEMBER						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

24 MONDAY

Greek Week
Canned Food Drive
Student Center Lobby
10:00 a.m.-4:00 p.m.

Greek Week Penny Drop
Student Center Lobby
10:00 a.m.-4:00 p.m.

25 TUESDAY

Greek Week Blood Drive
Student Center Lobby
10:00 a.m.-4:00 p.m.

26 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

Greek Week Blood Drive
Student Center Lobby
10:00 a.m.-4:00 p.m.

27 THURSDAY

Greek Week Band Party
Downtown at Soul Kitchen
10:00 p.m.

28 FRIDAY

29 SAT

30 SUN

OCTOBER						
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OCTOBER



1 MONDAY

Spring Semester 2008 advising
for continuing and readmitted
students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

2 TUESDAY

Spring Semester 2008 advising
for continuing and readmitted
students

IFC Meeting - 6:00 p.m.

Panhellenic Meeting
Chi Omega House -
7:00 p.m.

3 WEDNESDAY

Spring Semester 2008 advising
for continuing and readmitted
students

Midweek Nooner
Student Center Market -
10:30 a.m.

Circle K Meeting - 5:15 p.m.
Student Center

4 THURSDAY

Spring Semester 2008 advising
for continuing and readmitted
students

NPHC Meeting - 5:30 p.m.

5 FRIDAY

Spring Semester 2008 advising
for continuing and readmitted
students

6 SAT

7 SUN



OCTOBER

OCTOBER						
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<p>SGA Meeting - 8:00 p.m. Student Center Ballroom</p>	<p>8 MONDAY</p>	<p>Spring Semester 2008 advising for continuing and readmitted students</p>
<p>IFC Meeting - 6:00 p.m. Panhellenic Meeting KD House - 7:00 p.m.</p>	<p>9 TUESDAY</p>	<p>Spring Semester 2008 advising for continuing and readmitted students</p>
<p>Circle K Meeting - 5:15 p.m. Student Center</p>	<p>10 WEDNESDAY</p>	<p>Spring Semester 2008 advising for continuing and readmitted students</p>
<p>NPHC Meeting - 5:30 p.m. "The Naked Roommate" author Harlan Cohen USA Mitchell Center Arena - 6:00 p.m.</p>	<p>11 THURSDAY</p>	<p>Spring Semester 2008 advising for continuing and readmitted students</p>
	<p>12 FRIDAY</p>	<p>Spring Semester 2008 advising for continuing and readmitted students Last day for faculty reports on incomplete grades (undergraduate and graduate)</p>
	<p>13 SAT</p>	<p>14 SUN</p>

OCTOBER						
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OCTOBER



15 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

16 TUESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Comedy show featuring
Stevie Starr
"The Regurgitator"
Student Center Ballroom -
7:00 p.m.

IFC Meeting - 6:00 p.m.

Panhellenic Meeting
AGD House - 7:00 p.m.

17 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

18 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

NPHC Meeting - 5:30 p.m.

19 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

20 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

21 SUN

Spring Semester 2008
Registration for continuing
and readmitted students



OCTOBER

OCTOBER						
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<p>SGA Meeting - 8:00 p.m. Student Center Ballroom</p>	<p>22 MONDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
<p>IFC Meeting - 6:00 p.m. Panhellenic Meeting AOII House - 7:00 p.m.</p>	<p>23 TUESDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
<p>Circle K Meeting - 5:15 p.m. Student Center Haunted House Humanities Parking Lot - 8:00 p.m.-11:00 p.m. after Haunted House</p>	<p>24 WEDNESDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
<p>NPHC Meeting - 5:30 p.m.</p>	<p>25 THURSDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
	<p>26 FRIDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
<p>27 Miss USA Pageant USA Mitchell Center - 7:00 p.m. 28 AASA Week</p>	<p>27 SAT Spring Semester 2008 Registration for continuing and readmitted students</p>	<p>28 SUN Spring Semester 2008 Registration for continuing and readmitted students</p>

NOVEMBER						
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OCTOBER/ NOVEMBER



29 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

AASA Week Bid-Off
Student Center Ballroom

30 TUESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

AASA Week Fall Festival
Student Center Amphitheater
- 5:00 p.m.-7:00 p.m.

"Movie Monster Making
and Horror FX" FREE
multimedia presentation
featuring Hollywood
horror legend Tom Savini
Student Center Ballroom -
7:00 p.m.

31 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

AASA Week Educational
Forum/Program
Time and location: TBA

1 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

NPHC Meeting - 5:30 p.m.

Theses/dissertations first
submission deadline to Office of
Graduate Dean by 5:00 p.m.

AASA Week Semi-Annual
Fashion Show
Student Center Ballroom -
7:00 p.m.

2 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

3 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

4 SUN

Spring Semester 2008
Registration for continuing
and readmitted students



NOVEMBER

NOVEMBER						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

5 MONDAY

Spring Semester 2008 Registration for continuing and readmitted students

IFC Meeting - 6:00 p.m.
Panhellenic Meeting
Phi Mu House - 7:00 p.m.

6 TUESDAY

Spring Semester 2008 Registration for continuing and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

7 WEDNESDAY

Spring Semester 2008 Registration for continuing and readmitted students

Midweek Nooner
Student Center Market -
10:30 a.m.

NPHC Meeting - 5:30 p.m.

8 THURSDAY

Spring Semester 2008 Registration for continuing and readmitted students

9 FRIDAY

Spring Semester 2008 Registration for continuing and readmitted students

Last day to drop from a course (4:59 p.m.)

Last day to withdraw from University (4:59 p.m.)

10 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

11 SUN

Spring Semester 2008
Registration for continuing
and readmitted students

NOVEMBER						
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NOVEMBER



12 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

13 TUESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

IFC Meeting - 6:00 p.m.
Panhellenic Meeting
Chi Omega House -
7:00 p.m.

14 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

15 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

NPHC Meeting - 5:30 p.m.

16 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

17 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

18 SUN

Spring Semester 2008
Registration for continuing
and readmitted students



NOVEMBER

NOVEMBER						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

19 MONDAY

Spring Semester 2008 Registration for
continuing and readmitted students

20 TUESDAY

Spring Semester 2008 Registration for
continuing and readmitted students

Thanksgiving Holidays
for students

21 WEDNESDAY

Spring Semester 2008 Registration for
continuing and readmitted students

Thanksgiving Holidays
begin at noon for faculty,
staff and administration

Thanksgiving Holidays
for students, faculty, staff
and administration

22 THURSDAY

Spring Semester 2008 Registration for
continuing and readmitted students

Thanksgiving Holidays
for students, faculty, staff
and administration

23 FRIDAY

Spring Semester 2008 Registration for
continuing and readmitted students

24 Thanksgiving Holidays
for students

24 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

25 Thanksgiving Holidays
for students

25 SUN

Spring Semester 2008
Registration for continuing
and readmitted students

DECEMBER						
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NOVEMBER/ DECEMBER



26 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

Theses/dissertations due in the
Office the Graduate Dean by
5:00 p.m.

27 TUESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

NPHC, IFC, and
CPHC Installations
KD House -
6:00 p.m.

28 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

29 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

30 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

1 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

2 SUN

Spring Semester 2008
Registration for continuing
and readmitted students



DECEMBER

DECEMBER						
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30	31					

Final Exams
Dec. 6-11

<p>SGA Meeting - 8:00 p.m. Student Center Ballroom</p>	<p>3 MONDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
<p>Midweek Nooner Student Center Market - 10:30 a.m.</p>	<p>4 TUESDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students Last Day of Classes</p>
	<p>5 WEDNESDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students</p>
	<p>6 THURSDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students Final Examinations</p>
	<p>7 FRIDAY</p>	<p>Spring Semester 2008 Registration for continuing and readmitted students Final Examinations</p>
<p>8 SAT</p> <p>Spring Semester 2008 Registration for continuing and readmitted students</p> <p>Final Examinations</p> <p>Commencement</p>	<p>9 SUN</p> <p>Spring Semester 2008 Registration for continuing and readmitted students</p> <p>Final Examinations</p>	

DECEMBER						
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30	31					

DECEMBER



Final Exams
Dec. 6-11

10 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Final Examinations

11 TUESDAY

Spring Semester 2008 Registration
for continuing and readmitted
students
Final Examinations
15% of all tuition and fees due
(including housing and meals)
Registration schedule cancelled if
15% payment is not received
(Students with awarded Financial
Aid that exceeds 15% of tuition and
fees and students participating in
the Tuition Payment Plan will be
excluded)

12 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Residence Hall check-out
deadline for students not
enrolling Spring semester -
2:00 p.m.

