Table of Contents

UA Mission Statement ........................................................................................................................................... 1
General Academic Policies .................................................................................................................................. 2
Academic Integrity Policy .................................................................................................................................. 5
University-Wide Student Appellant and Grievance Policies ........................................................................... 10
University-Wide Academic Grievance Procedures ......................................................................................... 12
Organizations General Policy ......................................................................................................................... 15
Guidelines for Non-Fraternal Student Organizations ...................................................................................... 21
The University of Alabama Standards for Social Fraternal Organizations .................................................... 23
Social Event Planning Guidelines 2013 ............................................................................................................... 27
Chalking Guidelines ............................................................................................................................................ 47
Student Government Constitution .................................................................................................................... 48
Elections Policies and Procedures ....................................................................................................................... 65
Policies and Procedures for Students .................................................................................................................. 76
Code of Student Conduct .................................................................................................................................. 86
General Policy ................................................................................................................................................... 97
UA Mission Statement

Our Mission
To advance the intellectual and social condition of the people of the State, the nation, and the world through the creation, translation, and dissemination of knowledge with an emphasis on quality programs of teaching, research, and service.

Our Vision
The University of Alabama will be the university of choice for the best and brightest students in Alabama and a university of choice for all students who seek exceptional educational opportunities. The University of Alabama will be a student-centered research university and an academic community united in its commitment to enhancing the quality of life, not only for all Alabamians, but for citizens of the nation and world.

Our Strategic Goals

• Advance the University's academic, research, scholarship and service priorities, consistent with a top tier university, and continue to promote growth and national prominence in these areas.

• Enhance the teaching, research and service mission of the University by retaining and recruiting outstanding faculty and staff.

• Enhance the University's learning environment to attract and retain excellent students.

• Develop a university-wide emphasis on leadership as a primary role of the flagship university of the State of Alabama.
General Academic Policies

Students should refer to the undergraduate or graduate catalog for specific information about degree requirements, grading policies, and applicability of transfer equivalent credit toward meeting degree requirements. This section summarizes academic policies related to transferring between divisions, declaring academic bankruptcy for a semester, and withdrawals. For more information, go to: http://www.ua.edu/catalogs/undergraduate/11400.html

ACADEMIC BANKRUPTCY
Academic bankruptcy involves a student’s request to retroactively withdraw from one academic term of work because of extreme personal, emotional or financial circumstances so devastating that it became impossible for the student to perform academically at a level approximating the usual record of achievement. The summer sessions are considered one academic term. The following specific regulations apply to any petition for academic bankruptcy:

- Academic bankruptcy is never granted for an academic term in which the student is currently enrolled, nor for the previous academic term.
- Petitions must be filed prior to graduation.
- No more than one petition for academic bankruptcy may be approved during the student’s academic career at The University of Alabama.
- If the petition is approved, the grades for all courses taken during the academic term in question will be recorded as “W” (Withdrawn).
- The application for academic bankruptcy is filed in the dean’s office of the academic division in which the student is enrolled. Once a student has been enrolled in an academic division for two terms, that division has the authority to grant academic bankruptcy for a term in which the student was enrolled in another academic division.

TRANSFERRING BETWEEN DIVISIONS WITHIN THE UNIVERSITY
A student registered in an undergraduate division of The University of Alabama who has earned fewer than 45 semester hours may transfer to another undergraduate division. A student who has earned 45 or more semester hours may transfer to another undergraduate division according to the rules established by the division to which he or she is applying. Credit will be given for courses in which a passing grade has been earned, provided that the courses transferred are appropriate to the new curriculum. Credits accepted for graduation are determined by the academic division into which the transfer is made. Check your DegreeWorks audit at myBama.ua.edu to determine how your credit is being applied in your new program of study.

Changes in the student’s major(s) and minor(s) must be registered with the new academic division immediately following the transfer. Transfers between academic divisions will not be permitted once the registration process has been completed for a given term. At the discretion of the school or college concerned, a student may, upon entering another division of the University, petition to discard all credit previously earned. This recourse is limited to students who have attempted no more than 20 semester credit hours of work.
WITHDRAWAL

Overview
A student may withdraw from or drop an individual course until the end of the tenth week of a fall or spring semester, the second week of Interim session, the third week of a five-week summer session, or the fourth week of a 10-week session. After this period, students are expected to maintain their course loads.

A student contemplating withdrawal from a course is strongly encouraged to contact their academic adviser before changing their academic schedule inasmuch as it can result in delayed graduation. Also, dropping below full-time status may impact insurance (health & auto), financial aid and scholarships. (Full-time status is 12 credit hours for undergraduate students, 9 credit hours for graduate students and 10 credit hours for law students.)

A student may not withdraw from or drop individual courses in which penalty grades were assigned as a result of academic misconduct.

No permanent notation is made of a course that is dropped during the change of schedule period. A course dropped from the end of the change of schedule period to the end of the tenth week of a fall or spring semester, the end of the second week of Interim session, the end of the third week of a five-week summer session or the end of the fourth week of a 10-week summer session is indicated on the student’s permanent academic transcript with a grade of W.

Important Note #1: Dropping an Interim session course does not result in a withdrawal from the University if the student is enrolled in a course or courses in any other summer session. Important Note #2: After the Last Day to Drop with a W, the student must petition the college office for approval to or withdraw or drop “for reasons beyond the student’s control.” The presumption is that the student CANNOT withdraw without “extenuating circumstances,” which must be documented. Specifically, the student cannot drop because he or she isn’t doing well in the class. Depending upon the term, the student had 10 weeks to make this judgment call. This note also applies to any retroactive withdrawal or drop.

Withdrawal from a Semester
A student may withdraw from a semester through the last day of classes (excluding final exam periods) in the fall, spring, and summer semesters following clearance by the Office of the University Registrar. A withdrawal from the the semester occurs during summer term only if the student withdraws from all parts of the term. A semester withdrawal will not be processed if the student is enrolled in a part of term that has concluded.

No notation of courses attempted is made on the permanent record of a student who withdraws from the semester during the change of schedule period (when a course can still be added). After the change of schedule period, a grade of “W” (“Withdrawn”) is assigned for all courses in which the student was enrolled.

The withdrawal process is initiated online through the student’s myBama account. The “Tuition and Other Expenses” section of this catalog provides information regarding the effects of withdrawal upon tuition and fee payments and financial aid.

Withdrawal for Medical Reasons
A designated physician or his designee at The University of Alabama Student Health Center handles all medical withdrawals and makes the decision to grant or not to grant them. Medical withdrawals are of two types:
1. **Regular Medical Withdrawal**
   - A withdrawal for the current semester requires medical documentation from a private physician, psychiatrist, psychologist or therapist. If you have not been seen at The University of Alabama’s Student Health Center, a letter from your outside provider is required.
   - A withdrawal for the current semester requires documentation from providers to the designated physician. Documentation may be mailed, faxed or hand-delivered, but it must be in writing. This documentation must specifically recommend withdrawal and it must give a specific date.
   - Medical withdrawal cannot be granted if any final examinations for the current semester have been taken.

2. **Retroactive Medical Withdrawal**
   - A withdrawal for a previous semester requires medical documentation from a private physician, psychiatrist, psychologist or therapist, or from The University of Alabama’s Student Health Center physician, psychologist or counselor who treated the student during the semester requested.
   - A withdrawal for a previous semester requires documentation from providers to the designated physician. Documentation may be mailed, faxed or hand-delivered, but it must be in writing. This documentation must specifically recommend withdrawal and it must give a specific date.
   - Retroactive withdrawal requires documentation from the dean of the division in which the student is enrolled that no final examinations were taken for the semester in question.
   - The effective date for the retroactive medical withdrawal will be the last day of classes for the term in which the student is being withdrawn.
A. General Policy
The preservation of freedom of discussion, inquiry, and expression is possible only in an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the University has developed regulations and policies pertaining to students and to student organizations. Any student or organization violating an established policy or regulation of the University is subject to disciplinary action according to the provisions outlined in these Codes of Student Conduct. Personal conduct on University-owned or University-controlled property or at University-sponsored events is subject to University jurisdiction. The University may also enforce its own disciplinary policy and procedures, regardless of where misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational missions, programs, or other functions of the University. In addition to the guidelines of conduct set forth elsewhere in the Handbook and other official University publications, acts of conduct for which disciplinary action may be taken and the disciplinary procedures, which apply for the fair adjudication of alleged violations, follow.

B. Code of Academic Conduct
  1. Academic Honor Code
     a. All students in attendance at The University of Alabama are expected to be honorable and observe standards of conduct appropriate to a community of scholars. The University of Alabama expects from its students a higher standard of conduct than the minimum required to avoid discipline. At the beginning of each semester and on tests and projects, at the discretion of the course instructor, each student will be expected to sign an Honor Pledge.
     b. The Academic Honor Pledge reads as follows: I promise or affirm that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at The University of Alabama. I have read the Academic Honor Code, which explains disciplinary procedures that will result from the aforementioned. I understand that violation of this code will result in penalties as severe as indefinite suspension from the University.
  2. Academic Misconduct
     a. Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.
        (1) Cheating—using or attempting to use unauthorized materials, information, study aids, or computer-related information.
(2) Plagiarism—representing the words, data, pictures, figures, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one’s own.

(3) Fabrication—presenting as genuine any invented or falsified citation or material.

(4) Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

b. Except in divisions which have an alternate academic misconduct policy which has been approved by the Provost/Executive Vice President for Academic Affairs, academic misconduct cases shall be resolved by the academic misconduct monitor (appointed by the academic dean) or the academic dean of the division in which the alleged action took place. Appeals from the monitor’s decisions may be made to the academic dean; appeals from the academic dean’s decisions may be made to the Office for Academic Affairs.

c. Penalties for academic misconduct can range from a reprimand to a penalty as severe as suspension for a definite time or even indefinite suspension. Indefinite suspension normally requires a minimum of one semester, after which students may appeal for reinstatement. Academic deans have the authority to impose the full range of penalties. Divisional academic misconduct monitors may impose penalties only after receiving a voluntary written confession unless otherwise designated by the Dean. Academic misconduct monitors are authorized to impose penalties up to but not including suspension. All persons who admit to or are found guilty of an academic offense for which a penalty less than an indefinite suspension is imposed will receive a penalty of indefinite suspension if they admit to or are found guilty of another offense of academic misconduct. In all cases that involve suspension as a penalty, the Office of Academic Records and the University Registrar will be notified immediately of the suspension and a hold will be placed on the student’s record to prevent further enrollment.

d. A penalty of indefinite suspension is mandated for a finding of guilt on all second offenses. All second offense accusations are referred directly to the academic dean of the College for resolution. “Second offense accusations” assume resolution of first offenses (i.e., a finding of guilt) and that students have been afforded the opportunity to learn from the first offense. Multiple misconduct accusations, where the initial accusations have not been resolved, may result in a penalty more severe than is typical in first offenses, including indefinite suspension. For second-offense cases that are in progress at the beginning of a semester, a student will be allowed to enroll and continue through completion of semester even if the outcome of the accusation is suspension.

e. If an academic misconduct case is underway during a student’s final semester, the awarding of the degree may be dependent upon the resolution of the case.

3. Resolution of Academic Misconduct

a. A course instructor, or any other person, who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report, immediately upon discovery, the matter to the academic misconduct monitor of the division within which the alleged misconduct occurred. In most cases the academic misconduct monitor should receive the report, along with any supporting materials, within 2-3 weeks of the student’s alleged act of misconduct. The instructor will take no other action in the matter until a decision has been reached by the monitor or the dean. When suspected incidents of academic misconduct occur in courses offered through the College of Continuing Studies, the matter will be reported to and processed through the divisional academic misconduct monitor in the college where oversight of the course occurs.

b. If any electronic device is confiscated by an instructor as part of the package of evidence presented to the academic misconduct monitor, the device will be returned promptly once pertinent information related to the accusation has been documented.

c. The academic misconduct monitor will discuss the circumstances involved with the course instructor and anyone else and review any pertinent materials submitted. If the monitor concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the monitor will:
(1) Determine whether the student has been disciplined for any prior academic misconduct offense(s) by contacting the Office for Academic before proceeding with any investigation. If any prior offense has occurred, the academic misconduct monitor will refer the case to the academic dean for resolution.

(2) Notify the Office of the University Registrar of the accusation indicating the student cannot drop the course. When an accusation is made prior to the 10-week drop date, the student will not be allowed to drop the course in which the academic misconduct is alleged to have occurred until the misconduct resolution process is complete. If the student is found not to have engaged in academic misconduct, the student will be allowed to drop that course even if the 10-week drop period has expired.

(3) Notify the student via e-mail, phone or letter of a required conference. If initial attempts to communicate are unsuccessful, certified mail is recommended. If the student does not respond to requests within two weeks, a general hold will be placed on the student’s university transactions. If the student does not respond before the end of the semester in which the alleged academic misconduct occurred, the academic misconduct monitor will advise the course instructor to assign a grade of “Incomplete” to the student.

d. The academic misconduct monitor will hold a conference with the student and may invite the course instructor or anyone else appropriate to attend. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of this Academic Integrity Policy. The academic misconduct monitor will call the student’s attention to the following provisions:

(1) The student is not required to make any statement at all regarding the matter under investigation.
(2) The student may make a voluntary statement if he or she chooses.
(3) The student has a right to present any evidence, supporting witnesses, and other information to the misconduct monitor.
(4) The student has a right to be advised and represented by anyone of his or her choice.
(5) The student is entitled to a recess in the conference for one week in order to take advantage of the rights listed in items 3 and 4.

e. At the conference, the student and anyone else in attendance will be allowed to make a statement and present evidence, witnesses, or other relevant materials. The student may be accompanied and advised or represented by anyone of their choice. At the conference, the student will be informed as to how the resolution of the charges will occur.

(1) The matter can be dismissed if evidence is presented which leads the academic misconduct monitor to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
(2) The matter can be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct.

(a) If authority has been granted by the academic dean, the academic misconduct monitor can determine guilt based on the evidence presented and impose a penalty in cases where the student does not make a written admission of guilt.
(3) The student will be given written notice of any penalty. If the penalty imposed by the academic misconduct monitor includes assignment of a grade, the course instructor must approve the specific grade before the grade can be assigned. If the course instructor does not approve the grade recommendation, the response will be treated as an appeal and forwarded on to the academic dean.

(4) The matter will be forwarded to the academic dean if:

(a) the monitor has not been given permission to make decisions of guilt or innocence,
(b) the matter is not dismissed by the monitor, and the student declines to make a written admission of academic misconduct, or
(c) if, within one week from the date the conference is concluded, either the student or the course instructor appeals the decision of the monitor, including dismissal or penalty, and requests that there be further review.
When a student is charged with academic misconduct in a distance education course, the student may be allowed to have a telephone meeting. The academic misconduct monitor should verify communication with the student through use of the student identification number or date of birth. The monitor should give the URL for the academic misconduct policy as well as offer to mail, e-mail, or fax the policy. In an effort to provide the student with time to read the policy, a second telephone meeting is recommended. The procedures should continue as with on-campus students.