Registration schedule cancelled
if 15% payment has not been
received

13 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

**Snowbreak 2007 Annual
Ski Trip** to Steamboat
Springs, CO
Sign-up in JP Office Student
Center 108 by September 28

14 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Final grade web entry due by
10:00 a.m.

**Snowbreak 2007 Annual
Ski Trip** to Steamboat
Springs, CO
Sign-up in JP Office Student
Center 108 by September 28

15 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

16 SUN

Spring Semester 2008
Registration for continuing
and readmitted students

15 **Snowbreak 2007
Annual Ski Trip** to
Steamboat Springs, CO
Sign-up in JP Office
Student Center 108 by
September 28

16 **Snowbreak 2007
Annual Ski Trip** to
Steamboat Springs, CO
Sign-up in JP Office
Student Center 108 by
September 28



DECEMBER

DECEMBER						
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Snowbreak 2007 Annual Ski Trip to Steamboat Springs, CO
Sign-up in JP Office Student Center 108 by September 28

17 MONDAY

Spring Semester 2008 Registration for continuing and readmitted students

Snowbreak 2007 Annual Ski Trip to Steamboat Springs, CO
Sign-up in JP Office Student Center 108 by September 28

18 TUESDAY

Spring Semester 2008 Registration for continuing and readmitted students

Snowbreak 2007 Annual Ski Trip to Steamboat Springs, CO
Sign-up in JP Office Student Center 108 by September 28

19 WEDNESDAY

Spring Semester 2008 Registration for continuing and readmitted students

20 THURSDAY

Spring Semester 2008 Registration for continuing and readmitted students

21 FRIDAY

Spring Semester 2008 Registration for continuing and readmitted students

22 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

23 SUN

Spring Semester 2008
Registration for continuing
and readmitted students

DECEMBER						
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DECEMBER



24 MONDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Holidays for faculty, staff
and administration

25 TUESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Holidays for faculty, staff
and administration

26 WEDNESDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Holidays for faculty, staff
and administration

27 THURSDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Holidays for faculty, staff
and administration

28 FRIDAY

Spring Semester 2008
Registration for continuing
and readmitted students

Holidays for faculty, staff
and administration

29 SAT

Spring Semester 2008
Registration for continuing
and readmitted students

30 SUN

Spring Semester 2008
Registration for continuing
and readmitted students

29 Holidays for faculty,
staff and administration

30 Holidays for faculty,
staff and administration



DECEMBER/ JANUARY 2008

JANUARY						
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Holidays for faculty, staff and administration	31 MONDAY	Spring Semester 2008 Registration for continuing and readmitted students
Holidays for faculty, staff and administration	1 TUESDAY	Spring Semester 2008 Registration for continuing and readmitted students
Faculty, staff and administration return to work	2 WEDNESDAY	Spring Semester 2008 Registration for continuing and readmitted students Financial Aid Bookstore charges begin International Student Orientation
	3 THURSDAY	Spring Semester 2008 Registration for continuing and readmitted students International Student Orientation Residence Halls check-in - 9:00 a.m.-4:00 p.m.
	4 FRIDAY	Orientation/Advising/Registration for first-time freshmen and transfer students
	5 SAT	6 SUN

JANUARY						
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JANUARY



7 MONDAY

Classes begin

100% refund period begins on dropped courses and complete withdrawals (including housing)

Late Registration and Drop/Add

SGA Meeting - 8:00 p.m.
Student Center Ballroom

8 TUESDAY

Late Registration and Drop/Add

IFC Meeting - 6:00 p.m.

9 WEDNESDAY

Late Registration and Drop/Add

Last day to add a course/
change to audit

Financial Aid Bookstore charges end

Circle K Meeting - 5:15 p.m.
Student Center

10 THURSDAY

NPHC Meeting - 5:30 p.m.

11 FRIDAY

Financial Aid Refunds begin

Balance of tuition and fees due
(including housing and meals if
paying on campus)

12 SAT

13 SUN

Balance of tuition and fees due
(including housing and meals if
paying on on-line)



JANUARY

JANUARY						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

14 MONDAY

50% refund period begins on dropped courses and complete withdrawals (including housing)

All registration schedules cancelled if payment deadline not met

IFC Meeting - 6:00 p.m.

15 TUESDAY

Reinstatement Period

Circle K Meeting - 5:15 p.m.
Student Center

16 WEDNESDAY

Reinstatement Period

NPHC Meeting - 5:30 p.m.

17 THURSDAY

Reinstatement Period

18 FRIDAY

Reinstatement Period

19 SAT

20 SUN
No refunds after this date

JANUARY						
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JANUARY



21 MONDAY

Reinstatement Period

Martin Luther King, Jr., Day
Holiday for students,
faculty, staff and
administration

22 TUESDAY

IFC Meeting - 6:00 p.m.

23 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

24 THURSDAY

NPHC Meeting - 5:30 p.m.

25 FRIDAY

26 SAT

27 SUN



JANUARY/ FEBRUARY

FEBRUARY						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

28 MONDAY

IFC Meeting - 6:00 p.m.

29 TUESDAY

Circle K Meeting - 5:15 p.m.
Student Center

30 WEDNESDAY

NPHC Meeting - 5:30 p.m.

31 THURSDAY

1 FRIDAY

2 SAT

3 SUN

FEBRUARY						
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FEBRUARY



4 MONDAY

SGA Meeting - 8:00 p.m.
Student Center Ballroom

5 TUESDAY

Mardi Gras
Holiday for students,
faculty, staff and
administration

6 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

7 THURSDAY

NPHC Meeting - 5:30 p.m.

8 FRIDAY

Last Day for Summer Term 2008
degree applications

9 SAT

10 SUN



FEBRUARY

FEBRUARY						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

11 MONDAY

IFC Meeting - 6:00 p.m.

12 TUESDAY

Circle K Meeting - 5:15 p.m.
Student Center

13 WEDNESDAY

NPHC Meeting - 5:30 p.m.

14 THURSDAY

Distinguished Alumni/
Service Awards Program -
6:00 p.m.

15 FRIDAY

16 USA Homecoming Day

16 SAT

17 SUN

FEBRUARY						
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FEBRUARY



18 MONDAY

SGA Meeting - 8:00 p.m.
Student Center Ballroom

19 TUESDAY

IFC Meeting - 6:00 p.m.

20 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

21 THURSDAY

NPHC Meeting - 5:30 p.m.

22 FRIDAY

23 SAT

24 SUN



FEBRUARY/ MARCH

MARCH						
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30	31					

SGA Meeting - 8:00 p.m.
Student Center Ballroom

25 MONDAY

Last day for faculty reports on incomplete grades
(undergraduate and graduate)

IFC Meeting - 6:00 p.m.

26 TUESDAY

Circle K Meeting - 5:15 p.m.
Student Center

27 WEDNESDAY

NPHC Meeting - 5:30 p.m.

28 THURSDAY

29 FRIDAY

1 SAT

2 SUN

MARCH						
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30	31					

MARCH



3 MONDAY

SGA Meeting - 8:00 p.m.
Student Center Ballroom

4 TUESDAY

Greek Awards Banquet
Student Center Ballroom -
6:00 p.m.

5 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

6 THURSDAY

NPHC Meeting - 5:30 p.m.

7 FRIDAY

8 SAT

9 SUN



MARCH

Spring Break
March 10-16

MARCH						
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10 MONDAY

Spring Break for students (includes weekend classes)

11 TUESDAY

Spring Break for students (includes weekend classes)

12 WEDNESDAY

Spring Break for students (includes weekend classes)

13 THURSDAY

Spring Break for students (includes weekend classes)

14 FRIDAY

Spring Break for students (includes weekend classes)

Priority readmission deadline for Summer and Fall 2008 terms

15 SAT

Spring Break for students
(includes weekend classes)

16 SUN

Spring Break for students
(includes weekend classes)

MARCH						
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MARCH



17 MONDAY

Summer/Fall Semesters 2008
advising for continuing and
readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

18 TUESDAY

Summer/Fall Semesters 2008
advising for continuing and
readmitted students

IFC Meeting - 6:00 p.m.

19 WEDNESDAY

Summer/Fall Semesters 2008
advising for continuing and
readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

20 THURSDAY

Summer/Fall Semesters 2008
advising for continuing and
readmitted students

NPHC Meeting - 5:30 p.m.

21 FRIDAY

Summer/Fall Semesters 2008
advising for continuing and
readmitted students

22 SAT

23 SUN



MARCH

MARCH						
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23	24	25	26	27	28	29
30	31					

SGA Meeting - 8:00 p.m.
Student Center Ballroom

24 MONDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

IFC Meeting - 6:00 p.m.

25 TUESDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

26 WEDNESDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

NPHC Meeting - 5:30 p.m.

27 THURSDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

Theses/dissertations first submission due to Office of Graduate Dean by 5:00 p.m.

28 FRIDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

29 SAT

30 SUN

APRIL						
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MARCH/ APRIL



31 MONDAY

SGA Meeting - 8:00 p.m.
Student Center Ballroom

1 TUESDAY

IFC Meeting - 6:00 p.m.

2 WEDNESDAY

Circle K Meeting - 5:15 p.m.
Student Center

3 THURSDAY

4 FRIDAY

Last day to drop from a course
(4:59 p.m.)

Last day to withdraw from
University (4:59 p.m.)

NPHC Meeting - 5:30 p.m.

5 SAT

6 SUN



APRIL

APRIL						
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SGA Meeting - 8:00 p.m.
Student Center Ballroom

7 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

IFC Meeting - 6:00 p.m.

8 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

9 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

NPHC Meeting - 5:30 p.m.

10 THURSDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

11 FRIDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

<p>12 SAT</p> <p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>	<p>13 SUN</p> <p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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APRIL						
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APRIL



14 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

SGA Meeting - 8:00 p.m.
Student Center Ballroom

15 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

IFC Meeting - 6:00 p.m.

16 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Circle K Meeting - 5:15 p.m.
Student Center

17 THURSDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Theses/dissertations due in Office of Graduate Dean by 5:00 p.m.

NPHC Meeting - 5:30 p.m.

18 FRIDAY

Summer/Fall Semesters 2008 advising for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

19 SAT

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

20 SUN

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

20 Panhellenic Rules Forum - Student Center Ballroom - 4:00 p.m.



APRIL

APRIL						
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27	28	29	30			

<p>SGA Meeting - 8:00 p.m. Student Center Ballroom</p>	<p>21 MONDAY</p>	<p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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<p>IFC Meeting - 6:00 p.m.</p>	<p>22 TUESDAY</p>	<p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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<p>Circle K Meeting - 5:15 p.m. Student Center</p>	<p>23 WEDNESDAY</p>	<p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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<p>NPHC Meeting - 5:30 p.m.</p>	<p>24 THURSDAY</p>	<p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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<p></p>	<p>25 FRIDAY</p>	<p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p> <p>Last day of classes</p>
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<p></p>	<p>26 SAT</p> <p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>	<p>27 SUN</p> <p>Summer 2008 Registration for continuing and readmitted students</p> <p>Fall 2008 Registration for continuing and readmitted students</p>
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MAY						
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APRIL/ MAY



28 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Final Examinations

29 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Final Examinations

30 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Final Examinations

1 THURSDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Final Examinations

2 FRIDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Residence Halls check-out deadline for students not enrolling summer term - 2:00 p.m.

3 SAT

Summer 2008 Registration for continuing and readmitted students
Fall 2008 Registration for continuing and readmitted students

4 SUN

Summer 2008 Registration for continuing and readmitted students
Fall 2008 Registration for continuing and readmitted students

3 Commencement



MAY

MAY						
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5 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Final grade web entry due by 10:00 a.m.

6 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

7 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

8 THURSDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

9 FRIDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

10 SAT

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

11 SUN

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

MAY						
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MAY



12 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

13 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

14 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

15 THURSDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

16 FRIDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

17 SAT

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

18 SUN

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students



MAY

MAY						
S	M	T	W	T	F	S
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19 MONDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

20 TUESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

Financial Aid Bookstore charges begin

21 WEDNESDAY

Summer 2008 Registration for continuing and readmitted students

Fall 2008 Registration for continuing and readmitted students

International Student Orientation

Residence Hall check-in - 9:00 a.m.-4:00 p.m.

22 THURSDAY

Fall 2008 Registration for continuing and readmitted students

International Student Orientation

Orientation/Advising/Registration for first-time freshmen and transfer students

23 FRIDAY

Fall 2008 Registration for continuing and readmitted students

24 SAT

Fall 2008 Registration for continuing and readmitted students

25 SUN

Fall 2008 Registration for continuing and readmitted students

JUNE						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY/ JUNE



26 MONDAY

Fall 2008 Registration for continuing and readmitted students

Memorial Day
Holiday for faculty, staff and administration

27 TUESDAY

Fall 2008 Registration for continuing and readmitted students

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

28 WEDNESDAY

Fall 2008 Registration for continuing and readmitted students

Late Registration and Drop/Add

29 THURSDAY

Fall 2008 Registration for continuing and readmitted students

Late Registration and Drop/Add

Last Day to add a course/change to audit

Financial Aid Bookstore charges end

All tuition, fees, housing and meal plan balances are due in full

30 FRIDAY

Fall 2008 Registration for continuing and readmitted students

50% late payment fee assessed for all tuition, fees, housing and meal plan balances not paid in full

Financial Aid Refunds begins

Last day for Fall Semester 2008 degree applications

50% refund period begins on dropped courses and complete withdrawals for First Term

31 SAT

Fall 2008 Registration for continuing and readmitted students

1 SUN

Fall 2008 Registration for continuing and readmitted students



JUNE

JUNE						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 MONDAY

Fall 2008 Registration for continuing and readmitted students

3 TUESDAY

Fall 2008 Registration for continuing and readmitted students

No refunds after this date for First Term classes

4 WEDNESDAY

Fall 2008 Registration for continuing and readmitted students

50% refund period begins on dropped courses and complete withdrawals for Full Term (including housing)

All registration schedules will be cancelled if account is not paid in full

5 THURSDAY

Fall 2008 Registration for continuing and readmitted students

6 FRIDAY

Fall 2008 Registration for continuing and readmitted students

7 SAT

Fall 2008 Registration for continuing and readmitted students

8 SUN

Fall 2008 Registration for continuing and readmitted students

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE



9 MONDAY

Fall 2008 Registration for continuing and readmitted students

10 TUESDAY

Fall 2008 Registration for continuing and readmitted students
 No refunds after this date for Full Term classes
 Last Day to Drop a First Term class (11:59)
 Last Day to Withdraw from University if taking all First Term classes (11:59)

11 WEDNESDAY

Fall 2008 Registration for continuing and readmitted students

12 THURSDAY

Fall 2008 Registration for continuing and readmitted students

13 FRIDAY

Fall 2008 Registration for continuing and readmitted students

14 SAT

Fall 2008 Registration for continuing and readmitted students

15 SUN

Fall 2008 Registration for continuing and readmitted students



JUNE

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 MONDAY

Fall 2008 Registration for continuing and readmitted students

17 TUESDAY

Fall 2008 Registration for continuing and readmitted students

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SAT

22 SUN

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE



23 MONDAY

First Term Classes End
 First Term Classes Exam Day
 Open registration for continuing
 and readmitted students

24 TUESDAY

Open registration for continuing
 and readmitted students
 Second Term Classes begin

25 WEDNESDAY

Open registration for continuing
 and readmitted students

26 THURSDAY

Open registration for continuing
 and readmitted students
 Final web grade entry due
 (First Term classes) by 10:00 a.m.

27 FRIDAY

Open registration for continuing
 and readmitted students
 Theses/dissertations first
 submission deadline to Office of
 Graduate Dean by 5:00 p.m.
 50% refund period begins on
 withdrawals for Second Term
 courses

28 SAT

Open registration for continuing and
 readmitted students

29 SUN

Open registration for continuing
 and readmitted students



JUNE/ JULY

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

30 MONDAY

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

1 TUESDAY

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

2 WEDNESDAY

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

3 THURSDAY

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

No refunds after this date for Second Term courses

Last day for faculty reports on incomplete grades (graduate and undergraduate)

Fourth of July
Holiday for students,
faculty, staff and
administration

4 FRIDAY

Open registration for continuing and readmitted students

5 SAT

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

6 SUN

Open registration for continuing and readmitted students

Fall Semester 2008 advising for continuing and readmitted students

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY



7 MONDAY

Open registration for continuing
and readmitted students

8 TUESDAY

Open registration for continuing
and readmitted students

Last day to drop a Full Term
course (11:59 p.m.)