4. Resolution by the Academic Dean
   a. The dean will consider timely appeals from students or instructors who are not satisfied with the dismissal or the penalty imposed by the academic misconduct monitor. The dean will also make decisions concerning guilt and penalties for students who have prior academic misconduct offenses when authority has not been given to the monitor to make such decisions.
   b. Any matter not resolved by the misconduct monitor will be resolved by the academic dean. The dean may act alone or in conjunction with a standing divisional committee or an ad hoc committee, but the dean shall make the decision. The dean will confer with the course instructor, the student, and anyone else appropriate, to discuss the matter through either individual or group conferences. Both the student and instructor will be allowed to make a statement and to present evidence, witnesses, or other relevant materials. During any conferences, the student may be accompanied and advised or represented by anyone of their choice.
   c. The dean will seek the advice of the course instructor prior to assigning a grade penalty. However, the dean is not obligated to follow the instructor’s recommendation since a penalty is being assigned rather than an evaluation of academic work.
   d. Notice of the dean’s decision will include a statement of the academic misconduct charges and will be sent to the student by certified mail with copies to the instructor and other involved parties. The student or the instructor may appeal the dean’s decision to the Office for Academic Affairs if the appeal is filed within 15 working days from the date the dean’s decision is mailed. Appeals must be based on substantive grounds such as procedural errors, new evidence, or inconsistencies in penalties assigned. No penalty will be imposed until (1) the time for appeal has expired, or (2) a decision on the appeal has been reached.
   e. The dean’s decision(s) may be appealed to the Office for Academic Affairs within 15 working days of the mailing of the dean’s decision(s). Appeals must be based on substantive grounds such as procedural errors, new evidence, or inconsistencies in penalties assigned.

5. Appeal to the Office for Academic Affairs
   a. When an appeal is received by the Office for Academic Affairs, an official from that office will schedule a conference with the student and other concerned parties to discuss the reasons for the appeal. If meetings with the student and other concerned parties result in an agreeable solution, the appeal process will end. If no such solution is reached, the official from the Office for Academic Affairs will recommend to the Provost/Executive Vice President for Academic Affairs, giving reasons for the recommendation, whether the appeal should be heard or denied. If the Provost/Executive Vice President for Academic Affairs denies the appeal, the appeal process will end. If the appeal is to be heard, the official from the Office for Academic Affairs will convene a panel to resolve the issues that remain. The panel will consist of a person designated by the Vice President for Student Affairs, a person designated by the Provost/Executive Vice President for Academic Affairs (not the official convening the panel), one student (appointed by the President of the SGA), and one course instructor (appointed by the President of the Faculty Senate); both the student and the course instructor will come from the division holding jurisdiction for resolving the alleged misconduct if it is possible to find such people who have no prior connection with the case. In cases involving graduate students, the faculty and student members of the appeal panel should hold graduate faculty or graduate student status respectively. The person designated by the Provost/Executive Vice President for Academic Affairs will be impartial.
Affairs will serve as hearing administrator and will coordinate and preside at all meetings conducted to resolve the academic misconduct appeal.

b. The panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may admit any evidence which is of probative value in determining the issues, subject to the panel’s judgment as to the relevance, credibility, and weight of the evidence. The panel may ask the parties to produce evidence on specific issues, may examine witnesses, and may call and examine its own witnesses. The student may be represented at the hearing by a person of his or her choice; if the student is represented by an attorney, then the other parties may be represented by the University Office of Counsel. Each party (or the representative of the party) will have the right to confront and cross-examine all opposing witnesses. The panel will decide each of the issues raised in the appeal. The panel’s decision will be final and will conclude the process insofar as the University is concerned. A decision contrary to the student’s position must be supported by the votes of at least three of the four panel members. The panel will give written notice of its decision to the student, the course instructor, the dean, and the Provost/Executive Vice President for Academic Affairs.

6. Records
   a. In order to maintain confidentiality, the name, campus-wide ID number, and academic division of all students who admit or are found guilty of academic misconduct shall be forwarded to the Office for Academic Affairs together with a brief description of the offense and the penalty imposed.
   b. In cases that involve suspension as a penalty the Office of the University Registrar will be notified immediately of the suspension and a hold will be placed on the student’s record to prevent further enrollment.
   c. In cases of successful appeals, the record and all supporting documentation will be expunged and destroyed after one semester.
UNIVERSITY-WIDE STUDENT APPELLANT AND GRIEVANCE POLICIES

A. General Procedures

When a student has a concern about the action of a particular individual or department, the grievance initially should be directed to the person(s) responsible for the individual or department as noted in the University organizational structure. Certain expeditious procedures to redress specific grievances are outlined below.

B. Academic Grievances

A student against a faculty member, administrator, or staff member at the University may file academic grievances. Written complaints should be filed as soon as possible after the alleged action took place and should be submitted to the department chairperson in the division where the action took place. Copies of the University Academic Grievance procedures are available in the Dean’s Office of each college and school.

C. Access to Personal Records

Policy and procedures concerning student records are based on respect for the privacy of the individual. Guidelines governing student access to individual records and procedures for challenging information on these records can be found on the Office of the University Registrar website. http://registrar.ua.edu/academics/privacy-guidelines/

D. Traffic and Parking Grievances

All students driving a car and parking on campus must register that vehicle and display the proper decal. Students may appeal violation citations to the Student Court. Appeals must be filed on the appropriate form within the prescribed time at the Office of Parking Services. Additional information regarding the appeals process can be found at http://fawp.ua.edu/bamaparking/regulations/ and http://fawp.ua.edu/bamaparking/forms/

E. Financial Aid

Specific rules, regulations, and eligibility requirements for procuring and maintaining financial aid can be found in the office of Student Financial Aid. A concise summary can be found in the Undergraduate Catalog and on the Office of Financial Aid website. http://financialaid.ua.edu/other/appeal.html
F. Race, National Origin, Sex, Disability, or Other Discrimination or Harassment

Complaints regarding discrimination in the areas above, if not otherwise resolved, may be directed to the University Compliance Officer in the Office of Equal Opportunity Programs. Procedures for resolving sexual harassment complaints can be found in Part III of this handbook.

G. Resident/Non-Resident Classification

The residency status of a student is set by policy established by the Board of Trustees. A copy of the regulations used to interpret and establish residency status is available in the Office of Academic Records and University Registrar. A summary of the policy can be found in the Undergraduate Catalog. Complaints regarding residency status should be filed with the Office of Academic Records and University Registrar, which will make a determination. The Resident Student Status Committee of the University hears contested decisions. [http://registrar.ua.edu/residency](http://registrar.ua.edu/residency)
UNIVERSITY-WIDE ACADEMIC GRIEVANCE PROCEDURES

I. Academic Grievances

A. A student academic grievance is broadly defined as a student complaint regarding an academic action taken by instructional or administrative personnel at The University of Alabama. An academic grievance may be filed by a student against university personnel including instructional personnel, administrators, or staff members at the University. Examples of academic grievances include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student (e.g. course requirements for graduation), and alleged inconsistent applications of existing policies.

For a protest of a final course grade or other final comprehensive evaluations to be considered, the protest must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student’s detriment:

1. Arithmetic or clerical error
2. Arbitrariness, possibly including discrimination based upon race, sex, religion, or national origin of the student
3. Personal malice

Grievances related to course grades normally should be filed during the semester in which the alleged action takes place, but such protest must be made not later than the last day of classes of the next succeeding regular semester. This grievance procedure is not available in cases where a decision has been appealed, and been afforded a committee hearing, and the appeal has been denied.

B. A student must file a grievance in the academic department (academic department is a phrase that also refers to academic program or area if these terms apply) of The University of Alabama in which the alleged action took place. Academic grievances shall be resolved by the department head in the division where the grievance took place. Grievances concerning matters that are not within the jurisdiction of a particular academic division and grievances against the divisional academic dean must be resolved by the Provost/Vice President for Academic Affairs. Grievances against the department chairperson must be resolved by the divisional academic dean. Appeals from the academic dean’s decisions may also be made to the Provost/Vice President for Academic Affairs.

II. Resolution by Department Chairperson

A. A student who believes that an academic action has unjustly affected him/her may file a grievance with the department chairperson. The facts and circumstances which are bases for the academic grievance should be presented to the department chairperson in written form.
B. The department chairperson will schedule a conference with the student who has brought the grievance, reissue the student a copy of the University-wide Academic Grievance Procedures, ascertain the circumstances involved, and review any materials or circumstances pertinent to the grievance to determine if there seems to be a reasonable or sound basis for the academic grievance. If the chairperson decides there may be a reasonable or sound basis for the academic grievance, or if the student insists on filing the grievance anyway, then the department chairperson will arrange conferences with the student and other person(s) involved.

Prior to these conferences, the other person(s) involved will be given a copy of the written grievance and will be reissued a copy of the University-wide Academic Grievance Procedures. Both the student and other person(s) will be informed that the purpose of conferences scheduled by the department chairperson is to attempt to resolve the issue informally. Both parties will be informed that they have the right to present any evidence, supporting witnesses, or any other relevant information during these conferences.

C. At the beginning of these conferences, the department chairperson will inform the student and other person(s) involved that the purpose of these meetings is to attempt to resolve the grievances informally. The department chairperson will act as intermediary between the student and other individual(s) with whom the student has a dispute. If a mutually satisfactory resolution can be reached, the academic grievance is resolved.

D. If a resolution cannot be reached informally between the student and other person(s) involved, then the matter will be forwarded to the academic dean to be resolved.

III. Resolution by Academic Dean

Any matter not resolved by the department chairperson will be resolved by the academic dean. The dean may act alone or in the conjunction with a standing divisional committee or an ad hoc committee appointed by the dean, but the dean will make the decision. The academic dean will arrange conferences with the faculty or staff member, student, and others, as may be appropriate, to discuss the matter in question. The student and other person(s) involved will be given an opportunity to make a statement, present evidence, witnesses, or materials pertinent to the academic grievance; during these conferences both parties can be accompanied or advised by anyone either party chooses. The academic dean, after careful deliberation, will render a decision.

Notice of the dean’s decision will be sent by certified mail to the student with copies to the faculty or staff member and other involved parties; either party may appeal the dean’s decision to the Office for Academic Affairs if the appeal is filed within 15 working days of the date of mailing of the dean’s decision.

IV. Appeal

The dean’s decision may be appealed to the Office for Academic Affairs within 15 working days of the mailing of the dean’s decision. Appeals must be based on substantive grounds such as procedural errors, new information, or inconsistencies in the application of policies.

When an appeal is received by the Office for Academic Affairs, an official from that office will schedule a conference(s) with the student and other concerned parties to discuss the reasons for the appeal. If meetings with the student and other concerned parties result in an agreeable solution to the matter, the appeal process will end. If no such solution is reached, the official from the Office for Academic Affairs will recommend to the Provost/Vice President for Academic Affairs, giving reasons for the recommendation, whether the appeal should be heard or denied. If the Provost/Vice President for Academic Affairs denies the appeal, the appeal process will end. If the appeal is to be heard, the official from the Office for Academic Affairs will convene a panel to resolve the issues that remain. The panel will consist of
a person designated by the Vice President for Student Affairs, a person designated by the Provost/Vice President for Academic Affairs (not the official convening the panel), one student (appointed by the President of the SGA), and one faculty member (appointed by the President of the Faculty Senate); both the student and the faculty member will come from the division holding jurisdiction for resolving the academic grievance if it is possible to find such people who have no prior connection with the case. In cases involving graduate students, the faculty and student members of the appeal panel should hold graduate faculty or graduate student status respectively. The person designated by the Provost/Vice President for Academic Affairs will serve as hearing administrator and will coordinate and preside at all meetings conducted to resolve the academic grievance appeal.

The hearing by a panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may admit any evidence which is of probative value in determining the issues, subject to the panel’s judgment as to the relevance, credibility, and weight of the evidence. The panel may ask the parties to produce evidence on specific issues, may examine witnesses, and may call and examine its own witnesses. The student may be represented at the hearing by a person of his or her choice; if the student is represented by an attorney, then the other parties may be represented by a person from the Office of the University Counsel. Each party (or the representative of the party) will have the right to confront and cross-examine all opposing witnesses. The panel will decide each of the issues raised in the appeal. The panel’s decision will be final and will conclude the process insofar as the University is concerned.

A decision contrary to the student’s position must be supported by the votes of at least three of the four panel members. The panel will give written notice of its decision to the student, the faculty or staff member, the dean, and the Provost/Vice President for Academic Affairs.
As important elements in the co-curricular options offered at The University of Alabama, student organizations should offer group members opportunity to enhance, explore, apply practice, and integrate knowledge and skills gained through pursuit of academic study. They should also provide effective support and assistance to student organizations at The University of Alabama within the context of the broader teaching, research, and service missions of the institution. The Office of Student Involvement and Leadership administers the University’s policies requiring registration for all student organizations. Student organization registrations remain valid through the academic year. All registration forms and information are available in the Office of Student Involvement and Leadership and The SOURCE Board of Directors. Registered student organizations are private, voluntary associations and are not official components of The University of Alabama. Registration allows student organizations to enjoy basic privileges granted by the institution when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization or the activities of the organization; and The University of Alabama and the Office of Student Involvement and Leadership in no way accept liability for the actions of registered student organizations.

**REGISTRATION BENEFITS**

*Standard benefits available to student organizations completing the registration process include:*

- Use of University facilities including Ferguson Center meeting rooms (free of charge or at a discounted rate)
- Sponsorship of events, on-campus solicitation, and fundraising activities
- Organization mail services (through SIL)
- Eligibility to apply for SGA Financial Affairs Committee (FAC) funding in accordance with University procedures and regulations
- Eligibility to register on-campus events utilizing the Online Event Planning Process.
  - Computer and Copier Use in The SOURCE
  - Eligibility to obtain a student organization E-mail and Website through UA Tech Services
  - Opportunity to participate in Fall & Spring “Get On Board Day”
  - Access to mySOURCE online organization management system and Inclusion in the Student Organization Directory (whether online or print format)
  - Access to consultation with Student Involvement & Leadership Office professional staff on organizational issues (i.e., conflict resolution, retreats, officer transition, etc.)
  - Free advertising of program/activities in the Ferguson Center in approved locations.
  - Free use of display cases in the Ferguson Center.
Opportunity for recognition through the SOURCE Awards Banquet

Access to services provided by The SOURCE Board of Directors (see http://thesource.ua.edu)

REGISTRATION OF NEW ORGANIZATIONS, DEFUNCT ORGANIZATIONS & INACTIVE ORGANIZATIONS

All student organizations considered new or defunct/inactive for one [1] year or more must complete the following process to be considered for registration:

Review the “Create An Org” Packet found under the resources tab of http://thesource.ua.edu. Privileges afforded prospective student organizations are limited to use of Ferguson Center meeting space up to three [3] times within 30 days after submitting their online application and being approved for Provisional Status, permission to publicize meetings for membership recruitment and to complete the registration process, and pre-registration advising from the Office of Student Involvement & Leadership concerning organization and registration participation in “Get On Board Day.” *Please note that organizations under “Provisional Status” may meet on campus for organizational purposes only and do not receive standard privileges of sponsoring events or soliciting funds until the organization complete the registration process, 50% of their sustainability goals, and are removed from “Provisional Status”.

The following process must be completed for anyone interested in starting a prospective group or re-initiating a defunct or inactive organization:

(1) Complete New Student Organization Registration Form online via mySOURCE, which should include:

[a] the names, student numbers, addresses, phone numbers, and acknowledgement of student officers- at least a President, Vice-President, and Treasurer
[b] the name(s), campus address, campus phone number, and acknowledgement of a full-time member of The University of Alabama faculty or staff willing to serve as adviser to the organization; and
[c] the acknowledgement of at least [10] currently enrolled University of Alabama students interested in organizational membership who have given you permission to submit their name and email addresses.*

(2) submit via mySOURCE one (1) electronic copy of the organizational constitution and by-laws (required format available from The Office of Student Involvement & Leadership or The SOURCE);

(3) submit via mySOURCE one (1) electronic copy of the constitution and by-laws of any related or affiliated national organization (if applicable).