Last day to withdraw from
University (Full Term 11:59 p.m.)

9 WEDNESDAY

Last day to drop a Second Term
course (4:59 p.m.)

10 THURSDAY

11 FRIDAY

12 SAT

13 SUN



JULY

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

Theses/dissertations due in Office of Graduate Dean
by 5:00 p.m.

19 SAT

20 SUN

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY



21 MONDAY

Last Day for Full Term/
Second Term classes

22 TUESDAY

Final Exams for Full Term/
Second Term classes

23 WEDNESDAY

Final Exams for Full Term/
Second Term classes

24 THURSDAY

Final Exams for Full Term/
Second Term classes

25 FRIDAY

Final Exams for Full Term/
Second Term classes

26 SAT

Residence Hall check-out deadline for
students not enrolling for Fall Semester -
2:00 p.m.

27 SUN



JULY/ AUGUST

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

28 MONDAY

Open registration for continuing and readmitted students

29 TUESDAY

Open registration for continuing and readmitted students

Final web grade entry due (Full Term and Second Term classes) by 10:00 a.m.

30 WEDNESDAY

Open registration for continuing and readmitted students

31 THURSDAY

Open registration for continuing and readmitted students

1 FRIDAY

2 SAT

3 SUN

PHONE DIRECTORY

Phone Directory 240

THE LOWDOWN

UNIVERSITY OF SOUTH ALABAMA CAMPUS	460-6101
ACADEMIC AFFAIRS	
Dr. Pat C. Covey, Senior Vice President, AD 300	460-6261
Dr. B. Keith Harrison, Associate Vice President, AD 300	460-6261
Mimi Summersell, Assistant Vice President, AD 300	460-6261
Nicole Cohron, Administrative Assistant II, AD 300	460-6261
Bobbie Hancock, Faculty Resource Analyst, AD 300	460-6261
Paula B. Medveal, Faculty Records Specialist, AD 300	460-6261
ACCOUNTING-UNIVERSITY	
G. Scott Weldon, Controller, AD 380	460-6241
Kelly D. Peters, Associate Controller, AD 380	460-6241
ACCOUNTS PAYABLE	
Sherry Davis, AD 80	460-6191
ADMISSIONS	
Norma Jean Tanner, Director, MH 2500	460-6141
Christopher Lynch, Director, New Student Recruitment	
Brenda Hinson, Director, International Students Services	
and Admissions, MH 2200	460-6050
AFRICAN-AMERICAN STUDENT ASSOCIATION	
Dwyanetta Thomas, President, SC 127	460-7030
ALLIED HEALTH PROFESSIONS, COLLEGE OF	
Dr. Richard Talbott, Dean, UCOM 1500	380-2785
Dr. Julio Turrens, Associate Dean, UCOM 1500	380-2785
Joanna Bowen, Financial Operations Specialist, UCOM 1500	380-2785
ACADEMIC ADVISORS	
Kimberly Davis, UCOM 1550	380-2772
Selicia Judge, UCOM 1550	380-2772
BIOMEDICAL SCIENCES	
Dr. William Davis, Chair, UCOM 6000	380-2710
CARDIORESPIRATORY CARE	
Mr. William Wojciechowski, Chair, SHAC 2545	434-3405
CLINICAL LABORATORY SCIENCES	
Dr. George A. Harwell, Chair, SHAC 2309	434-3461
HEALTH PREPROFESSIONAL PROGRAM	
Dr. Cindy Stanfield, Director, UCOM 6000	380-2704
OCCUPATIONAL THERAPY	
Dr. Rebecca Estes, Chair, SHAC 5108	434-3939
PHYSICAL THERAPY	
Dr. Dennis Fell, Chair, SHAC 1202	434-3575
Information Inquiry Line	460-7962
PHYSICIAN ASSISTANT STUDIES	
Mr. Richard Nenstiel Chair, SHAC 4410	434-3641
RADIOLOGIC SCIENCES	
Dr. Charles W. Newell, Chair, SHAC 2515	434-3456
SPEECH PATHOLOGY AND AUDIOLOGY	
Speech and Hearing Center, UCOM 2000	380-2600
ALUMNI AFFAIRS	
Carol N. Kittrell, Director, AH	460-7084
ARTS AND SCIENCES, COLLEGE OF	
Dr. G. David Johnson, Dean, HUMB 118	460-6280

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Dr. S. L. Varghese, Associate Dean, HUMB 118	460-6280
Dr. Lois A. Wims, Associate Dean, HUMB 118	460-6280
Dr. Victoria Rivizzigno, Assistant Dean, HUMB 110	460-7811
Dr. Donald DeVore, Assistant to the Dean	
Dianne Sutherland, Administrative Assistant I, HUMB 118	460-6282
AFRICAN-AMERICAN STUDIES	
Kern Jackson, HUMB 240	460-6146
AIR FORCE STUDIES	
LTC Douglas E. Mullins, AHS 156	460-7211
BIOLOGY DEPARTMENT	
Dr. John Freeman, Chair, LSCB 124	460-6331
CHEMISTRY DEPARTMENT	
Dr. Andrzej Wierzbicki, Chair, CHEM 223	460-6181
COMMUNICATION DEPARTMENT	
Dr. Gerald Wilson, Chair, UCOM 1000	380-2800
DRAMATIC ARTS DEPARTMENT	
Dr. Leon Van Dyke, Chair, PAC 1052	460-6305
EARTH SCIENCES	
Dr. Miriam Fearn, Chair, LSCB 136	460-6381
ENGLISH DEPARTMENT	
Dr. Sue Walker, Chair, HUMB 240	460-6146
FOREIGN LANGUAGES AND LITERATURE DEPARTMENT	
Dr. Isabel Brown, Chair, HUMB 322	460-6291
GENDER STUDIES	
Dr. Linda Payne	460-6146
GERONTOLOGY	
Dr. Roma Hanks, Chair, HUMB 8	460-6347
HISTORY DEPARTMENT	
Dr. Clarence Mohr, Chair, HUMB 346	460-6210
MARINE SCIENCES	
Dr. Robert Shipp, Chair, LSCB 25	460-7136
MATHEMATICS/STATISTICS DEPARTMENT	
Dr. Scott Carter, Chair, ILB 325	460-6264
MILITARY SCIENCE DEPARTMENT	
LTC Oakland McCulloch, Chair, MSN 1	460-6341
MUSIC DEPARTMENT	
Dr. Greg Gruner, Chair, PAC 1072	460-6136
PHILOSOPHY DEPARTMENT	
Dr. John Coker, Acting Chair, HUMB 124	460-6248
PHYSICS DEPARTMENT	
Dr. S. L. Varghese, Chair, ILB 115	460-6224
POLITICAL SCIENCE/CRIMINAL JUSTICE DEPARTMENT	
Dr. Nader Entessar, Chair, HUMB 226	460-7161
PSYCHOLOGY DEPARTMENT	
Dr. Larry Christensen, Chair, LSCB 326	460-6321
PSYCHOLOGY TEACHING CLINIC	
Dr. M. Cay Welsh, Coordinator, 5828 Old Shell Road	460-7149
SOCIOLOGY/ANTHROPOLOGY AND SOCIAL WORK DEPARTMENT	
Dr. Steven Picou, Chair, HUMB 34	460-6347
Center for Archeological Studies	
Dr. Greg Waselkov, Director, ARC 235	460-6563
Dr. Michael Daley, Director, Social Work	