(4) Submit 4 Sustainability Goals to indicate what steps will be taken by the organization to recruit, sustain, and remain relevant.

(4) Complete the mandatory New Organization Workshop in their 1st month

(5) Attend a provisional status “Clearance Meeting” where they provide proof of completion of at least 50% of their designated Sustainability Goals in the 1st month and completion of the online process and mandatory new organization meeting.

* Unless otherwise requested in writing or email by the organization, officer’s and adviser’s names, addresses, and phone numbers as well as general information included in registration documents may be used to compile the Online Student Organization Directory and for mailing purposes.
CONDITIONS FOR MAINTAINING REGISTRATION

To maintain registered status, previously registered student organizations must renew registration each fall semester by completing the online Student Organization Renewal Process within the last two weeks of the preceding spring semester or within the first two (2) weeks of the beginning of the fall semester.

1. Registered student organizations are responsible for submitting online via mySOURCE a Student Organization Renewal ANYTIME there is an election or appointment of new officers, or when changes occur in the organizational officers or advisers, mailing addresses, and phone numbers.
2. Registered student organizations must submit a copy of their constitution and by-laws via mySOURCE online in conjunction with their renewal EVERY year.
3. Registered student organizations must notify the Office of Student Involvement and Leadership in writing via letter or email when changes occur in the general status of the organization (inactive, defunct, name change, etc.).
4. To maintain registered status at The University of Alabama, student organizations affiliated/associated with a national/international organization or designated as chapters of national/inter-national organizations must retain official recognition by the national/international association.
5. If the organization allows membership to include non-University of Alabama students, at least 50% plus one (1) of the total membership must remain currently enrolled University of Alabama students.
6. All student organizations shall conduct affairs in a lawful manner and in accordance with the constitution and by-laws on file in the Office of the Dean of Students and with all applicable University policies and regulations, city ordinances, and state statutes and federal law.

WITHDRAWAL & DENIAL OF REGISTRATION

No student organization will be officially registered with The University of Alabama if the Office of Student Involvement and Leadership determines that the organizational activities are detrimental to the academic and/or educational missions of the University.

1. If the Office of Student Involvement and Leadership (SIL) denies registration of a new student organization, SIL will notify the president and adviser of the organization in writing of the decision to deny registration. The organization denied registration may appeal in writing to the Dean of Students within five (5) University working days from the date of the denial notification correspondence. The decision of the Dean of Students is final.
2. The Office of Student Involvement and Leadership reserves the right to withdraw registration of a student organization for [1] failure to comply with regulations governing students and student groups or [2] loss of recognition by or membership in its respective national/international organization.
   1. The Office of Student Involvement and Leadership will notify the president and adviser of the organization in writing about the proposed withdrawal of registration and the reason(s) for proposed withdrawal of registration.
   2. Within five [5] University working days of the date of proposed registration withdrawal correspondence, the organization must show cause why registration should not be withdrawn.
   3. Should the organization choose not to show cause or should the Office of Student Involvement and Leadership determine justifications for retaining registration to be inadequate, the Office of Student Involvement and Leadership will notify the president and adviser of the organization in writing of the actual withdrawal of registration, and the reason(s) for withdrawal of registration, and the effective date of withdrawal of registration.
4. The organization may appeal withdrawal of registration in writing to the Dean of Students within five (5) University working days from the date of registration withdrawal correspondence. If the organization fails to appeal withdrawal of registration within the specified time period, the decision of the Office of Student Involvement and Leadership is final.

5. Concerning organizational appeals of withdrawal of registration by the Office of Student Involvement and Leadership, the decision of the Dean of Students is final.

GUIDELINES FOR NON-FRATERNAL STUDENT ORGANIZATIONS

A. MEMBERSHIP

1. Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.”

   *NOTE: Religious student groups will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

2. Registered student organizations must inform the University community of organizational membership criteria and selection processes, including membership application deadlines when requested.
   a. Selection criteria must be relevant to the goals and objectives of the organization. Organizations with selection criteria adversely impacting a particular segment of the University community must eliminate that criteria or demonstrate adequately the relationship between selection criteria and organizational goals and objectives.
   b. The SOURCE, in conjunction with the Office of Student Involvement and Leadership, reserves the right to work with registered student organizations to enhance inclusiveness and to determine alternatives to arbitrary criteria which may limit membership and/or encourage irrelevant exclusivity.

B. FINANCIAL MANAGEMENT AND ACCOUNTABILITY

1. Registered student organizations must maintain all funds allocated from University-controlled sources in a University account and must spend these monies in accordance with current University of Alabama financial policies and procedures, as well as state funding guidelines. Student organizations losing registered status also forfeit student fee allocations. (i.e.- FAC, SOURCE Collaborative Grant, etc.)

2. Registered organizations can maintain accounts outside of the University. In particular, they may get an account with the Alabama Credit Union (ACU) or another bank. The organization must keep accurate records of funding sources and disbursements, including the amount of income and expenditures, the means of generating funds and approving expenditures, and the purposes of expenditures. Student organizations must keep receipts for monies expended and must issue receipts for monies collected.

3. Members of registered student organizations have the right to know how organizational funds are collected and disbursed. Additionally, sources and amounts of organizational revenues and the objectives and amounts of organizational expenditures are public knowledge. The organization should take measures to support consistent policies of money expenditures within their organization to prevent fraud.

4. It is recommended that Advisors do not act as signers on student organization accounts. Advisors who work with student organizations who bank with ACU, will have authority to add and remove students from account documents, but will not have spending or signing power. This is recommended by The University of Alabama.
C. ORGANIZATION OFFICERS
1. The primary officers of a registered student organization (president, vice-president, secretary, treasurer, or the equivalent) must be currently enrolled students at the University of Alabama.
2. Officers of student organizations must be in good disciplinary standing with the University of Alabama and must maintain a minimum cumulative 2.00 grade point average for undergraduates and a 3.00 grade point average for graduates to hold office. The responsibility of verifying grade-point averages rests ultimately with the organization and organization adviser(s).

D. ORGANIZATION ADVISERS
1. In concert with the academic and educational mission and policies of The University of Alabama, advisers of registered student organizations should share insights and directions with student leaders to ensure student organizations promote organizational objectives and enhance the meaningfulness of organizational membership.
2. Primary responsibilities of the organizational adviser include:
   b. Ensuring that officers have a minimum cumulative 2.00 grade-point average and 3.00 grade point average for graduate students and that primary officers are currently enrolled University of Alabama students;
   c. Providing consultation concerning membership selection procedures and responsibilities, conducting an initial overview of membership outcomes, and reviewing profiles of newly selected members;
   d. Reviewing and signing organizational registration documents and Annual Reports;
   e. Performing other duties deemed appropriate by the organization and outlined in the organizational constitution and by-laws.
   f. Attending events sponsored or required by The SOURCE and the Office of Student Involvement & Leadership, as well as reporting an organization or member’s violation of any Student Code of Conduct guidelines.
   g. In addition, Advisors should be aware of policies and resources available on campus regarding the Campus Security Act reporting obligation, Title IX policy, sexual assault policy, child protection policy and mandatory reporting, harassment policy, the code of student conduct, hazing hotline services, or assumption of risk resources available. Advisors should be aware of said policies and seek them out as needed.
3. Registered student organizations have the right to select a new adviser at anytime according to procedures outlined in the organization’s most up-to-date constitution and by-laws.

STUDENT ORGANIZATION CATEGORIES
More than 450 registered student organizations provide University of Alabama students with varied opportunities to become involved in co-curricular and extracurricular activities and programs. When a registered student organization submits a Student Organization Creation or Renewal online via mySOURCE to the Office of the Student Involvement and Leadership, staff will assign a category to that student organization based on the purposes and objectives of the organization as stated in the constitution and by-laws of the group. The categories of registered student organizations and the criteria used in assigning categories are as follows:

ACADEMIC
To foster the appreciation of a particular academic field or discipline among the student body or to serve as a governing body within a particular college.
ADVOCACY
To foster the appreciation of a particular local, state, or global issue, cause, experience, or phenomenon through advocacy programs of awareness, activism, or support.

COORDINATING BODY
To coordinate activities and support functions of campus-wide committees and organizations or to represent special campus populations by race, ethnicity, sexual orientation, age, classification (freshman, sophomore, junior, senior), and, only in the case of the umbrella group for all international student groups (International Student Association), by national origin.

HONORARY
To recognize academic accomplishment (3.00 grade-point average or higher), and/or leadership contributions, and/or co-curricular achievement in a particular department, field of study, or university-wide endeavor by requiring a minimum grade point average (3.00 or above) for membership or by designation as an honor society by a local, national, or state constitution.

MILITARY
To support academically, to develop professionally, and/or to encourage socialization among students with a common interest in military science.

POLITICAL
To address political and governmental concerns and/or to promote interest in traditionally political issues at a campus, local, state, and national level.

PROFESSIONAL
To develop professional standards among members and to encourage members toward achievement in a particular field or related career path.

RECREATIONAL/ATHLETIC
To encourage development of skills, knowledge, or support of a particular sport or recreational/leisure activity.

RELIGIOUS/SPIRITUAL
To assist in the spiritual development of University of Alabama students and/or to foster interdenominational, denominational, or specific spiritual and/ or religious tenets.

SERVICE
To provide philanthropic and/or altruistic service to the campus and/or community.

SOCIAL/FRATERNAL
To subscribe to the policies of a national/international organization regarded as a social/fraternal organization, to be recognized by the Alabama Panhellenic Association, Interfraternity Council, and/or National Pan-Hellenic Council as a social/fraternal organization, and to be exempt from Title IX regulations pertaining to discrimination on the basis of sex.

SPECIAL INTEREST
To encourage interest in and/or awareness of a topic not necessarily related to other specified categories.

CURRENTLY REGISTERED STUDENT ORGANIZATIONS
The SOURCE and the Office of Student Involvement & Leadership) publishes an online Student Organizations Directory to help students locate opportunities for involvement. Student organizations submit updated information to the Office of Student Involvement and Leadership throughout each semester. Students interested in learning more about an organization should contact the Office of Student Involvement and Leadership or The SOURCE for additional information.
GUIDELINES FOR NON-FRATERNAL
STUDENT ORGANIZATIONS

A. MEMBERSHIP
1. Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.”

*NOTE: Religious student groups will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

2. Registered student organizations must inform the University community of organizational membership criteria and selection processes, including membership application deadlines when requested.
   a. Selection criteria must be relevant to the goals and objectives of the organization. Organizations with selection criteria adversely impacting a particular segment of the University community must eliminate that criteria or demonstrate adequately the relationship between selection criteria and organizational goals and objectives.
   b. The SOURCE, in conjunction with the Office of Student Involvement and Leadership, reserves the right to work with registered student organizations to enhance inclusiveness and to determine alternatives to arbitrary criteria which may limit membership and/or encourage irrelevant exclusivity.

B. FINANCIAL MANAGEMENT AND ACCOUNTABILITY
1. Registered student organizations must maintain all funds allocated from University-controlled sources in a University account and must spend these monies in accordance with current University of Alabama financial policies and procedures, as well as state funding guidelines. Student organizations losing registered status also forfeit student fee allocations. (i.e.- FAC, SOURCE Collaborative Grant, etc.)

2. Registered organizations can maintain accounts outside of the University. In particular, they may get an account with the Alabama Credit Union (ACU) or another bank. The organization must keep accurate records of funding sources and disbursements, including the amount of income and expenditures, the means of generating funds and approving expenditures, and the purposes of expenditures. Student organizations must keep receipts for monies expended and must issue receipts for monies collected.

3. Members of registered student organizations have the right to know how organizational funds are collected and disbursed. Additionally, sources and amounts of organizational revenues and the objectives and amounts of organizational expenditures are public knowledge. The organization should take measures to support consistent policies of money expenditures within their organization to prevent fraud.
4. It is recommended that Advisors do not act as signers on student organization accounts. Advisors who work with student organizations who bank with ACU, will have authority to add and remove students from account documents, but will not have spending or signing power. This is recommended by The University of Alabama.

C. ORGANIZATION OFFICERS
1. The primary officers of a registered student organization (president, vice-president, secretary, treasurer, or the equivalent) must be currently enrolled students at the University of Alabama.
2. Officers of student organizations must be in good disciplinary standing with the University of Alabama and must maintain a minimum cumulative 2.00 grade point average for undergraduates and a 3.00 grade point average for graduates to hold office. The responsibility of verifying grade-point averages rests ultimately with the organization and organization adviser(s).

D. ORGANIZATION ADVISERS
1. In concert with the academic and educational mission and policies of The University of Alabama, advisers of registered student organizations should share insights and directions with student leaders to ensure student organizations promote organizational objectives and enhance the meaningfulness of organizational membership.
2. Primary responsibilities of the organizational adviser include:
   b. Ensuring that officers have a minimum cumulative 2.00 grade-point average and 3.00 grade point average for graduate students and that primary officers are currently enrolled University of Alabama students;
   c. Providing consultation concerning membership selection procedures and responsibilities, conducting an initial overview of membership outcomes, and reviewing profiles of newly selected members;
   d. Reviewing and signing organizational registration documents and Annual Reports;
   e. Performing other duties deemed appropriate by the organization and outlined in the organizational constitution and by-laws.
   f. Attending events sponsored or required by The SOURCE and the Office of Student Involvement & Leadership, as well as reporting an organization or member’s violation of any Student Code of Conduct guidelines.
   g. In addition, Advisors should be aware of policies and resources available on campus regarding the Campus Security Act reporting obligation, Title IX policy, sexual assault policy, child protection policy and mandatory reporting, harassment policy, the code of student conduct, hazing hotline services, or assumption of risk resources available. Advisors should be aware of said policies and seek them out as needed.
3. Registered student organizations have the right to select a new adviser at anytime according to procedures outlined in the organization’s most up-to-date constitution and by-laws.
THE UNIVERSITY OF ALABAMA
STANDARDS FOR SOCIAL FRATERNAL ORGANIZATIONS

I. PREAMBLE
The University of Alabama continues to affirm that Greek-letter social organizations are important and integral parts of the University community. The University provides formal recognition to Greek-letter organizations that have either achieved or are demonstrating satisfactory progress towards meeting a set of standards and expectations developed to assure the quality of Greek life at the University of Alabama.

II. GREEK AFFAIRS RELATIONSHIP STATEMENT
The Relationship Statement for Greek Affairs serves as a means to define the relationship between The University of Alabama and its fraternities and sororities. The University of Alabama currently provides oversight and guidance to 58 fraternities and sororities: 29 North-American Interfraternity Conference (NIC) fraternities, 1 local Christian fraternity, 17 National Panhellenic Conference (NPC) sororities, 1 national Christian sorority, 4 National Pan-Hellenic (NPHC) sororities, 4 National Pan-Hellenic (NPHC) fraternities, 1 multicultural sorority and 1 multicultural fraternity.

II. RECOGNITION OF SOCIAL FRATERNITIES AND SORORITIES
The recognition of fraternities and sororities is solely at the discretion of The University of Alabama. To be recognized, a fraternity or sorority must be affiliated, registered student organization with the SOURCE, and be in good standing with one of the four Greek governing councils. All organizations must be chartered at The University of Alabama and membership must be exclusive to full-time University of Alabama students.

III. RECOGNITION OF THE STUDENT CODE OF CONDUCT
Fraternities and sororities are subject to the Student Code of Conduct and are expected to abide by the Code of Conduct on and off campus. Fraternities and sororities found to be in violation of the Code of Conduct are subject to discipline including, but not limited to, probation, suspension, fines, and/or expulsion from The University of Alabama.
IV. EXPECTATIONS

Chapter Expectations: Chapters recognized by The University of Alabama are expected to adhere to the following:

• Follow the values of their organization
• Act as a positive reflection of the UA Greek Community
• Have one active faculty advisor and one active chapter advisor
• Adhere to the UA Student Code of Conduct and mission of The University of Alabama
• Ensure that all requested paperwork is correct, signed and submitted by the requested deadline to The Office of Greek Affairs
• Maintain organization registration with the SOURCE

Advisor Expectations: Advisors are expected to adhere to the following:

• Be knowledgeable of chapter policies and current academic standing
• Be familiar with The Student Code of Conduct and mission of The University of Alabama
• Serve as a mentor to the members of the organization
• Utilize the Advisor Manual provided by the Office of Greek Affairs

UA Greek Affairs Staff Expectations: UA Greek Affairs staff members are expected to adhere to the following:

• Provide leadership training that will assist chapter presidents, new members and officers
• Open door policy
• Provide resources for chapters to utilize to improve scholastic, philanthropic and social initiatives.

V. HAZING POLICIES

The University of Alabama does not condone any form of hazing, and students involved in hazing incidents are subject to University disciplinary sanctions. The University has accepted and approved the following anti-hazing policy:

Hazing, as defined by Section 16-1-23, Code of Alabama (1975), and such Section as may be amended from time to time.

Additionally, for the purpose of this Code, hazing shall include any mental or physical requirement or obligation placed upon a person by a member of an organization, individual or a group of individuals, which could cause discomfort, pain, or injury including, but not limited to, striking, laying open hand upon, treating with violence or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature.

Hazing is an action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to be the creation of a situation, which results in or might result in mental or physical discomfort, embarrassment, harassment, or ridicule, including involuntary servitude, often called “personal favors.” Both individuals and organizations may be held accountable for such activity.

Hazing & Harassment Hotline (205) 348-4258.
V. ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP

The Alabama Panhellenic Association (APA): Any woman, who wishes to participate in recruitment, must be a regularly enrolled student or plan to be a full-time student in good standing with The University of Alabama at the time of recruitment in August. In order to be eligible for Alabama sorority recruitment, you must register for recruitment online through ICS and pay the required registration fee. While there is no GPA requirement to participate in recruitment, interested women are strongly encouraged to be at or above a 3.0 High school or college GPA.

Interfraternity Council (IFC): Men who wish to join a fraternity at The University of Alabama have two ways of seeking membership. Traditionally, IFC fraternities recruit members during the spring and summer prior to their fall semester. The Interfraternity Council holds an informal recruitment during late August and early September. During informal recruitment, each prospective new member has the opportunity to interact with individuals from fraternities and visit their house. Informal recruitment gives students who have not yet received a bid the opportunity to pursue one.

The National Pan-Hellenic Council (NPHC): NPHC organizations participate in a delayed recruitment process called Membership Intake. Before an individual can join a NPHC organization, he or she must have accumulated 12 or more semester hours at the University, have at least a 2.5 cumulative GPA and attend NPHC Convocation in the academic year that the student participates in Intake. NPHC Convocation is an educational session that takes place in the fall and spring of the academic year. The purpose of Convocation is to provide a brief overview of membership in a NPHC fraternity and sorority.

United Greek Council (UGC): UGC has a delayed membership recruitment process. Before an individual can join a UGC organization, he or she must be a student at The University of Alabama. Each organization has its own national membership recruitment/intake process they must follow.

VI. POLICIES GOVERNING NEW MEMBER/MEMBERSHIP INTAKE ACTIVITIES

- Ensure that all new members are currently enrolled UA students.
- Ensure that new member/membership intake activities last no longer than ten academic weeks after Recruitment/Informational Meetings or designated Cease activity date.
- Academic performance by new member/membership intake class must take priority over new member/membership intake activities. No required new member/membership intake activities may be scheduled which conflict with academic commitments.
- All forms of Hazing are prohibited. New members/membership intake class must sign a hazing policy release form stating that they have read and understand the University hazing policy. *See hazing policy
- Chapters MUST initiate in the same semester of new member/membership intake activities, unless otherwise approved in advance by The Office of Greek Affairs.
- Ensure that Chapters adhere to council policies pertaining to New Member Education/Membership Intake.
- Maximum 8-week new member period unless otherwise required by National Headquarters.
VII. SOCIAL EVENT POLICIES
Organizations registering on-campus events must submit a social event registration form, additional forms (if necessary) and all applicable fees to the Office of the Greek Affairs at least 7 days prior to the event. Submission of this form does not imply that the event has been approved. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow social event registration procedures may result in the loss of an organization’s social privileges. Refer to the Party Smart Guidelines for the complete policy. Events, where alcohol is present, require a $135 registration fee made payable to The University of Alabama at the time the function is registered. Late fees may apply if an event is not registered in accordance with the Party Smart Guidelines.
SOCIAL EVENT PLANNING GUIDELINES 2013
* Please visit the Greek Affairs' website for the most updated version of these Guidelines. (http://greekaffairs.ua.edu/resources.cfm)

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Event Policy</td>
<td>3-10</td>
</tr>
<tr>
<td>Event Planning Checklist</td>
<td>11</td>
</tr>
<tr>
<td>Alcohol Beverage Permit Application</td>
<td>12</td>
</tr>
<tr>
<td>Alcohol Beverage Single Event Permit</td>
<td>13</td>
</tr>
<tr>
<td>Alcohol Beverage Annual Event Permit</td>
<td>14</td>
</tr>
<tr>
<td>State/Local Alcohol Laws and FIPG Guidelines</td>
<td>16-18</td>
</tr>
<tr>
<td>Party Structure Guidelines</td>
<td>18-21</td>
</tr>
</tbody>
</table>
SOCIAL EVENT GUIDELINES

Outline

I. Definitions
II. Registration of Social Functions
   A. Conditions Requiring Registration
   B. Additional Approvals
   C. Registration Process
III. Standards and Restrictions for Social Functions
   A. Days and Times
   B. Guests
   C. Decorations and Physical Facilities
   D. Security and Law Enforcement
   E. Structures, Inflatables, and Amusement Devices
   F. Other Regulations
IV. Swaps
V. Use of Alcoholic Beverages at Social Functions
   A. Alcoholic Beverage Permit
   B. Requirements of Sponsoring Organizations
VI. Enforcement
VII. Levels of Appeal

I. Definitions: For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.
   A. “Guest” shall mean a person who is invited by the student group which is hosting the social event and the guest’s date or spouse.
   B. “Member” shall mean those individuals who are considered actives, pledges, or associates in accordance with the student group’s constitution or by-laws.
   C. “Permit” shall mean the permit issued by the Office of the Dean of Students, Ferguson Center, that allows a student group to host or sponsor a social event at which alcoholic beverages will or may be consumed.
   D. A “Social Event” shall be defined as any event planned, sponsored, promoted or funded by a student group that is inherently social in nature and at which non-members of that organization are in attendance, including any event sponsored by an alumni/alumnae/graduate chapter that is promoted by or held in conjunction with the undergraduate chapter.
   E. “Student Groups” shall mean a student group or organization that is currently registered with The Office of the Dean of Students as a recognized campus student group or organization.
   F. “Common Source” shall mean any alcoholic beverage (beer, wine, or liquor) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. A common source shall not include “cash bars” operated by a state licensed third party or an alcoholic beverage brought to a social event by a member or guest for personal consumption.
II. Registration of Social Functions

A. Conditions Requiring Registration

(1) Social events or functions to be registered with the Office of the Dean of Students include, but are not limited to, band parties or any social event featuring musical entertainment by a band, disc jockey, or other performer; swaps; formals; theme parties; step performances and other events as specified.

a. The Social Swap Contract must be mutually agreed upon by Presidents and Social Chairs of each chapter. This pertains only to IFC and APA Organizations.

(2) Other on-campus events to be registered with The Office of the Dean of Students include but are not limited to the following:

a) Events involving 50 or more people.
b) Events utilizing an expansive area of campus property.
c) Events creating potential traffic congestion.
d) Events presenting a health or safety hazard.
e) Any on-campus social event.
f) Any tailgating event on the quad that includes:
   a. A tent or structure larger than a basic 10x10 “pop-up” tent
   b. Catered food
   c. Fundraising/philanthropic activity
   d. Amplified music beyond personal stereo systems (live music not permitted)

(3) Each musical performance by a band, disc jockey or other performer constitutes a separate event and must be registered separately.

(4) The University reserves the right to limit the number of events requiring UAPD or approved security personnel assigned by the Office of the Dean of Students based on the number of events scheduled at a given time. In addition, UAPD reserves the right to disallow security personnel or firm at its discretion.

(5) Registration with the Office of the Dean of Students of specified social functions shall be the sole responsibility of the sponsoring and/or co-sponsoring organizations.

B. Additional Approvals

Any events held in residence hall grounds, apartments, or University contracted housing must seek additional approval from the Director of Housing and Residential Communities (HRC) within five (5) working days in advance of the event. All residence hall events must be sponsored by HRC or RHA. Any events in close proximity of the residence halls and/or apartments will need to be approved by the Director of HRC or designee five (5) working days in advance of the event.

C. Registration Process

All social functions must be registered in person at the Office of the Dean of Students, Ferguson Center, one week (7 days) prior to the date the event is scheduled to take place.

(1) At the time of registration, all organizations sponsoring or co-sponsoring a social event must submit to the Office of the Dean of Students a signed copy of Social Event Registration form, and must pay all applicable music license and/or other fees.

(2) If alcohol is going to be present at the social event, then the organization must pay $135 alcohol fee.

(3) All organizations that lease and/or own property on the UA campus are required to have health and safety inspections prior to approval for social events. Following receipt of social registration form, Health and Safety personnel will conduct a safety inspection of the premises. Organizations are given time to rectify any violations, but final approval will only occur after the location has successfully passed inspection.

(4) Organizations should contact the Office of Health and Safety at 348-5905 to set up these inspections. (http://bama.ua.edu/~ehs)

(5) If the registration deadline is missed, organizations may still be able to register events. However, under these circumstances, there is a minimum $1 fine for every member of the organization per day after the deadline in addition to the fees required for event registration. This fine will be increased with each subsequent late registration. The late fee will be reset at the end of each semester.
(6) For any event at which individuals present are not members of the sponsoring organization(s), an accurate guest list must be maintained during the event and submitted to the Dean of Students Office no later than 72 hours after the event. If guest list is not submitted within 72 hours, there is a $50 per day fine, up to a maximum fine of $250. Repeated failure to submit guest lists may result in disciplinary action or referral to the appropriate judicial board.

(7) Organizations must complete and submit to the Office of the Dean of Students the “Social Event Planning Checklist” no later than 72 hours after the conclusion of the event.

III. Standards and Restrictions for Social Events

A. Days and Times

(1) The Office of the Dean of Students will not register events at which the presence of alcohol is planned or anticipated during Sunday through Wednesday. For those Thursday social events involving alcohol, consumption of alcohol will only be permitted between 5:00 p.m. and 1:00 a.m.

(2) The hours for indoor social functions are restricted to the following times:
   - Sunday – Wednesday: 5:00 p.m. - 11:30 p.m.
   - Thursday: 5:00 p.m. - 1:00 a.m.
   - Friday/Saturday: 5:00 p.m. - 2:00 a.m.

(3) Indoor musical entertainment (bands, disc jockey, individual performers or combos, audio/video systems) at on-campus events may begin no later than 10:00 p.m. and must end no later than the designated times above. Provided no disturbances or violations of University policy occur, the members and guests have the prerogative to remain on the premises until choosing to leave. Bands are not permitted at Thursday social events where alcohol is present.

(4) The hours for outdoor social functions involving musical entertainment as above are restricted to the following times:
   - Friday: 5:00 p.m. - 12:00 Midnight
   - Saturday: 1:00 p.m. - 12:00 Midnight
   - Sunday: 1:00 p.m. - 5:00 p.m.

(5) Outdoor social functions not involving musical entertainment are restricted to the same times as indoor social functions.

(6) For events with both afternoon and evening social functions, there must be at least a three hour break between the two separate events (i.e. Day party lasting from 1:00 – 5:00, evening band party could start no earlier than 8:00 p.m.).

(7) No social events may be registered to occur during the five (5) day period preceding or for the duration of final exams for the fall and spring semesters or during the two (2) day period of the summer term. In addition to A-Day, the weekend of Greek Preview Day, Costa’s Greekfest and Panhellenic Bid Day no social events may be registered.

(8) Social events at chapter houses during the fall semester may begin during the Week of Welcome, the Monday before classes start.

B. Guests

(1) Social events sponsored by student organizations must be limited to members, guests, and other invited students with valid college IDs. A sign shall be conspicuously displayed at all event entrances indicating the event is restricted to members and invited guests, stating ending time of the event, and that no glass bottles are allowed.

(2) Any form of public advertising off-campus to encourage attendance at social events is strictly prohibited, unless it is to include other college/university campuses, is an alcohol-free event, or is being held at a non-residential facility and meets the other criteria for open events contained in number (6) of this section. Campus advertising should indicate that a valid photo college ID is required for admission.

(3) Student organizations wishing to charge admission to approved events must adhere to the following:
a) UAPD or approved security personnel are assigned when appropriate at the expense of the organization.
b) Total tickets sold/admission charged and/or invited guests present must not exceed the designated capacity for the facility. The number of organizational members must be included when determining total attendance.
c) Events must be limited to inside the designated facility. Outside events will be permitted on premises secured and contained by a permanent fence or wall.

(4) Organizations take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the Health and Safety Office. Organizations should work with Health and Safety Office to determine maximum capacity for each event based on the scope of the event and the locations at which the event will take place. Chapters must develop a plan with hired security to prevent attendance at event from exceeding maximum occupancy.

(5) All state of Alabama laws regulating loitering on University property apply at all on-campus social events. The sponsoring organization, with the assistance of UAPD, will be responsible for identifying and dispersing loiters.

(6) All chapter sponsored social activities shall be by invitation only. “Open Parties” are expressly prohibited, except in those instances where the event is held at an off campus location and a licensed third party vendor contractually assumes all responsibility for guest behavior and safety, or where the event is held in an on-campus, non-residential facility, is alcohol-free or incorporates a licensed, third-party vendor, and security is provided by UAPD. Such events must be in compliance with the national risk management policy of the host organization(s). Copies of said contracts with third party vendors must be submitted with the appropriate event approval forms.

C. Decorations and Physical Facilities

(1) Any construction for themes for social functions must be approved by the Office of Health and Safety and plans shown to Construction Administration prior to beginning construction. Two members from the organization must be designated as construction supervisors and attend training sponsored by the Offices of Construction Administration and Risk Management.

(2) No pools of any type or size will be allowed at any time.

(3) Groups decorating for parties such as theme parties are not allowed to use bamboo that has not been commercially grown. Please check with Health and Safety personnel or the Office of the Dean of Students if there are any questions.

(4) Construction may begin no earlier than one week (7 days) prior to the event.