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VISUAL ARTS DEPARTMENT

Mr. Jason Guynes, Chair, VAB 172 460-6335

ATHLETICS

Joe Gottfried, Director, MC 1209 460-7121

John Goodroe, Assistant Director-Development, MC 1209 460-7121

Pam Young, Senior Associate Athletic Director/ 460-7339

Senior Woman Administrator, MC 1209

Hal Williams, Associate Athletic Director, Compliance, MC 1209 460-7858

JAGUAR ATHLETIC CLUB 460-7858

TICKET INFORMATION, MC 2193 460-6047

ACADEMIC SERVICES

Linda Pereira, Supervisor, MC 1209 460-7340

ATHLETIC TRAINING 460-6874

BASEBALL

Steve Kittrell, Head Coach, MC 1209 460-6876

BASKETBALL - MEN

Ronnie Arrow, Head Coach, MC 1273 460-6104

BASKETBALL - WOMEN

Rick Pietri, Head Coach, MC 1208 414-8292

CHEERLEADERS

Steve Clanton, Coach 460-6268

DANCE TEAM

Meredith Tuggle, Coach 460-6268

CROSS COUNTRY/TRACK AND FIELD - MEN & WOMEN

Lee Evans, Head Coach, MC 1209 460-6875

EQUIPMENT

John Singletary, Equipment Specialist, HPELS 1026 460-7135

GOLF - MEN

Ben Hannan, Head Coach, MC 1209 460-6213

GOLF - WOMEN

T.J. Jackson, Head Coach, MC 1209 460-6446

SOCCER - WOMEN

Mike Varga, Head Coach, MC 1209 414-8253

SOFTBALL

Becky Clark, Head Coach, MC 1209 460-6227

SPORTS INFORMATION 460-7035

TENNIS - MEN

Scott Novak, Head Coach, MC 1209 460-6873

TENNIS - WOMEN

Jaco Keyser, Head Coach, MC 1209 460-6266

VOLLEYBALL

Nicole Keshock, Head Coach, MC 1209 460-7124

ATTORNEY

Jean W. Tucker, Attorney, AD 131 460-6294

Kathryn W. Drey, Associate Attorney, AD 131 460-6294

Andrea L. Lowry, Contracts Administrator, AD 131 460-6294

Beth Bachman, Legal Assistant, AD 131 460-6294

Trisha Bixler, Administrative Assistant I, AD 131 460-6294

AUXILIARY ENTERPRISES

T.G. Emmons, Assistant Vice President, SC 142 460-6481

Judy Friedhoff, Administrative Assistant I, SC 142 460-6481

BALDWIN COUNTY (see Continuing Education)

THE LOWDOWN

BOOKSTORE

Brian Catlin, Manager	460-7012
Supply Department	460-7016
Textbook Department	460-7011
Tradebooks	460-2973
Health Sciences Bookstore, SHAC	434-3635

BROOKLEY CENTER

(see Continuing Education)

BUDGET

Arthur M. Carlton, Assistant Vice President, AD 359	460-6122
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BUSINESS, MITCHELL COLLEGE OF

Dr. Carl C. Moore, Dean, MCOB 106	460-6419
Dr. John Gamble, Associate Dean, MCOB 104	460-6418
Mary Ellen Beasley, Administrative Assistant I, MCOB 103	460-6418

ACCOUNTING

Dr. Russell Hardin, Chair, MCOB 231	460-6144
---	----------

CENTER FOR BUSINESS AND ECONOMIC RESEARCH

Dr. Semoon Chang, Director, MCOB 126	460-6156
--	----------

ECONOMICS AND FINANCE

Dr. Ross Dickens, Chair, MCOB 330	460-7171
---	----------

GRADUATE STUDIES

Dr. John Gamble, Director, MCOB 104	460-6180
---	----------

MANAGEMENT

Dr. Marjorie L. Icenogle, Chair, MCOB 347	460-6411
---	----------

MANAGEMENT DEVELOPMENT / BUSINESS RESOURCES

Dr. Paul H. Pietri, Director, MCOB 133	460-6130
--	----------

MARKETING AND E-COMMERCE

Dr. Mohan Menon, Chair, MCOB 354	460-6412
--	----------

SMALL BUSINESS DEVELOPMENT CENTER

Thomas Tucker, Director, MCOB 123	460-6004
---	----------

STUDENT ADVISOR OFFICE, MCOB 110	460-7167
--	----------

BUSINESS OFFICE - UNIVERSITY

460-6241

CAMPUS INVOLVEMENT-ORGANIZATIONS

Sally Cobb, SC 129	460-7003
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CAMPUS MINISTRIES

Baptist Campus Ministries	344-5904
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Rev. Jerrod Brown	607-7510
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Campus Outreach

Catholic Student Center	343-3662
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Chi Alpha Campus Ministries

Mason Corwin	344-4897
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Church of Christ

Tony Wallace	343-7744
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Greek Orthodox

James Cleondis	438-9888
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Presbyterian	342-1550
--------------------	----------

United Methodist	341-5184
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Johnny Peters	341-5184
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CAMPUS RECREATION

Dr. Philip Theodore, Director, SRC	460-6065
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Field House	461-0950
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THE LOWDOWN

CAMPUS SHUTTLE SERVICES

Mike McClellan, Transportation Superintendent, TSB 460-7735

CAREER SERVICES CENTER

Bevley White, Acting Director, MH 2100 460-6188

COMPUTER SERVICES CENTER

David Blough, Assistant Vice President, CSC 460-6161

Denise P. Mashburn, Administrative Assistant I, CSC 460-6161

COMPUTER AND INFORMATION SCIENCES, SCHOOL OF

Dr. David L. Feinstein, Dean, FCW 20 460-6390

Dr. Roy J. Daigle, Director, Graduate Program and
Coordinator of IS Program FCW 20 460-6390

Dr. Michael V. Doran, Coordinator of CS Program, FCW 20 460-6390

Dr. William N. Owen, III, Coordinator of IT Program, FCW 20 460-6390

Kathy Ford, Administrative Assistant I, FCW 20 460-6390

Theresa Thompson, Academic Counselor, FCW 20 460-6390

CONTINUING EDUCATION, SCHOOL OF AND SPECIAL PROGRAMS

Dr. Thomas L. Wells, Dean, AHE 101 460-6283

Dr. Ellwood Hannum, Associate Dean, AHE 120 460-6283

Fran Fisher, Administrative Assistant I, AHE 101 460-6283

ADULT INTERDISCIPLINARY STUDIES (AIS)

Dr. Vaughn Milner, Chair, AHE 214 460-6263

Advisor, Main Campus 460-6263

Advisor, Fairhope 928-8133

BALDWIN COUNTY

Dr. Phillip E. Norris, Director, Fairhope 928-8133

BROOKLEY CENTER

Patrick Downing, Director 431-6445

Gulf Pines Golf Course 431-6413

Housing Office 431-6437

Lodging Office 431-6532

Middle Bay Cafe, Food Service Director 431-6449

Middle Bay Cafe, Dial-A-Menu 431-6447

Executive Workshop 431-6511

CENTER FOR EMERGENCY RESPONSE TRAINING (CERT)

David Burns, Director 431-6527

CONFERENCE ACTIVITIES

Marcy Matherne, Director 431-6411

Elderhostel 431-6535

Special Courses (non-credit) 431-6405

Seminars and Workshops 431-6536

Summer Camps 431-6536

DEVELOPMENTAL STUDIES

Cheryl Stratton, Interim Chair, AHE 208 460-7155

EMERGENCY MEDICAL TRAINING SERVICES (EMT)

David Burns, Director 431-6418

ENGLISH AS A SECOND LANGUAGE (ESL)

Frank Daugherty, Program Coordinator, AHE 221 460-7185

INTERNATIONAL PROGRAMS

Dr. Robert J. Fornaro, Director, AHE 320 460-7053

UNIVERSITY WRITING CENTER

Supervisor 460-6480

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COUNSELING SERVICES

Dr. Al Clark, Director, AHE 326	460-7051
Dr. Bob Hanks, Manager, Substance Abuse, AHE 326	460-7980

CREDIT UNION

103 Hillcrest Road	706-0255
--------------------------	----------

DEAN OF STUDENTS

Ms. Ethel Shelton, Administrative Assistant I, SC 270	460-6172
---	----------

DEVELOPMENT AND ALUMNI RELATIONS

Dr. Joseph Busta, Vice President, HSB 2150	460-7616
Peggy Whipple, Administrative Assistant II, HSB 2150	460-7616
Ginny Turner, Director of University Development, MTH 250	460-7032
Travis Grantham, Director of Medical Development, HSB 2150	460-7032

DINING SERVICES

Dining Services Office, SC	460-6296
Catering	460-7948
Dial-A-Menu, Campus	460-6383

EDUCATION, COLLEGE OF

Dr. Richard L. Hayes, Dean, UCOM 3600	380-2738
Dr. Thomas L. Chilton, Associate Dean for Academic and Financial Affairs, UCOM 3600	380-2738
Dr. Phillip Feldman, Associate Dean for Development and and External Affairs, UCOM 3600	380-2738
Sandra S. Corry, Administrative Assistant I, UCOM 3600	380-2738