(5) All front yard remnants/decorations of social events must be removed from the property immediately following the event, and must be completely removed by 10:00 a.m. the morning following the event. Backyard remnants/decorations must be removed no later than 48 hours following the event. This includes removal of all materials involved in party decoration construction (i.e. sand, lumber, flags, etc.).

(6) Should the fire alarm go off during the event, the organization should immediately vacate the location. No one should be allowed back in the location until cleared by the Fire Department.

(7) All outdoor social events must be held within the enclosed area with a monitored entrance. Permanent fencing is preferred. However, temporary, quick removal fencing may be accepted. Fencing must be a minimum of six feet tall and must be constructed with fire-retardant/flame repellant material.

D. Security and Law Enforcement Personnel

(1) Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.

(2) All organizations at the University are required to contract with Contract Security Companies, as defined by ALA. CODE § 34-27C-1, to provide security services for Events hosted on property the University of Alabama owns or operates. These Contract Security Companies must be licensed with the Alabama Security Regulatory Board (ASRB) and must, prior to performing any such services, register with the University of Alabama Office of Greek Affairs and provide evidence of full compliance with ALA. CODE §§ 34-27C-1 through 34-27C-18. Only properly ASRB-licensed Security Companies and their ASRB-certified Security Officers will be allowed to provide services on property the University of Alabama owns or operates.
(3) The number of security personnel required for an event will be determined by the following:
   (a) A minimum of 2 Security Officers are required for any event.
   (b) At least 2 Security Officers must monitor the event’s main entrance and at least 1 Security Officer must be stationed at every other entrance/exit for the duration of the event.
   (c) For every 100 attendees, 2 Security Officers must be present.

   **Example: 400 attendees = 8 Security Officers**

(4) Organizations are responsible for maintaining control of members and guests at their events including identifying and eliminating high risk behaviors. Organizations should notify UAPD at 348-5454 of potential problems and/or legal violations. Appropriate emergency contact information must easily available at visible bulletin board at the event.

(5) Organizations hire Security Companies and Security Officers for security reasons. UAPD must be contacted immediately (348-5454) anytime law enforcement is needed (to deal with uninvited guests who will not leave or if any of the following occur:
   a. A violation of the law;
   b. deployment of force (e.g. physical, pepper spray, etc.);
   c. injury(s) or other medical issues;
   d. a violation of any applicable policy or procedure;
   e. discharge of a fire extinguisher;
   f. the number of attendees at the event exceed fire code occupancy limits or the estimated number of participants identified in the organizations Event Registration Form (whichever number is smaller);
   g. disabling or damage to a life-safety device (e.g. fire alarm, smoke detectors, emergency exit lights, etc.).

(6) Security personnel are prohibited from carrying firearms.

(7) Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends. Bands and DJs must stop playing at the event ending time.

(8) The Social Event Chair of the organization must be available to assist with access and be available immediately to the security personnel. This individual must be at least 21 years of age and must remain sober during the event.

(9) Organizations should meet with the individuals responsible for access along with security prior to the event to go over the additional expectations for the event including access control. Organizations are responsible for assisting door personnel and security with uninvited guests and crowd control around the door.

(10) Student groups will be responsible for providing any specific instructions to security officers; such information must conform to rules, by-laws and requirements of any national organization as applicable over the student organization.

E. **Structures, Inflatables, and Amusement Devices**
   a. A “structure” is something erected for use at a social event and includes, but is not limited to, stages, boardwalks, tiki huts, viewing platforms, decks, temporary walls, bars, and bar tables. Lawn/house decorations or signs/banners to promote events are not considered structures. Except as outlined in this section, all structures are prohibited at registered social events.
   b. “Inflatables” and “amusement devices” are items designed for the entertainment of event participants and/or require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls. Inflatables and amusement devices are prohibited at all registered social events.
   c. Temporary stages, tiki huts, and bar tables either (a) purchased from and installed by an appropriate dealer or (b) constructed by a licensed/bonded/insured contractor do not constitute a structure and are permissible if constructed/assembled immediately prior to the social event. Stages may only be used to hold the band or DJ providing entertainment at the event.
d. Under certain circumstances, the University may entertain the possibility of a permanent structure such as a stage, boardwalk, viewing platform, or deck at a fraternity or sorority house where the organization has exclusive use of the property. The design of a permanent structure must adhere to the University’s design guidelines and be constructed of materials that are suited for exterior use. In most cases, the proposed structure may not be visible from the street or walkways and may not limit or restrict access to the house, block exits or cause any inconvenience for residents or invited guests. Any request for consideration of a permanent structure should be coordinated with Greek Affairs.

e. The organization shall assume all of the expenses for design services, materials, contract labor, building permits, inspection, materials disposal or any other costs or expenses related to the design, construction and removal of any approved permanent structures or temporary stages, tiki huts, or bar tables, as allowed herein.

f. The organization shall submit a Structure Certification Form to the University’s Office of Risk Management and Office of Greek Affairs at least two (2) calendar days before the registered social event.

F. Other Regulations

All organizations that have oversight from national governing bodies are solely responsible for complying with the regulations of their national organization. If requested, a copy of the regulations must be provided to the Office of the Dean of Students.

IV. Swaps

In addition to the University’s requirements for social events, the following rules, which have been approved by the Alabama Panhellenic Association and the Interfraternity Council, also apply to any social event registered as a “swap” on the social event registration form:

a. No party shall be vulgar or offensive in theme.

b. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the Student Code of Conduct. Such inappropriate conduct may subject the individual(s) taking part in the conduct, as well as any individuals that allow or direct the conduct, to criminal and/or civil liability along with Code of Student Conduct sanctions.

c. No hard liquor should be present at a swap event and no alcohol shall be provided to any individual under the age of 21.

d. Events are allowed to begin no earlier than 9:00 pm and end no later than 12:00 am.

e. Any swap participant or attendee who appears overly intoxicated at any time during the event should be removed from the event immediately.

f. At least three (3) officers from each organization must attend each swap to monitor the behavior of their members to ensure that a safe environment is maintained and the requirements set forth herein are followed.

g. If a member of a sorority or fraternity feels his or her rights have been violated in any way, he or she should contact UAPD (348-5454), the University’s Title IX coordinator (348-5496), and/or other appropriate University official as identified on the University’s website (http://www.titleix.ua.edu/report-a-violation.html). Each participating organization must make its members aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy via e-mail of these swap rules to its existing members immediately prior to the start of the swap. Retaliation against someone reporting a violation is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.

h. All social events should be held in accordance with the Social Event Planning Guidelines.

i. If it is found that a violation of any of the foregoing rules occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation, that student(s) can be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.
V. Use of Alcoholic Beverages at Social Functions

A. Alcoholic Beverage Permit

(1) Each student group or organization that desires to host or sponsor a social event at which alcoholic beverages may be consumed must apply for and receive from the Office of the Dean of Students a permit prior to the date of the social event. To obtain a permit, a student group or organization must agree to comply with the terms and conditions of the social event policy. This agreement must be signed by an authorized officer or representative of the student group or organization.

(2) Types of Permits:
   a) Annual Permit: An annual permit is available to recognized student groups and organizations that anticipate hosting several registered social events. An annual permit is valid from August 1 of the year to July 31 of the immediately succeeding year. The issuance fee for an annual permit is $300.
   b) Single Event Permit: A single permit is available to recognized student groups or organizations which anticipate hosting only an occasional registered social event. The fee for a single permit is $50.

(3) Permits shall be valid only for the location described on the permit. If the location of a social event changes, then prior to the social event it shall be the responsibility of the student group or organization to apply for and receive from the Dean of Students office an endorsement to the permit indicating the new location of the social event.

B. Requirements of Sponsoring Organizations: A recognized student group or organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply with the following requirements:

(1) Comply with all noise limitations, ending or concluding times, social event registration requirements, and all other applicable guidelines regulating social events as set forth in the Student Handbook and Social Event Planning Guidelines.

(2) Form a risk management committee with a minimum of five individuals that agrees to remain sober at an event. They must be active members of the organization (no associates or new members).

(3) Provide and make available to members/guests during the duration of a social event non-alcoholic (alternate) food and beverages.

(4) Adopt and implement a plan or method to identify, such as by stamp or other appropriate device, each member/guest in attendance who is twenty-one (21) years of age or older.

(5) For the duration of a social event provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation. Post signs with taxi service contact information at the main exit of the party.

(6) Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis or shall incorporate a licensed, third-party alcohol vendor.

(7) During social events, guest and members are not permitted to consume beverages contained in glass bottles. Organizations will be cited if glass bottles are found to be in and around the party area.

(8) Student groups are required to secure all entrances and exits where the event will be held. Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down. Any questions regarding this requirement should be directed to Health and Safety at 348-5905.

(9) No fund-raising event will be approved if alcohol is present. Any event that has an admission charge will be deemed fund-raising and require additional security. The organization is responsible for the expense of the additional security.

(10) Persons who work the doors for social events at which alcohol is present must not be affiliated with the organization and must be security event personnel from bonded private security firms or off-duty law enforcement to work security and must be at least 21 years of age.
VI. Enforcement

A. By registering a social function, an organization agrees to abide by the policies governing student conduct.

B. Any individual student and any student group or organization that violates any of the provisions in the Social Event Planning Guidelines, or policies governing student conduct, shall be subject to all of the disciplinary provisions of the Code of Student Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.

C. In addition to any disciplinary action by the University pursuant to the Student Handbook and/or the Code of Student Conduct, student groups or organizations which are member organizations of either local or national groups governed by national organizations shall also be subject to disciplinary action by those local or national councils or groups for a violation of the Student handbook and or the Code of Student Conduct.

D. The following acts or omissions by a recognized student group or organization shall constitute a violation of the Code of Student Conduct.

1. **Level I Violations:**
   a) Failure to comply with the guidelines set forth in the Student Handbook and/or the Social Event Planning Guidelines regulating outdoor social events.
   b) Failure to provide and make available to members/guests during the duration of a social event appropriate non-alcoholic (alternative) beverages and food.
   c) Failure or refusal to comply with noise limitations set forth in the Student Handbook and/or the Social Event Planning Guidelines.
   d) Failure to end or conclude social events at the time required by the Student Handbook and/or the Social Event Planning Guidelines.

2. **Level II Violations:**
   a) Failure to adopt and/or implement a plan or method to identify, such as by stamp or other appropriate device, each member/guest at the social event who is twenty-one (21) years of age or older.
   b) Failure to pay a fine imposed by the Office of Student Judicial Affairs or other recognized judicial body within the time period specified in the Student Handbook.
   c) Sponsoring or hosting a social event with an expired or invalid permit.

3. **Level III Violations:**
   a) Failure to provide and make available during the duration of a social event transportation by taxicab, designated driver, duty driver, or other similar means for members/guests who are visibly intoxicated or who request transportation.
   b) Failure to register in accordance with the provisions in the Student Handbook and/or the Social Event Planning Guidelines a social event at which alcohol will be consumed.
   c) Sponsoring or hosting a social event while a student group or organizations permit is suspended or revoked.
   d) Allowing or permitting at a social event the possession or presence of a common source shall result in social probation for a minimum of 1 semester.
   e) Failure to comply with the BYOB/third-party vendor rule for social events at which alcoholic beverages will be present.

   Failure to comply with the fire code capacity limitation applicable to the site of the social event.

4. **Sanctions/Penalties for Violations of Swap Requirements**
   If it is found that a violation of the swap requirements occurred, the participating organizations will each be assessed a $1,000.00 fine and have their Alcohol Beverage Permits revoked for one full Academic Calendar Year from the time the violation is found (e.g., violation found on September 23, 2013, then organizational permits will be revoked until September 22, 2014).

5. **Sanctions/Penalties for Violation of Prohibition on Structures, Inflatables, and Amusement Devices**
   If it is found that a violation of the provisions on structures, inflatables, and amusement devices occurred, the organization in violation will be assessed a $1,000.00 fine and have its Alcohol Beverage Permits revoked for one full Academic Calendar Year from the time the violation is found (e.g., violation found on September 23, 2013, then organizational permits will be revoked until September 22, 2014).
(6) **Sanctions/ Penalties for Violations of the Social /Alcohol Policy**

In all cases where it is shown that a student group or organization has committed two (2) or more violations listed in the same level classification as described in this policy during a single social event, then the following fines shall be imposed for each violation:

a) Two or more Level I Violations, a fine of not less than $75.00 but not exceeding $150.00.

b) Two or more Level II Violations, a fine of not less than $175.00 but not exceeding $300.00.

c) Two or more Level III Violations, a fine of not less than $325.00 but not exceeding $500.00.

d) Any fine imposed against a student group or organization shall be paid to the Office of Student Judicial Affairs within three (3) university working days after the deadline to file an appeal has expired or after the entire appeal process is exhausted, whichever occurs first.

e) In addition to the fines provided for in this policy, a student group’s Alcohol Beverage Permit may be suspended or revoked for a period not exceeding one (1) year when the student group is found to have committed the following violations:

   a. Two or more Level III Violations during a single social event.
   
   b. Five or more Level I Violations within a twelve 12-month period.
   
   c. Three or more Level II violations within a twelve (12) month period.
   
   d. Three or more Level III Violations within a twelve (12) month period.

f) For the period of time that a student group’s or organization’s Alcohol Beverage Permit is revoked, the student group or organization shall be ineligible to apply for or receive another permit.

**VI. Levels of Appeal**

A. For cases involving a violation of the requirements set forth in section IV of this Policy, the initial appeal is directed to the Appellate Board.

B. The decision of the Appellate Board may be further appealed to the Senior Associate Vice President for Student Affairs.

C. The notice of intent to appeal, and the appeal, must be filed in the Office of Student Judicial Affairs in accordance with the procedure outlined in the Code of Student Conduct.
UNIVERSITY OF ALABAMA
DEAN OF STUDENTS OFFICE
SOCIAL EVENT PLANNING CHECKLIST

Organization: ____________________________________________________

This form, along with a post-event guest list, must be completed, signed and submitted to the Dean of Students Office no less than 72 hours after the conclusion of any social event sponsored on the University of Alabama Campus. In the space beside each item, the event chair should initial to indicate compliance with that policy. Failure to follow the steps outlined in this checklist, or falsification of this or any other University document, could result in disciplinary action against the organization and/or the student(s) responsible for completing the form.

Before the Event

_____ 1. Submit the following to the Office of the Dean of Students
   A. Social Event Registration Form
   B. Guest List
   C. Names of Risk Management Committee (at least 5 actives) responsible at the event

_____ 2. Schedule health and safety inspection (348-5905)

_____ 3. Purchase an alcohol permit (these can be purchased annually or on a per-event basis)

_____ 4. Obtain wrist bands, stamp or other means of identifying guests over the age of 21

_____ 5. Identify and retain means of transportation for intoxicated guests

_____ 6. Purchase non-alcoholic beverage alternatives and food for the event

_____ 7. Contact and schedule event security with a security company properly licensed with the Alabama Security Regulatory Board and registered with University Greek Affairs.

_____ 8. Obtain and display Social Registration Permit at entrance(s) to event throughout the duration of the event

During the Event

_____ 1. Secure all entrances and place security guards at entrance(s) with guest list

_____ 2. Ensure that security guards are checking identifications against the guest list, are identifying guests over the age of 21, and that all individuals not on the guest list sign into the event

_____ 3. Begin/End music at appropriate times as displayed on Social Registration Permit

_____ 4. Remove any common sources of alcohol and ensure that all other alcohol brought to the event by individuals is secured and not accessible to the other guests

_____ 5. Risk management committee works in collaboration with hired security to identify any individuals that cause disturbances, are too intoxicated, or must be removed from the event

_____ 6. Inform intoxicated individuals of transportation options

After the Event

_____ 1. Collect all post-event guest lists and submit, along with this completed form, to the Office of the Dean of Students by no later than 72 hours after the event

_____ 2. All front yard remnants/decorations of social events must be removed from the property immediately following the event, and must be completely removed by 10:00 a.m. the morning following the event. Backyard remnants/decorations must be removed no later than 48 hours following the event. This includes removal of all materials involved in party decoration construction (i.e. sand, lumber, flags, etc.).

By affixing my signature to this checklist, I affirm that all measures listed above were followed and that the event was in compliance with all University social event and risk management policies and acknowledge that failure to follow these steps or falsification of this or other University documents could result in disciplinary action against me and/or my organization

__________________________________   _____________
Chapter President                        Date

___________________________________    _________
Event/Social Chairman                   Date
THE UNIVERSITY OF ALABAMA
STUDENT AFFAIRS
ALCOHOL BEVERAGE PERMIT
APPLICATION AND AGREEMENT

Date: ____________
Type of Permit: _____annual _____single event

Applicant’s Name: ______________________________________________________________________________________

Designated Location: ___________________________________________________________________________________
____________________________________________________________________________________________________
(Describe the site or facility. If Single Event, describe the social event and provide date.)

I, the undersigned, a duly authorized representative or officer of the Applicant, for and on behalf of the Applicant hereby apply for the Permit described above. By signing this Permit Agreement and for the period of time for which the Permit is issued, the Applicant agrees:

1. To abide by and comply with all provisions set forth in the Social Event Alcohol Policy.
2. To abide by and comply with all state and local laws applicable to a social event at which alcoholic beverages are present and consumed. Examples of violations of the law include but are not limited to:
   • Serving minors
   • Serving intoxicated students
   • Providing a common source of alcohol
3. To permit any State of Alabama Beverage Control Board official and any University of Alabama representative to inspect the area of premises that is being used for the social event.
4. Not to offer either as an association or organization with any person, group, or organization anything of value as a premium or consideration to have alcoholic beverages served or available at a social event.
5. Not to advertise or give public notice of the use, availability, or consumption of alcoholic beverages at an upcoming social event.
6. Our organization has been trained on Social Event Planning Guidelines, policies pertaining to the use of alcoholic beverages at social functions and applicable laws and ordinances.
7. Briefly explain date and description of training provided to your organization:
____________________________________________________________________________________________
____________________________________________________________________________________________

The Applicant understands a violation of the conditions set forth in this Permit Application and Agreement may subject the Applicant to disciplinary action in accordance with the Code of Student Conduct published in the Student Affairs Handbook and could result in sanctions, including, but not limited to, imposition of fines and suspensions or revocation of the Applicant’s permit.

Applicant acknowledges that the Permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The Permit issued by Dean of Students Office, 230 Ferguson Center serves only as permission from the University of Alabama for a student organization to have alcoholic beverages present at an on-campus social event, subject to rules and conditions noted in Social Event Planning Guidelines and otherwise consistent with University policies.

The undersigned acknowledges receipt of a copy of the Social Event Alcoholic Policy and alcohol related laws and will comply with these rules, laws, and regulations.

______________________________________________  ____________________________
Signature of Applicant’s Representative or Officer  Address, City, State and Zip/ Phone

______________________________________________  ____________________________
Signature of Faculty Advisor  Phone  Signature of Chapter Advisor  Phone

Date Received________ Date Paid________ Amount________ Approved________ Not Approved________

Reason ___________________________________________________________ Signature ____________________________
THE UNIVERSITY OF ALABAMA
ALCOHOL BEVERAGE
SINGLE EVENT PERMIT NUMBER:

Date of the Event:

Name of Organization

Location of Event(s)

This permit has been issued under the provisions specified by The University of Alabama Office of the Dean of Students to the above named organization and is valid only for the period indicated, unless earlier revoked or suspended. By applying for and accepting this permit, the above named organization agrees to adhere to all applicable University policies regulating social functions and the presence of alcohol at an on-campus function.

This permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The permit issued by the Office of the Dean of Students serves only as permission from The University of Alabama for a student group or organization to have alcoholic beverages at an on-campus social event.

THIS PERMIT IS NON-TRANSFERABLE AND IS VALID ONLY FOR THE TIME PERIOD INDICATED

Date Issued: ________________________________

Signature of Authorized DOS Representative
Name of Organization

Location of Event(s)

This permit has been issued under the provisions specified by The University of Alabama Office of the Dean of Students to the above named organization and is valid only for the period indicated, unless earlier revoked or suspended. By applying for and accepting this permit, the above named organization agrees to adhere to all applicable University policies regulating social functions and the presence of alcohol at an on-campus function.

This permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The permit is issued by the Office of the Dean of Students serves only as permission from the University of Alabama for a student group or organization to have alcoholic beverages at an on-campus social event.

**THIS PERMIT IS NON-TRANSFERABLE AND IS VALID ONLY FOR THE TIME PERIOD INDICATED**

Date Issued:__________________________

___________________________________________
Signature of Authorized DOS Representative
OFFICE OF THE DEAN OF STUDENTS
UNIVERSITY OF ALABAMA
SOCIAL EVENT REGISTRATION FORM

Security: Organizations registering social events must hire a Security Company licensed with the Alabama Security Regulatory Board (ASRB) to work their events. The company must provide ASRB-certified Security Officers to work the event. Groups must have at least one Security Officer stationed at each entrance/exit with at least two Security Officers stationed at the main entrance/exit for the duration of the event. In addition to the Security Officers monitoring the entrances/exits, groups should have two additional officers to patrol the event for every 100 event participants expected to attend (e.g., if 350 participants are expected, seven additional officers are required to patrol the event in addition to the officers monitoring each entrance/exit). Any Security Company retained to work social events must be registered with the University.

Purpose: This form is used to register on-campus events. Social events include parties, swaps, band parties, formals, receptions, theme parties and social activities in Greek houses. Some events may also require submission of Campus Ground Use/Amplification Equipment request form.

Registering: Organizations registering on-campus events must submit this completed form, additional forms (if necessary) and all applicable fees to the Office of the Dean of Students 7 days prior to the event. Submission of this form does not imply registration has been accepted. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow social event registration procedures may result in the loss of an organization’s social privileges. See the Party Smarty Book for the complete policy.

Notes: Events where alcohol is present, require $135 registration fee made payable to The University of Alabama at the time the function is registered. Late fees may apply if not registered in accordance with the Party Smart Guidelines.

Name of Organization(s) Type of Event Place of Event

Date of Event

Time from____________ AM/PM to AM/PM to _____________

Inside ☐ or Outside ☐

Open ☐ Closed ☐

Facility Reservation Confirmed Yes ☐ No ☐ N/A Recruitment Event? Yes ☐ No ☐

Will an admission fee be charged? Yes ☐ No ☐ Will alcohol be present? Yes ☐ No ☐ Minors Present? Yes ☐ No ☐

If yes, how much? $ __________ Alcohol Permit: Single ☐ Annual ☐ N/A ☐

If Band or DJ will be present, name of the Band/DJ & Booking Agent: ______________________________________

Hosting Organization is responsible for checking social media sites to confirm the band/DJ or booking agent have not promoted the event to the public.
Security – Groups registering social events must comply with the University’s Event Planning Guidelines. With respect to this event, please provide the following information:

Number of Guests/Members Expected to Attend the Event: ________________________________________________

Maximum Fire Code Occupancy for Place of Event: _______________________________________________________

Number of Entrances/Exits to the Event: _______________________________________________________________

Name of Security Company: _________________________________________________________________________

Number of Security Officers working the event: ___________________________________________________________

Cell Phone/Contact Information of Security Company: _____________________________________________________

**IF THE EVENT IS CLOSED, DESCRIBE METHOD OF LIMITING ACCESS TO THE EVENT AND OF IDENTIFYING GUESTS/MEMBERS _________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Complete the following items if alcoholic beverages will be present:

The organization plans to use the following method of identifying members/guests who are the legal drinking age:

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>SPONSOR INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>Organization name</td>
</tr>
<tr>
<td>President Name</td>
<td>President Name</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>E-Mail Address</td>
</tr>
<tr>
<td>Vice-President Name</td>
<td>Vice-President Name</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Event Chairperson Name</td>
<td>Event Chairperson Name</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>E-Mail Address</td>
</tr>
<tr>
<td>Advisor Signature</td>
<td>Advisor Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Faculty Advisor Signature</td>
<td>Faculty Advisor Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>President Signature</td>
<td>President Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CO-SPONSOR INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td>Date Received</td>
</tr>
<tr>
<td>BMI/ASCAP</td>
<td>BMI/ASCAP</td>
</tr>
<tr>
<td>Permit Number</td>
<td>Permit Number</td>
</tr>
<tr>
<td>Security Pmt. Received</td>
<td>Security Pmt. Received</td>
</tr>
</tbody>
</table>

I hereby certify that, as the event chairperson for this organization, I am at least 21 years of age (for functions with alcohol). I understand that I am responsible for coordinating and overseeing this event. I hereby agree that I will be present for the duration of the event. I will be available to meet with any University official to review the procedures that are to be followed for registered social functions. Also by signing below, I agree that I have read, understand, and will comply with the Social Event Planning Guidelines and General Terms and Conditions: University Ground Use Permits & Student Affairs Registered Events found at www.greekaffairs.ua.edu. I also confirm that I have read and understand this form and that the information set forth herein is true and correct. (*Including false or misleading information in this form is a violation of the Code of Student Conduct).
STATE AND LOCAL ALCOHOL LAWS

It is against the law for any establishment licensed by the Alcoholic Beverage Control Board to allow the possession or consumption of alcoholic beverages by or to permit any such minor to drink, consume, or possess any alcoholic beverages on its premises.

(For the legal definition see: Sec 3-34, Ord. No. 2768, 3, § 3-10-87)

Alabama Open House Party Act
Any adult who sanctioned an open house party, defined as a social gathering at a residence, and who is in attendance at the party, will be guilty of a Class B misdemeanor if he/she allows the gathering to continue if alcoholic beverages or controlled substances are illegally possessed or consumed at the residence by a person under the age of twenty-one. The offense is committed if the adult knows of this fact and fails to either eject the minor from the residence or request law enforcement officials to eject the minor from the residence.

(For the legal definition see: ALA. CODE § 13A-11-10.1)

Alabama Dram Shop Act
A person may be liable to an injured third party for civil monetary damages if that person sell or gives alcohol to a person under the age of twenty-one, causing that minor to become intoxicated, and the third party is injured because of that minor’s intoxication.

(For the legal definition see: ALA. CODE § 6-5-71)

Alabama Civil Damages Act
A person may be liable to a parent or guardian of a minor if that person unlawfully sells or furnishes spirituous liquors to their minor child. To be liable, there must be evidence that you had knowledge of or was chargeable with notice of the fact that the child was under twenty-one years of age.

(For the legal definition see: ALA. CODE § 6-5-70)
STRUCTURE CERTIFICATION FORM

Student Organization:

Type of Structure:  □ Temporary Stage  □ Tiki huts  □ Bar Tables

Scheduled Date of Registered Social Event:

Structure Installed/Constructed By (identify the dealer or licensed/insured contractor):

Contact Information for Dealer/Contractor (phone/e-mail):

Location of the Structure:

• Please provide clear, color photographs of the structure.

• Please provide a copy of the dealer’s license and proof of insurance if structure was installed. If structure has been constructed, please provide a copy of the contractor's license and proof of insurance.

• The structure must be fully assembled two (2) days before the date the Registered Social Event is to take place.

• This Structure Certification Form must be submitted to the University’s Office of Risk Management and Office of Greek Affairs two (2) days before the date the Registered Social Event is to take place.

President Name

Phone

E-Mail Address

Vice-President Name

Phone

E-mail Address

Event Chairperson Name

Phone

E-Mail Address

Advisor Signature

Date

Phone

President Signature

Date
Chalking Guidelines

Chalking is a wonderful and inexpensive way to advertise or promote programs and events. Failure to adhere to the following guidelines may result in disciplinary action as outlined in the Code of Student Conduct.

A. Only registered student organizations (through the Office of Student Involvement and Leadership), departments, and faculty organizations are allowed to chalk within the guidelines provided below.

B. Chalking is only permitted on natural gray concrete sidewalks that are subject to being washed by the rain.

C. No chalking can occur on sidewalks or building entrances that are covered by a shelter of any type.

D. No chalking can be closer than 20 feet to a building. A building structure includes porches, stairs, and drive-thrus.

E. No chalking is permitted on a vertical surface including the riser portion of stairs.

F. Chalking is not permitted on any type of brick or concrete paver, and/or engraved surfaces.

G. Only solid concrete surfaces as outlined in B-E are subject to chalking.

H. The type of chalk used must be washable and not capable of withstanding several rains. Spray chalk is strictly prohibited. It is recommended that you use Crayola Sidewalk Chalk©.

I. The following are expressly prohibited from chalking:
   a. Ferguson Plaza
   b. Crimson Promenade
   c. Walls anywhere on campus
   d. Brick pavers (bricks or brick like materials used for surfaces on which to walk)
   e. Surfaces under porches or drive thurs
   f. The entrance to the south end of the Recreation Center
   g. Law School and surrounding sidewalks
   h. Brick pavers surrounding the Culverhouse College of Commerce and Business

J. Removal of chalk in prohibited areas will be handled by the department responsible for the given area. Organizations may be contacted by said department and asked to remove the chalking at their own expense.

K. Please note that all departments have the right to remove chalking for aesthetic and event purposes.

L. If any expense is incurred in the removal of chalk because of a violation of the above policies (see G) the organization may be held responsible for all expenses and is subject to judiciary action by the Student Judiciary Committee.
STUDENT GOVERNMENT
CONSTITUTION

Disclaimer: The SGA Constitution is currently being reviewed.

PREAMBLE

We, the students of The University of Alabama, in order to preserve and defend the rights and privileges of student self-governance, to guarantee a student voice and involvement in University decisions, to serve the common interests of students, to train ourselves in democratic government, and to promote citizenship on campus and in the community, do hereby establish this Constitution of the Student Government Association.

ARTICLE I
NAME OF ORGANIZATION

The name of this organization shall be the Student Government Association of the University of Alabama. (Abbreviated hereafter as SGA)

ARTICLE II
MEMBERSHIP

Section 1: The membership of this organization shall consist of all students of the University of Alabama upon payment of their Student Activity Fee.

Section 2: Qualified members may become Committee members, Justices, Senators, Executive Officers, and/or any appointed office holder.

Section 3: Members of this organization shall be entitled to vote in Student Government Association elections.

Section 4: In SGA school or college elections, members may vote only for candidates from the school or college in which they are enrolled.
ARTICLE III
LEGISLATIVE BRANCH

Section 1: Legislative power. All legislative powers of the Student Government Associations shall be vested in the Student Senate.

Section 2: Composition. The Student Senate shall consist of 50 senators. Senators shall be elected from each college as follows:

A. One undergraduate Senate seat shall be apportioned to each college based on each full two percent of undergraduate enrollment in that college. Each college containing an undergraduate/graduate population shall have at least two Senate seats. Graduate students from each college containing a graduate enrollment shall together be represented by a number of graduate Senate seats apportioned based on each full two percent of graduate enrollment in the University, excluding the Law School. Students of the Law School shall be represented by a number of law student Senate seats apportioned based on each full two percent of enrollment in the University, and shall have at least two seats.