ADVISING CENTER

Peggy Delmas, Coordinator	380-2889
---------------------------------	----------

EDUCATIONAL CERTIFICATION AND STUDENT SERVICES

Gerry Clark, Academic Counselor, UCOM 3020	380-2737
Katrina Thompson, Academic Records Specialist, UCOM 3020	380-2737

FIELD SERVICES

Dr. Andrea Kent, Director, UCOM 3600	380-2739
--	----------

HEALTH, PHYSICAL EDUCATION & LEISURE STUDIES

Dr. Frederick M. Scaffidi, Chair, HPELS 1011	460-7131
--	----------

LEADERSHIP AND TEACHER EDUCATION

Dr. David L. Gray, Chair, UCOM 3100	380-2894
---	----------

MEDIA LAB CHECKOUT

G. Tashbin, Coordinator of Technical Labs, UCOM 3305	380-2754
--	----------

PROFESSIONAL STUDIES

Dr. Charles L. Guest, Chair, UCOM 3700	380-2861
--	----------

SOUTH ALABAMA RESEARCH AND INSERVICE CENTER (SARIC)

Dr. Mary Michael Campbell, Associate Director, UCOM 3208	380-2741
--	----------

STUDENT ADVISING CENTER

Dr. Peggy Delmas, Student Advising Coordinator, UCOM 3360	380-2889
Kelly Byrd, Instructor/Advisor, UCOM 3360	380-2889
Jayne Kennedy, Instructor/Advisor, UCOM 3360	380-2889

EMERGENCY STUDENT LOANS

Dr. J. David Stearns, Associate Vice President for Enrollment Services, MH 2400	460-6494
--	----------

ENGINEERING, COLLEGE OF

Dr. John Steadman, Dean, EGCB 108	460-6140
Mr. Robert C. Foley, Assistant Dean, EGCB 108	460-6140
Shelia Davis, Administrative Assistant I, EGCB 108	460-6140

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CHEMICAL

Dr. Jagdish C. Dhawan, Interim Chair, EGLB 242 460-6160

CIVIL

Dr. Kevin White, Chair, EGCB 298 460-6174

COMPUTER AND ELECTRICAL

Dr. Mohammad Alam, Chair, EEB 75 460-6117

GRADUATE STUDIES

Dr. B. Keith Harrison, Director 460-6160

MECHANICAL

Dr. David A. Nelson, Chair, EGCB 210 460-6168

ENROLLMENT SERVICES

Dr. J. David Stearns, Associate Vice President for 460-6494

Enrollment Services, MH 2400

FACULTY SENATE

Call Academic Affairs 460-6261

FACILITIES MANAGEMENT

Chris Willis, Director 460-6121

FACILITIES, PLANNING, AND CONSTRUCTION

Chris Willis, AD 335 460-76121

FINANCIAL AFFAIRS

M. Wayne Davis, Vice President, AD 328 460-6132

Carol Moore, Administrative Assistant II, AD 328 460-6132

FINANCIAL AID

Emily Johnston, Director, MH 1200 460-6231

GOVERNMENTAL RELATIONS

William "Happy" Fulford, Executive Director, AD 200 460-7277

Marsha J. Butler, Administrative Assistant I, AD 200 460-7277

GRADUATE SCHOOL

Dr. Keith Harrison, Associate Vice President, MTH 222 460-6310

De Patterson, Administrative Assistant I, MTH 222 460-6310

GRANTS AND CONTRACTS

Ben Tipton, Director, AD 362 460-6434

HONORS PROGRAM

Dr. Robert Coleman, Director 460-6146

Marion Ezell, Administrative Assistant I

HOUSING

Joe Green, Director, DLTC 110 460-6185

Central Housing Office, DLTC 100 460-6185

Residence Hall Offices

Beta Area Office, Beta Gamma Commons 460-6465

Delta Area Office, Delta Commons, Room 124 460-6315

Epsilon Area Office, Epsilon 1 Office 460-7870

Gamma Area Office, Beta Gamma Commons 460-6465

Greek Area Office, Delta Commons, Room 114 460-7759

HUMAN RESOURCES

Pamela Henderson, Director, AD 286 460-6133

Joyce Thomas, Administrative Assistant I 460-6133

SouthFlex 460-7545

USA Health Plan 460-6133

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INSTITUTIONAL RESEARCH AND PLANNING	
AD 245	460-6447
INTERFRATERNITY COUNCIL	
Emily Feinstein, Advisor, SC 129	460-7003
INTERNATIONAL ADMISSIONS	
Brenda Hinson, Director, MH 2200	460-6050
INTERNATIONAL PROGRAMS	
Dr. Robert Fornaro, Director, AHE 320	460-7053
INTERNATIONAL SERVICES	
Cindy Nobles, Coordinator, MH 2200	460-6050
INTERNATIONAL VISAS	
Kelley Lynd, Immigration Coordinator, MH 2400	460-6494
JAGUAR PRODUCTIONS	
Lesley Citizen, President, SC 108	460-7144
LIBRARIES	
Dr. Richard Wood, Dean of University Libraries LB 316	460-7021
Ginger Edgar, Administrative Assistant I	460-7021
UNIVERSITY LIBRARY	
HOURS	460-7028
Acquisitions	460-7027
Cataloging	460-7026
Circulation	460-7028
Electronic Services	460-7938
Government Documents	460-7024
Instructional Media	460-7029
Interlibrary Loan	460-7034
Library Instruction	460-6045
Reference/Information	460-7025
Reserve	460-7028
Serials/Microform	460-7024
University Archives (SHAC) Room 0772	434-3800
USA Baldwin County	928-8133
BIOMEDICAL LIBRARY	
Tom Williams, Director, BLB 213	460-6885
HOURS	460-7043
Acquisitions	460-6888
Cataloging and Processing	460-6894
Circulation/Renewals/Reserve	460-7043
Document Delivery	460-6891
Information and Reference	460-7044
Microcomputer Lab	460-6473
On-Line Search Service	460-7044
Photocopy Service	460-6891
Systems	460-6473
USAMC SITE	471-7855
LICENSING	460-6481
MAINTENANCE	
Kenny Davis, Superintendent, Maintenance	460-7111
Maintenance Emergencies (after 3:00 p.m. weekdays and holidays)	460-7047
MARINE ENVIRONMENTAL SCIENCES CONSORTIUM	
Dauphin Island Sea Lab	861-2141

THE LOWDOWN

MEDICINE, COLLEGE OF

Dr. Samuel J. Strada, Interim Dean, CSAB 170	460-6041
John Pannelli, Assistant Vice President for Medical Financial Affairs, CSAB 269	460-7195
ADMISSIONS AND ALUMNI AFFAIRS	
Mark Scott, Director, CSAB 241	460-7176
Melodie Robinson, Assistant Director for Alumni Affairs, CSAB 247	460-7176
ANESTHESIOLOGY (USA Medical Center)	
MSTN 602	471-7035
BASIC SCIENCE GRADUATE PROGRAM	
Lanette Flagge, CSAB 251	460-6153
BIOCHEMISTRY	
Dr. Nathan N. Aronson, Chair, MSB 2146	460-6402
BIOMEDICAL LIBRARY	
Judy Burnham, Interim Director, BLB 213	460-6885
BIO-TECHNICAL SERVICES	
Bio-Polymer Lab, CSAB 347	460-7264
Biostatistics and Epidemiology Core, Dr. Donald Herbert, Director, MCSB 1225	471-7828
Mass Spectrometer/Protein Structure Lab, Director, CSAB 359	460-7275
Research Cytometry Lab, Dr. Raymond B. Hester, Director, CSAB 357	460-6029
BUSINESS OFFICE, MAIN CAMPUS	
Susan Sansing, Business Manager, CSAB 269	460-7195
CELL BIOLOGY & NEUROSCIENCE	
Dr. Glenn Wilson, Chair, MSB 2015	460-6490
COMPARATIVE MEDICINE	
Dr. Jonathan Scammell, Interim Chair, MSB 992	460-6239
CONTINUING MEDICAL EDUCATION	
Donna Skipper, Director, MSTN 606	460-7158
EDUCATIONAL TECHNOLOGY AND SERVICES	
Michael Carmichael, Director, MSB 1162	460-6317
USAMC, MSTN 201	471-7086
ELECTRON MICROSCOPY LAB	
Dr. Phillip A. Fields, MSB 1206	460-6258
EMERGENCY MEDICINE	
Dr. Frank Pettyjohn, Chair, USAMC	470-1649
FAMILY PRACTICE AND COMMUNITY MEDICINE	
Dr. R. Allen Perkins, Chair, SHAC 3412	434-3482
Family Practice Center	434-3837
GRADUATE MEDICAL EDUCATION	
Dr. Arnold Luterman, MSTN 315	471-7879
HEALTH SERVICES FOUNDATION	
Becky S. Tate, Chief Executive Officer	470-1671
Harvey L. Ikner, Chief of Practice Operations	
John P. Pannelli, Chief Financial Officer, CSAB	460-7188
Danny Rickert, Director, Marketing and Business Development	471-7392
Wynona Odom, Director, Patient Business Services, SHAC 4309	405-5179
Rebekah Bailey, Director of Compliance and Reimbursement	460-7887
Rayma Tange, Director of Quality Improvement, MSTN	471-7964
William Brainerd, Practice Director, HSB 1400	460-7697