B. If the number of Senate seats distributed in accordance with Section 2, a, does not total 50, the remaining seats will be distributed by allocating one additional seat to those colleges coming closest to having an additional two percent until the total number of Senate seats allocated is 50.

Section 3: Eligibility

Eligibility requirements of all candidates intending to run for a position in the Student Senate must be met prior to the election day or days.

A. Members of the Student Senate shall be elected from interested full-time students at The University of Alabama.

B. Candidates for the Student Senate must be in good academic and disciplinary standing with the University of Alabama and must remain in this status during his or her term.

C. All undergraduate students seeking a position in the Student Senate must have an overall cumulative grade point average from The University of Alabama of not less than 2.30 on a 4.0 scale. Undergraduate candidates must have earned at least 12 credit hours at The University of Alabama.

D. All law students seeking a position in the Student Senate must have an overall cumulative grade point average from The University of Alabama of not less than 2.50 on a 4.0 scale and earned at least twelve credit hours from The University of Alabama.

E. All graduate students seeking a position in the Student Senate must have an overall cumulative grade point average from The University of Alabama of not less than 3.00 on a 4.0 scale. Graduate candidates must have earned at least 9 credit hours from The University of Alabama.

F. Any graduate or law school candidate whose undergraduate degree was earned from The University of Alabama is exempted from the credit hour requirement, provided his or her undergraduate grade point average at The University of Alabama was at least 2.30 on a 4.0 scale and he or she currently has the appropriate graduate or law school grade point average.
G. Each candidate for a Senate seat shall submit a petition of 50 signatures of the students enrolled in the school or college he or she is representing to be placed on the ballot.

H. All elected members of the Student Senate shall be elected according to the procedures stated in Article VI.

Section 4: Vacancies in the Student Senate. Vacancies in the Student Senate shall be filled using the following procedure:

A. For those vacancies occurring prior to Homecoming Queen Elections, following Senate notice of the vacancy, during a two-week period, eligible students may apply to stand elected for a vacated Student Senate seat in the college in which they are enrolled.

B. A special election to fill the vacant Senate seat will be held in the college where the vacancy occurred; procedures for voting and identifying the successor senator will be those utilized in regular elections as specified in Article VI. Senate vacancies will be voted on at the same time the Homecoming Queen Elections are held.

C. The governing elected body or partially elected body, within the same college, shall nominate someone from the college to fill the vacancy and should give their nomination to the Executive Council of the Student Government Association within ten academic days of notification of the newly vacated seat. If a college does not have a governing elected body, or does not submit their nomination within ten academic days, the Executive Council of the Student Government Association shall appoint a senator from the respective college. The new senator must be approved by the majority of the Senate.

D. If a senate vacancy occurs within a month before the next regular election or an appointed Senator is not confirmed by the Student Senate within a month of the regular election, the vacancy will continue until the regularly scheduled election.

Section 5: Officers of the Student Senate. Officers of the Student Senate shall include the Executive Vice President, the President Pro Tempore, the Parliamentarian, and the Secretary.

A. The Executive Vice President shall preside over the Student Senate but shall have no vote except to break a tie and who shall serve as a liaison between the Student Senate and the Faculty Senate by attending Faculty Senate meetings. The Executive Vice President shall, with the approval of the Student Senate, appoint one senator as President Pro Tempore of the Student Senate and one qualified student as the Parliamentarian of the Student Senate.

B. The President Pro Tempore of the Student Senate shall preside over the Student Senate in the absence of the Executive Vice President but shall have no vote except to break a tie when serving as presiding officer.

C. The Parliamentarian of the Student Senate shall advise the Student Senate of all matters of parliamentary procedure according to Robert’s Rules of Order and any rules of order adopted by the Student Senate. The Parliamentarian may not be a Senator and may have no vote.

D. The Secretary of the Student Senate shall be chosen from within the membership of the Senate by a majority vote of the Student Senate and shall maintain a record of all proceedings of the Student Senate and attendance of its members. The Secretary of the Student Senate shall receive any petitions regarding the impeachment and removal of any officer of the Student Government Association.

E. Additional officers as seen fit by simple majority of the Student Senate.
Section 6: Duties of Senators of the Student Senate. Senators of the Student Senate shall:

A. Address the academic and non-academic concerns of the students of The University of Alabama by acting as student representatives.

B. Make themselves accessible and accountable to their constituents.

C. Attend all regularly scheduled meetings of the Student Senate unless excused.

Section 7: Powers and Duties of the Student Senate. The Student Senate shall:

A. Develop and pass legislation on behalf of students of The University of Alabama.

B. Ratify the funding recommendations for student activities and programs as proposed by the Financial Affairs Committee within the executive branch of the

Student Government Association. The Financial Affairs Committee shall be composed of senators and members of the Coordinating Council for Student Organizations and Council of Presidents, as outlined in Article IV, Section 9, subsection D, 1, of the S.G.A. Constitution.

C. Confirm or reject Executive Council appointments of executive committee chairperson and of executive officers appointed to fill vacancies.

D. Select officers of the Student Senate, set the day and time for meetings of the Student Senate, and establish and enforce an attendance policy for members of the Student Senate.

E. Be responsible for approving the allocation of its members among the colleges and schools of The University of Alabama in accordance with this Constitution not later than 45 days prior to the annual Student Government Association elections.

F. Establish a pay scale for executive offices.

G. Establish legislative committees as needed.

H. Request special sessions of the Student Senate when deemed necessary by two-thirds of the Student Senate by petitioning the President of the Student Government Association.

I. Respond to a work overload in the judicial branch of the Student Government Association by creating temporary lower courts at the request of the Student Judicial Board.

J. Participate in the impeachment and removal process as described in Article VII, Section 2.

K. Allocate additional money to meet the needs of individual students and student organizations.
Section 8: Presentation and passage of legislation. A majority of the Student Senate shall constitute a quorum to do business.

A. Bills and resolutions which pass the Student Senate by a majority vote of senators present and voting shall be presented to the President of the Student Government Association. If the President approves, the President shall sign the bill or resolution. If the President does not approve, he or she has the right to either veto within five full class days of receipt and submit such a veto to the Secretary of the Student Senate accompanied by a written explanation for the decision, or choose not to sign the bill or resolution. Choosing not to sign the bill or resolution is not a veto. The Student Senate may reconsider vetoed bills and resolutions. After reconsideration, the Student Senate may override the President’s veto by a two-thirds vote of those members of the Senate who are present and voting. After five full class days following the President’s initial receipt of the bill or resolution, it will be considered passed with or without the President’s signature.

B. All legislation of the Student Senate shall be categorized as follows:

1. Bills of Law: Laws, the Budget and Organization Charters which are subject to veto as provided for by the Constitution.

2. Resolutions: Expressions of sentiment of the Student Senate which are not subject to veto.

ARTICLE IV

EXECUTIVE BRANCH

Section 1: Executive power. All executive powers of the Student Government Association shall be vested in the Executive Council, with designated responsibilities assigned to the Council of Presidents and the Coordinating Council of Student Organizations.

Section 2: Composition. The Executive Council shall be composed of the elected offices of President, Executive Vice President, Secretary, Vice President of Academic Affairs, Vice President of External Affairs, Vice President of Student Affairs, and Vice President of Financial Affairs. The Executive Council shall also include an appointed Chief of Staff.

Section 3: Eligibility. Eligibility requirements of all candidates intending to run for a student executive office must be met prior to the election day or days.

A. Members of the student executive branch shall be elected or appointed, as appropriate, from interested full-time students at The University of Alabama.

B. All undergraduate students seeking an Executive Office must have an overall grade point average from The University of Alabama of not less than 2.30 on a 4.0 scale. Undergraduate candidates must have earned at least 36 credit hours with at least 12 of them from The University of Alabama.

C. All law students seeking an executive office must have a cumulative overall grade point average from The University of Alabama of not less than 2.50 on a 4.0 scale and earned at least 12 credit hours from The University of Alabama.

D. All graduate students seeking an executive office must have an overall grade point average from The University of Alabama of not less than 3.00 on a 4.0 scale. Graduate candidates must have earned at least 9 credit hours from The University of Alabama. Any graduate or law school candidate whose undergraduate degree was earned from The University of Alabama must also meet the requirements specified in Section 3.B. above.
University of Alabama is exempted from the credit hour requirement, provided his or her undergraduate G.P.A. at The University of Alabama was at least 2.30 on a 4.0 scale and he or she currently has the appropriate graduate or law school grade point average. If elected, an S.G.A. executive officer must earn a minimum grade point average equal to his or her qualifying GPA each semester he or she is in office.

E. All candidates seeking an executive office must submit 100 signatures from the general University of Alabama student population endorsing their candidacy.

F. All elected members of the executive branch shall be elected according to the procedures stated in Article VI.

**Section 4: Vacancies.** In case of any vacancies which may occur in the executive branch of the Student Government Association, the Executive Council shall nominate a qualified candidate to fill the vacancy. Vacancies in elected offices and committee chairmanships shall be approved by a majority vote of the Student Senate. The following procedure shall be used for appointment:

A. The applications shall be made available for at least 2 weeks before the qualifications review process is to begin.

B. The qualifications review for executive officers shall be held by the Executive Council; reviews for committee chairmanships will be held by the Executive Council and an equal number of representatives from the Council of Presidents.

C. Interviews of qualified candidates will be held by the Executive Committee.

D. The nomination shall be made and presented to the Senate for approval within 2 weeks of the qualifications review and interview process.

**Section 5: Executive Powers and Duties of the President.** The President of the Student Government Association shall:

A. Lead the Student Government Association in achieving the objectives of this Constitution.

B. Serve as chairperson of the Executive Council.

C. Appoint the Chief of Staff within 2 weeks of installation.

D. Propose legislation to the Student Senate.

E. Notify the Student Senate, in writing, of any vacancies which may occur in the executive branch, within 10 days of receiving notice of such vacancy. If the Student Senate by its adjournment prevents such notice, the notice shall be given at the first meeting of the Student Senate after its adjournment.

F. Call special sessions of the Student Senate whenever deemed necessary, or whenever petitioned by two-thirds of the members of the Senate.

G. Reappoint any appointed officials of the executive branch who serve at the will of the President.

H. Form new committees as needed and assign them to the appropriate Vice President.
I. Serve as an ex-officio member of all executive committees.

J. Write the “State of the School Address” each semester.

K. 1. Exercise veto power as he or she sees fit over all bills and resolutions passed by the Student Senate. A veto of bills and resolutions must be done within five full class days after the President’s receipt of said legislation. After five full class days following the President’s initial receipt, all bills and resolutions will be considered passed with or without the President’s signature.

2. Exercise line-item veto power as he or she sees fit over all bills passed by the Student Senate. A line-item shall be the smallest point in a subsection. A line-item veto of bills must also be done within five full class days after the President’s initial receipt of the bill. Resolutions passed by the Student Senate are not subject to a line-item veto.

L. Serve as chief liaison between the Student Government Association and organizations internal and external to The University of Alabama.

M. Serve as the student representative to the Board of Trustees, or if unable to attend, ensure the Executive Vice President is able to attend.

N. Schedule Executive Council meetings.

O. Instruct the incoming Student Government Association President on all matters pertaining to the office of President before leaving office.

Section 6: Duties of the Executive Council and the Chief of Staff. The Executive Council shall consist of all elected executive officials and the Chief of Staff.

A. The Executive Council shall:

1. Enforce this Constitution, all legislation passed by the Student Senate, and all decisions of the Student Judicial Board.

2. Together with an equal number of representatives from the Council of Presidents, screen the chairpersons of all executive committees.

3. Approve all executive committee selections for transmittal to the Senate for approval.

4. Nominate the replacements for any vacancies that may occur in any elected office of the executive branch within 20 school days of Senate notification.

5. Delegate duties to the Vice Presidents as may be necessary in the administration of the responsibilities of their offices.

6. Acquire 3/4 quorum before conducting business.

7. Propose legislation to the Student Senate.
B. The Chief of Staff shall serve as the administrative officer for the President and Vice Presidents. The Chief of Staff shall advise the President and the Vice Presidents, recommend the creation of executive committees, and be responsible for the following:

1. Notifying the student body of Student Government Association activities and events; publishing and circulating vital student information; advertising and recruiting students to the S.G.A.; and preparing and distributing S.G.A. information packets to new students, including information on the S.G.A. in general, committee opportunities, and election information.

2. Performing other such duties as the President or Executive Council may assign.

3. Instructing the incoming Chief of Staff on all matters pertaining to the office of Chief of Staff before leaving office.

Section 7: Duties of the Executive Vice President. The Executive Vice President shall:

A. Assume the office of the President if the office becomes vacant for any reason, or if requested to serve in the absence of the President.

B. Preside over the Student Senate and attend regularly scheduled meetings of the Senate.

C. Serve as a liaison between the Student Senate, Freshman Forum and the Faculty Senate by attending Freshman Forum and Faculty Senate meetings, or, if unable to attend, appoint an officer of the SGA to serve in his or her place.

D. Nominate one senator as the President Pro Tempore of the Student Senate and one qualified student as the Parliamentarian of the Student Senate.

E. Perform other such activities as the President or Executive Council may assign.

F. Instruct the incoming Executive Vice President on all matters pertaining to the office of the Executive Vice President before leaving office.

Section 8: Duties of the Executive Secretary. The Executive Secretary shall:

A. Maintain a permanent record of all executive business.

B. Attend Executive Council meetings and maintain a permanent record of the proceedings.

C. Keep records of all Executive Council meetings and make these records available to students within 3 full class days after the meetings. The records of the meetings shall indicate all Executive Council members present at the meetings. The quorum required for the Executive Council to conduct business shall be 75% of the Council membership.

D. Keep and make available a permanent record of this Constitution, S.G.A. rules and regulations, and the structure of all S.G.A. committees and take responsibility for distributing them to all entering students.

E. Act as historian of the Student Government Association by recording all S.G.A. events.

F. Print and make available the “State of the School Address” each semester.
G. Perform other such duties as the President or Executive Council may assign.

H. Instruct the incoming Executive Secretary on all matters pertaining to the office of the Executive Secretary before leaving office.

Section 9: Duties of the Vice Presidents. The Vice Presidents of the Student Government Association shall include the Vice President for Academic Affairs, the Vice President for External Affairs, the Vice President for Student Affairs, and the Vice President for Financial Affairs.

A. The Vice President for Academic Affairs shall propose and execute the policies of the Student Government Association in such areas as academic programs, curriculum, student-faculty relations, instructional support, registration, advising, tutorial programs, exam schedules, new student concerns, and student problems and opinions. In carrying out the duties of this office the Vice President for Academic Affairs shall:

1. Establish appropriate committees to consider matters relating to academic affairs of the University;
2. collaborate with the S.G.A. President and committee chairpersons to decide committee sizes and establish the committee selection process;
3. meet on a monthly basis with the President, Vice President for Academic Affairs, and committee chairpersons to discuss the progress of each committee;
4. establish or suspend committees as may be required with the approval of the Executive Council;
5. instruct the incoming Vice President for Academic Affairs on all matters pertaining to the office of Vice President for Academic Affairs before leaving office;
6. perform other such duties as the Executive Council may assign.