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Malcolm Howell, Practice Director, SHAC	434-3583
Mel Leggett, Practice Director, MSTN 521	471-7113
Ron Ori, Practice Director, MSTN 301	471-7863
Beverly Kellen, Practice Director	460-7151
INSTITUTIONAL REVIEW BOARD	
Pam Horner, IRB Coordinator, CSAB 138	460-6308
MEDICAL GENETICS	
Dr. Wladimir Wertelecki, Chair, CCCB 214	460-7500
MEDICINE	
Dr. Errol Crook, Chair, MSTN 400-A	471-7900
Medical Specialists Clinic, #4 Medical Park	660-5787
Digestive Health Center, KPG 222	660-5555
MICROBIOLOGY/IMMUNOLOGY	
Dr. David Wood, Chair, LMB	460-7108
NEUROLOGY	
Dr. William J. Hamilton, Chair, MED 3 206	660-5108
MED 3	660-5108
Stroke Center, USAMC	470-5801
NEUROSURGERY	
Dr. Eugene Quindlen, Chair	665-8290
OBSTETRICS/GYNECOLOGY	
Dr. Kathy Porter, Chair, CWEB Ste. 100	415-1566
Clinic, HSB	460-7040
Clinic, 1720 Center St., Suite 101	415-1496
ORTHOPAEDIC SURGERY	
Dr. Frederick Meyer, Chair, MSTN 503	665-8200
Sports Medicine Center, HPELS 1171	460-6088
PATHOLOGY	
Dr. J. Allan Tucker, Chair, USAMC	471-7790
USA Springhill Laboratory, SHAC 1740	434-3883
PEDIATRICS	
Dr. Loran Clement, Chair, SHAC 5309	434-3919
Children's Specialty Center, SHAC	405-5147
Children's Medical Center, SHAC	434-3915
PHARMACOLOGY	
Dr. Mark N. Gillespie, Chair, MSB 3370	460-6497
PHYSIOLOGY	
Dr. Tom Lincoln, Chair, MSB 3018	460-7004
PSYCHIATRY	
Dr. Charles Rich, Chair, MCSB 1620	471-7017
PUBLIC RELATIONS	
Paul A. Taylor, Associate Director, HSB 2100	460-1509
RADIATION SAFETY	
David Wiik, Radiation Safety Officer, CSAB 261	460-7063
RADIOLOGY	
Dr. Steven K. Teplick, Chair, MSTN 301	471-7861
Clinic, HSB	460-7042
SICKLE CELL CENTER	
Dr. Johnson Haynes, Director, MSB 2015	460-7334
Adult Clinic, HSB 1100	460-7010
Pediatric Clinic, SHAC	405-5147

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STUDENT AFFAIRS AND MEDICAL EDUCATION

Dr. Margaret O'Brien, Associate Dean, Medical Education, MSB 1005.....	460-7174
Dr. Kenneth Rettig, Assistant Dean for Student Affairs and Medical Education, MSTN 212	470-1662
Dr. Hattie M. Myles, Assistant Dean for Special Programs and Student Affairs, MSB 1005	460-7313
Sharon Hera, Assistant Director for Financial Aid, MSB 1005	460-7918
Rhonda Smith, Academic Record Specialist, MSB 1005	460-7180

STUDENT HEALTH SERVICES

Beverly Kellen, Practice Director, HSB 1100	460-7151
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SURGERY

Dr. Charles B. Rodning, Interim Chair, MSTN 716	471-7993
Clinic, HSB 1600	460-6389
Chronic Wounds	
Colon/Rectal	
Ear, Nose & Throat	
General Surgery	
Urology (Adult)	
Clinic, UKH, Med Park 1, Suite #100	660-5763
Plastic Surgery	
Vascular Surgery	
Clinic, 1720 Center St., Suite 103	415-1475
Burn Surgery	
General Surgery	
Pediatric Surgery	
Urology (Pediatric)	
Transplant Services Clinic, USAMC	417-7391
Post Transplant	
Vascular Access	

MULTICULTURAL AFFAIRS

Dr. Carl Cunningham, Jr., Coordinator, SC 110	460-6895
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MITCHELL CENTER

Ticket Office, MC 2193	460-6047
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NATIONAL PAN-HELLENIC COUNCIL

Emily Feinstein, Advisor, SC 129	460-7003
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NEW STUDENT ORIENTATION

Scott Smith, Manager, MH 2600	460-7093
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NURSING, COLLEGE OF

Dr. Debra C. Davis, Dean, SHAC 1017	434-3415
Dr. Rosemary Rhodes, Associate Dean for Academic Affairs, SHAC 1007	434-3425
Dr. Candice Ross, Associate Dean for Research and Development, SHAC 4004	434-3411
Dr. Barbara Broome, Assistant Dean, Baldwin County Campus	929-1746
Dorothy Jones, Administrative Assistant I, SHAC 1013	434-3415

ADULT HEALTH NURSING

Dr. Michael Jacobs, Chair, SHAC 3023	434-3430
--	----------

COMMUNITY - MENTAL HEALTH NURSING

Dr. Barbara Broome, Chair, SHAC 4023	434-3435
--	----------

GRADUATE STUDIES

Gail Soles	434-3425
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MATERNAL/CHILD HEALTH NURSING

Dr. Catherine Dearman, Chair, SHAC 5023	434-3950
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STUDENT SERVICES	
Mary Meyer, Director, SHAC 1006	434-3420
Mavis Jarrell, Academic Advisor, SHAC 1009	434-3420
Bettye Odom, RN-BSN Director, SHAC 1012	434-3410
OPERATIONS	
AD 328	460-6121
PANHELLENIC	
Emily Feinstein, Advisor, SC 129	460-7003
POST OFFICE	
Richard Rose, Campus Postmaster	460-6279
PRESIDENT	
V. Gordon Moulton, AD 122	460-6111
Dr. Robert A. Shearer, Assistant to the President-Academic, AD 122	460-7756
Patricia B. Waldron, Administrative Assistant III, AD 122	460-6111
Monica G. Curtis, Administrative Assistant III, AD 122	460-6111
Frances Seibert, Special Events Coordinator, AD 122	460-6111
Suzanne Goins, Administrative Assistant II, AD 122	460-6111
PROGRAMS AND SPECIAL EVENTS	
Paula Duke, Director, SC 108	460-7144
PROPERTY/INVENTORY	
Joel Kelley, Property Manager, PROP	460-6150
PUBLIC RELATIONS	
Keith Ayers, Director, AD 250	460-6211
Scott Cox, Associate Director, AD 250	460-6211
PUBLICATION SERVICES	
Dianne Marshall, Director, UCOM 6500	380-2828
REGISTRAR	
Melissa Wold, University Registrar, MH 1100	460-6251
RESEARCH ADMINISTRATION	
Dr. Russ Lea, Vice President	460-6333
RISK MANAGEMENT	
Julie Litzinger, Manager, CSAB 216	460-6232
SAFETY AND ENVIRONMENTAL COMPLIANCE	
William L. Guess, Director, CSAB 332	460-7070
SCHOLARSHIPS	
Dr. J. David Stearns, Associate Vice President for	460-6494
Enrollment Services, MH 2400	
SPECIAL STUDENT SERVICES	
Andrea C. Agnew, Director, SC 270	460-7212
SPORTS MEDICINE CENTER	
Dr. John Kovaleski, Coordinator, HPELS 1171	460-6088
Dr. Albert W. Pearsall, Medical Director, HPELS 1171	460-6088
STUDENT ACADEMIC SUCCESS AND RETENTION	
Dr. Dorothy C. Mollise, Director, AD 245	414-8051
STUDENT ACCOUNTING, MH 1300	
	460-6195
STUDENT CENTER	
	460-6452
Information Desk, SC Lobby	460-7090
SouthPaw Services: ID Cards, Room Reservations, Computer Lab	460-6077

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STUDENT GOVERNMENT ASSOCIATION

Jennifer Edwards, President, SC 280 460-7191

STUDENT HEALTH SERVICES

Beverly Kellen, Practice Director, HSB 1200 460-7151

STUDENT AFFAIRS

Dr. Dale T. Adams, Vice President, SC 270 460-6171

Mrs. Barbara Shirvanian, Administrative Assistant II, SC 270 460-6171

TALENT SEARCH

Harriett Burroughs, Coordinator, UCOM 5700 380-2620

TECHNOLOGY DEVELOPMENT

Ker Ferguson, Director AD 200 460-6384

TESTING SERVICES

Dr. Al Clark, Director, AHE 326 460-7051

TICKET OFFICE, MC 2193 460-6047

TRAVEL, AD 380 460-6242

UNIVERSITY POLICE

Normand Gamache, Jr., Director Campus Safety and Parking 460-6312

UNIVERSITY WRITING CENTER

Reneé Harper, Supervisor, AHE 207 460-6480

UPWARD BOUND

Robert Thompson, Coordinator, Delta 2, Room 213 460-7321

USA POLLING GROUP 460-7290

VANGUARD AND JAG TV

Robert Holbert, Manager, Student Media, FCS 14 460-6442

Jason Shepherd, Editor Vanguard, FCS 14 460-6442

Glen Aikman, Advertising Manager, Vanguard, FCS 14 460-6442

Josh Watson, General Manager, Jag TV, Delta 2, Room 202 461-1515

VETERANS AFFAIRS

Robert Mange, Veterans Affairs Specialist, MH 2300 460-6230

WEATHER CENTER

Dr. Bill Williams, LSCB 49 460-7281

WEB SERVICES

Angelia Bendolph, Interim Manager, FCS 12 460-7395

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USA STUDENT STATISTICS

USA Student Statistics 256

THE
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USA STUDENT STATISTICS

FALL 2006

ENROLLMENT BY COLLEGE

Allied Health	- 10.3%
Arts and Sciences	- 28.6%
Continuing Education and Special Programs	- 2.3%
Computer and Information Sciences	- 3.0%
Education	- 17.3%
Engineering	- 7.1%
Medicine	- 2.4%
Mitchell College of Business	- 13.2%
Nursing	- 15.8%

GEOGRAPHIC DISTRIBUTION

Alabama	- 75.9%
Mississippi	- 9.2%
Florida	- 3.4%
Other States (42 States)	- 5.1%
Other Countries (102 Countries)	- 6.4%

RACE DISTRIBUTION

White	- 68.4%
African-American	- 17.4%
Hispanic American	- 1.5%
Asian American	- 2.6%
Native American	- 0.8%
International	- 6.4%
Unknown	- 2.9%

GENDER MAKEUP

Female	- 62.9%
Male	- 37.1%

*(Figures reflective of
Fall 2006 Enrollment)*



Alcohol Awareness

UNIVERSITY of SOUTH ALABAMA



The majority (71%) of USA students have 0 to 3 drinks per week.

A drink is defined as a

- bottle of beer (12 oz.),
- glass of wine (4 oz.),
- wine cooler (12 oz.),
- shot of liquor (1 oz.) served straight or in a mixed drink.

Data based on Spring 2002 Survey of College Alcohol Norms and Behavior conducted by USA Substance Abuse Center in conjunction with the Education Development Center, Inc.

Local Restaurants

- | | |
|-------------------------------------|---|
| APPLEBEE'S
343-4981 | ORLEANS POBOYS
380-1503 |
| THE BRICK PIT
343-0001 | PAPA JOHN'S PIZZA
342-1213 |
| CHAT-A-WAY CAFE'
344-7999 | PICKLEFISH
344-9899 |
| CHEF KING
342-2828 | PIZZA HUT
380-0818 |
| DOMINO'S PIZZA
460-0852 | QUIZNO'S
414-3090 |
| FABACHER'S GRILL
414-1417 | RUBY TUESDAY'S
342-4588 |
| FIREHOUSE SUBS
342-2352 | STEAK OUT
344-8717 |
| FOOSACKLY'S
343-0047 | TGI FRIDAY'S
633-4332 |
| JERICO CAFE'
414-2777 | VIA EMILIA'S
342-3677 |
| MALISTER'S DELI
342-7707 | ZEA ROTISSERIE
& GRILL
344-7414 |
| MELLO MUSHROOM
380-1500 | |

HEY USA STUDENTS

**KEEP UP WITH YOUR FELLOW
STUDENT-ATHLETES AT
USA'S ATHLETIC WEBSITE**

WWW.USAJAGUARS.COM

**Check out team and player
profiles, latest news, game and
season statistics and
season schedules.**

A reminder to all students.
**You can receive free admission
to all regular season Jaguar
sporting events with valid
identification.**

***COME OUT AND SUPPORT THE
JAGUARS IN 2007-2008!!!!***



THE
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Proposed Nursing and Allied Health Building



Mitchell Center

THE
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Stanky Field



Proposed Women's Softball Stadium

THE
LOWDOWN



Proposed Bell Tower

Special Thanks to

SALLY COBB

BARBARA SHIRVANIAN

SALLY JARVIS

DR. ADAMS

MICHELE AND STEVE STATKEWICZ

JENNIFER EDWARDS

MATT HAYES

JAKE DOUGHERTY

**STUDENT
GOVERNMENT
ASSOCIATION**

**STUDENT CENTER
ROOM 280
(251) 460-7191**

MEETINGS

***MONDAY NIGHTS
AT 8:00 P.M.***

***STUDENT CENTER
BALLROOM***

CAMPUS MAP



LEGEND

Administration Building (AD)	2	Health Services Building (HSB)	35
Frederick Palmer Whiddon		Humanities (HUMB)	41
Alpha East Extension (AEE)	61	Instructional Laboratory (ILB)	3
Alpha Hall East (AHE)	6	Intramural Fields	22
Alpha South Residence Hall (SRH)	5	Intramural Field House	59
Alumni Hall (AH)	29	Library (LB)	33
Archeology Labs (ARC1, ARC2)	43	Life Sciences Building (LSCB)	12
Archeology Museum	9	Life Sciences Lecture Hall (LSLH)	12A
Arts, Visual (VAB)	4	Laboratory of Molecular Biology (LMB)	54
Baptist Campus Ministries	20	Maintenance	46
Beta Residence Halls	49	Medical Sciences (MSB)	11
Bookstore/Post Office (BKST)	31	Meisler Hall	62
BMA Dialysis Unit	36	Military Science (MSN, MSW)	37
Campus Police Office	1	Mitchell Center (MC)	60
Cancer Center/ Clinical Building (CCCB)	34	Mitchell College of Business (MCOB)	18
Career Services Center	58	Mobile Townhouse (MTH)	27
Central Medical Services Administration	8	Molecular Research Center (MRC)	55
(College of Medicine)		Performing Arts Center (PAC)	56
Central Plant	44	John W. Laidlaw	
Chemistry (CHEM)	42	Physical Education (HPE)	23
Charles M. Baugh Biomedical Library	7	Primate Breeding/Lab Facility	53
CIS Classroom Building (CSCB)	16	Property Office (PROP)	52
Computer Service Center (CSC)	17	Psychological Clinic (PTCL)	19
Delta Residence Halls	50	Technology and Research Park	59
Electrical Engineering (EEB)	38	Seaman's Bethel Theater (SBT)	28
Engineering Building (EGCB)	39	Stanky Field	48
Engineering Laboratory (EGLB)	40	Student Center (SC)	32
Epsilon Residence Halls	51	Student Recreation Center (SRC)	24
Faculty Court East (FCE)	14	Meisler Hall	62
Faculty Court South (FCS)	26	Swimming Pool (SW)	13
Faculty Court West (FCW)	15	Telecommunications Building	45
Food Services, Cafeteria	30	The Grove	62
Gamma Residence Halls	47	Transportation Services	10
Greek Row	21	University Commons (UCOM)	57
		Varsity Tennis Courts (VTC)	25