B. The Vice President for External Affairs shall propose and execute policies of the Student Government Association in such areas as student concerns and issues in the Alabama Legislature, Tuscaloosa City Council, alumni organizations, national organizations, and other colleges and universities. In carrying out the duties of this office the Vice President for External Affairs shall:

1. establish appropriate committees to consider matters relating to external affairs of the University; suspend committees as may be required with the approval of the Executive Council;
2. collaborate with the S.G.A. President and committee chairs to decide committee sizes and establish the committee selection process;
3. meet on a monthly basis with the President and committee chairpersons to discuss the progress of each committee;
4. serve as a liaison between the SGA and National Alumni Association;
5. establish or suspend committees as may be required with the approval of the Executive Council;
6. instruct the incoming Vice President of External Affairs on all matters pertaining to the office of Vice President of External Affairs before leaving office;

7. perform other such duties as the Executive Council may assign.

C. The Vice President for Student Affairs shall propose and execute policies of the Student Government Association in such areas as social policies, recreation and entertainment, athletic events, Homecoming, spirit events, and other special campus events. In carrying out the duties of this office the Vice President for Student Affairs shall:

1. establish the appropriate committees to consider matters relating to student affairs of the University; suspend committees as may be required with the approval of the Executive Council;

2. collaborate with the S.G.A. President and committee chairs to decide committee sizes and establish the committee selection process;

3. meet on a monthly basis with the President, Vice President for Student Affairs, and committee chairpersons to discuss the progress of each committee;

4. instruct the incoming Vice President for Student Affairs on all matters pertaining to the office of Vice President for Student Affairs before leaving office;

5. perform other such duties as the Executive Council may assign.

D. The Vice President for Financial Affairs shall propose and execute policies of the Student Government Association in areas of financial management such as financial aid (student loans, scholarships, employment, work study programs, insurance), tuition, and S.G.A. expenses. The Vice President for Financial Affairs shall also be concerned with campus capital improvements of facilities and grounds, including housing, classroom buildings, recreational facilities, streets, and parking facilities. Student safety and security shall also be considered by this office. In carrying out the duties of this office the Vice President for Financial Affairs shall:

1. select the Treasurer based upon application, merit, and qualifications, with confirmation by the Executive Council and a majority Student Senate vote.

2. Establish and serve as Chairperson of the Financial Affairs Committee. The Financial Affairs Committee shall meet monthly to allocate funds from student fees as deemed appropriate in accordance with the Financial Affairs Committee’s established rules and regulations. The Vice President for Financial Affairs must then present the proposed allocations to the Senate for approval during one of the two available Senate meetings following the Financial Affairs Committee meeting. The Financial Affairs Committee shall consist of sixteen members, with eight SGA Senators appointed by the Financial Affairs Vice President, four representatives of CCSO appointed by CCSO, and four members of the Council of Presidents appointed by the, along with the Vice President of Financial Affairs as chair of the committee. A quorum of two-thirds of the committee membership shall be required to conduct business;

3. oversee all financial transactions of the Student Government Association;
4. Collect and disburse funds of the Student Government Association using accepted accounting standards and practices and keep a permanent record that is available to any student of the University of Alabama;

5. Render an account of current finances to the Student Senate quarterly and upon request;

6. Compile and post in a prominent public place a financial statement of all S.G.A. operations at least once monthly during the fall and spring semesters;

7. Prepare the Student Government Association budget annually and present such budget to the Student Senate. The finalized budget must be presented to, and ratified by the Student Government Association Senate no later than September 30th of that year in order for the Student Government Association to be financed;

8. Aid S.G.A. committees in preparing budgetary requests for the Financial Affairs budget hearings;

9. establish the appropriate committees to consider matters relating to financial affairs of the University; suspend committees as may be required with the approval of the Executive Council;

10. collaborate with the S.G.A. President committee chairpersons to decide committee sizes and establish the committee selection process;

11. meet on a monthly basis with the President, Vice President of Financial Affairs, and committee chairpersons to discuss the progress of each committee;

12. Present records to the incoming President and Vice President for Financial Affairs at the end of each administration and instruct the incoming officers on all matters pertaining to the office of Vice President for Financial Affairs before leaving office;

13. Oversee disbursement of money from the Loan Fund.

14. Advise the Treasurer, who shall record allocations of S.G.A. funds and advise S.G.A. expenditures;

15. Perform other such duties as the Executive Council may assign.

Section 10: Committee Selections. The chairpersons of executive committees shall be screened by the Executive Council together with an equal number of representatives from the Student Leaders Council and approved by the Student Senate. The respective Vice President, President, and Committee Chair shall be responsible for the interviewing and selection process of the committee. The selected committee shall then be approved by the Executive Council.

ARTICLE V

STUDENT JUDICIAL BOARD

Section 1: Judicial Power. All judicial power of the Student Government Association shall be vested in the Student Judicial Board.

Section 2: Jurisdiction. The Student Judicial Board shall have jurisdiction to consider the following matters:
A. All controversies arising under this Constitution and any rules or regulations which may be established pursuant to this Constitution.

B. All student parking violations cited by The University of Alabama Office of Parking Services as that responsibility is delegated by the appropriate University administrative officials and standing committee.

C. All controversies arising under the Code of Student Conduct for which a Student Judicial Board has been designated as a “Judicial Body” or an “Appellate Board” within the meaning of the Code of Student Conduct.

D. All controversies arising under the Code of Academic Conduct for which the Student Judicial Board has been designated by the academic dean of the division in which the student is enrolled to provide recommendations with the concurrence of the student involved to the extent that responsibility is delegated by The Council of Deans.

E. All controversies arising under student elections regulations.

F. The impeachment proceedings brought by the Student Senate and further appeals regarding the expulsion of Senators by the Student Senate on grounds of attendance.

Section 3. Composition. The Student Judicial Board shall consist of 18 Justices and up to 3 Student Judicial Board Clerks. The Judicial Board shall initially elect a Chief Justice from its membership and shall elect a successor if the Chief Justice is unable to serve. Justices shall receive assignments through a rotation system, with each rotation to last one month. Six justices shall serve on each of 2 courts, Student Misconduct and Parking Appeals, and 6 shall serve on neither during a single rotation. A minimum of 4 justices must be in attendance in order to conduct business.

Section 4. Eligibility. Student Judicial Board Justices and Student Judicial Board Clerks shall be selected in the spring semester of each school year from a list of interested, full-time students at The University of Alabama. All undergraduate students seeking judicial office must have an overall cumulative grade point average of not less than 2.30 on a 4.0 scale, earned at least 12 credit hours from The University of Alabama, and meet other qualifications established by a rule of procedure adopted in accordance with this Article. All law students seeking judicial office must have an overall cumulative grade point average of not less than 2.50 on a 4.0 scale, earned at least 12 credit hours from The University of Alabama, and meet other qualifications established by a rule of procedure adopted in accordance with this Article. All graduate students seeking judicial office must have an overall cumulative grade point average of not less than 3.00 on a 4.0 scale, earned at least 9 credit hours from The University of Alabama, and meet other qualifications established by a rule of procedure adopted in accordance with this Article. All student organizations shall be invited to nominate one or more members to apply for the positions of Student Judicial Board Justice or Student Judicial Board Clerk as vacancies occur. Selections shall be made by a majority vote of a Judicial Selections Panel following an anonymous review of each applicant’s qualifications and recommendations and a personal interview. All justices shall participate in personal interviews of individuals seeking judicial office. The Judicial Selection Panel shall consist of the following: A. The President of the Student Government Association.

B. The President Pro Tempore of the Student Senate.

C. The Chief Justice of the Student Judicial Board.

D. Two students designated by The University of Alabama Student Life Committee.

E. One faculty member designated by The University of Alabama Faculty Senate.

F. One faculty member appointed by the Office of Student Life.
Section 5: Duties and Responsibilities of the Chief Justice. The Chief Justice of the Student Judicial Board shall:

A. Preside over the Student Judicial Board.

B. Randomly assign cases and appeals to the Student Misconduct and Parking Appeals Courts.

C. Establish rules of procedure for the Student Misconduct and Parking Appeals Courts, including a mandatory attendance policy which will become effective upon approval by a majority of the justices.

D. Establish and implement an intensive training program for all newly-appointed justices and clerks.

E. Prior to assigning duties to newly appointed justices or clerks, certify that they have successfully completed the intensive training program.

F. Regularly schedule meetings of the Student Misconduct and Parking Appeals Courts to accept pleas and conduct hearings.

Section 6: Duties and Responsibilities of Presiding Justices. The Presiding Justices of the Student Misconduct Court and the Parking Appeals Court shall:

A. Preside over each court when it is in session.

B. Recommend to the Chief Justice methods for the random assignment of cases and appeals.

C. Recommend rules of procedure to the Chief Justice.

Section 7: Duties and Responsibilities of the Justices. All justices, including the Chief Justice and the Presiding Justices, shall carefully consider and fairly decide all cases and controversies coming before them as members of the Student Judicial Board. All justices should disqualify themselves from participating in any proceeding in which their impartiality may be compromised, in which they have knowledge of a disputed fact, or in which they have an interest (other than as a student) in the outcome.

Section 8: Duties and Responsibilities of the Student Judicial Board Clerks. Three Student Judicial Board Clerks shall be assigned by the Chief Justice to administratively process each case or appeal coming before the Student Misconduct Court or the Parking Appeals Court. Student Judicial Board Clerks so assigned shall be responsible for the docketing, scheduling, and other administrative functions established by the rules of procedure adopted in accordance with this Article. The Chief Justice shall designate one clerk as Chief Student Judicial Board Clerk and two clerks as Deputy Student Judicial Board Clerks.

ARTICLE VI

ELECTIONS

Section 1: Voting.

A. Any student currently enrolled at The University of Alabama may vote in Student Government Association elections.

B. Students may cast one vote for the Student Senate in their college of enrollment. Students may vote once for each elected executive office.

C. All Student Government Association elections shall be conducted by secret ballot.
D. Write-in votes shall be permitted in any Student Government Association election.

E. Absentee ballots shall not be permitted in any Student Government Association election.

F. Candidates for any executive office shall be elected by a plurality of votes cast. Candidates for Student Senate in each school or college shall be ranked in order of votes received from highest to lowest. Candidates for Student Senate receiving the highest number of votes shall be elected in a number equal to the number of student senators apportioned to each school or college.

G. In the event of a tie in the number of votes received by candidates for any elected office, a tie will be broken by a run-off election that shall be conducted as soon as possible.

H. Any student wishing to contest the results of a Student Government Association election shall file a petition in writing with the Executive Secretary of the Student Government Association within 3 academic calendar days after the elections results are available. The hearing should be conducted by the Elections Board and appeals should be made in writing to the Student Judicial Board. The following shall be grounds for contesting election results:

1. Misconduct, fraud, or irregularity by any election official sufficient to change or place in doubt the result of a Student Government Association election.

2. Ineligibility of any person elected to the office in dispute.

3. Receipt of illegal votes or rejection of legal votes in an amount sufficient to change or place in doubt the result of a Student Government Association election.

4. An error in the counting of votes or in the declaration of the result of an election sufficient to change or place in doubt the result of a Student Government Association election.

5. Any other cause sufficient to change or place in doubt the result of a Student Government Association election.

Section 2: Candidates

A. Candidates for elected S.G.A. office shall be full-time students at The University of Alabama, meeting established qualifications before the election day or days. 1. Undergraduate candidates for legislative seats must have at least a 2.30 GPA on a 4.0 scale (University of Alabama points only), have earned 12 credit hours from The University of Alabama, and obtain signatures from at least 50 students enrolled in the school or college they seek to represent.

2. Law School candidates for legislative seats must have at least a 2.50 GPA on a 4.0 scale (University of Alabama points only), have earned 12 credit hours from The University of Alabama, and obtain signatures from at least 50 students enrolled in the Law School.

3. Graduate student candidates for legislative seats must have at least a 3.00 GPA on a 4.0 scale (University of Alabama points only), have earned 9 credit hours from The University of Alabama, and obtain signatures from at least 50 enrolled graduate students.

4. Undergraduate candidates for executive branch positions must have at least a 2.30 GPA on a 4.0 scale (University of Alabama points only), have earned 36 credit hours from The University of Alabama, and obtain signatures from at least 100 students from the general University of Alabama population endorsing their candidacy.
5. Law School candidates for executive branch positions must have at least a 2.50 GPA on a 4.0 scale (University of Alabama points only), have earned 12 credit hours from The University of Alabama, and obtain signatures from at least 100 students from the general University of Alabama population.

6. Graduate student candidates for executive branch positions must have at least a 3.00 GPA on a 4.0 scale (University of Alabama points only), have earned 9 credit hours from The University of Alabama, and obtain signatures from at least 100 students from the general University of Alabama population.

7. Write-in candidates must meet the minimum academic qualifications set for candidates whose names appear on the ballot. If write-in candidates advertise or otherwise spend money on a campaign, they must also comply with Section 2, B, submitting weekly financial reports to the Elections Board.

B. All candidates shall maintain records showing the amount and source of campaign contributions as well as the amount and recipient of any expenditures. Candidates shall file a report with the Elections Board listing campaign contributions and expenditures once a week, each week, from the date they announce candidacy and ending the morning of the election.

C. To be on the ballot, each candidate for executive or legislative office shall file a notice of Candidacy accompanied by the required list of signatures no earlier than [date] and no later than 21 days prior to the election.

ARTICLE VII
IMPEACHMENT AND REMOVAL

Section 1: Grounds for Removal. Any officer or senator of the Student Government Association shall be subject to removal from office for any one or more of the following reasons:

A. Incompetence, malfeasance, or misfeasance in office.

B. Failure, at the time of election, to possess the academic qualifications for office.

C. Willful violation of any express provision of this Constitution.

D. Abandonment of office or, in the case of a Student Senator, change of school or college.

E. Failure, for any other cause, to perform the duties of office.

F. Failure to maintain academic standing at a level consistent with the minimum grade point average required of candidates for the position in question.

Section 2: Procedure for Removal

A. Initiating proceedings: Any student wishing to remove any officer or senator of the Student Government Association shall file a petition with the Secretary of the Student Senate setting forth in writing one or more of the above-listed grounds. This petition must include the signatures of five additional students wishing to remove the officer of the Student Government Association. If a senator changes the school or college he or she is representing, removal from office is automatic.
B. Preliminary investigation: Upon filing of a petition with the Secretary of the Student Senate, the President of the S.G.A., the Student Senate, and the Chief Justice of the Student Judicial Board shall each appoint a representative to a panel which shall conduct a preliminary investigation into the charges set forth in the petition. If the official against whom the petition is filed is one of the above listed officers, the other two officials shall agree upon a third representative to complete the panel. The investigatory panel shall, after completing its investigation, issue an opinion as to whether sufficient evidence exists to hold a hearing before the Student Senate.

C. Notice and hearing: If the investigatory panel finds, by majority opinion, sufficient evidence to hold a hearing before the Student Senate, a hearing shall be set before the Student Senate and a written notice stating the time and place of the hearing shall be mailed to all affected officers. The hearing shall be conducted in an informal manner in accordance with such rules as may be established by the Student Senate.

D. Hearing before the Student Judicial Board: Upon receipt of a written determination from the Student Senate that the petition has a basis in fact, the Chief Clerk of the Student Judicial Board shall mail a written notice stating the time and place of the hearing before the Student Judicial Board. A hearing shall be conducted in the manner employed by courts, with both the Student Senate and the officer in question having the right to introduce evidence. After receipt of all evidence, the Student Judicial Board shall issue a final judgment regarding the removal of the officer.

E. Removal of a Student Judicial Board Justice: When the subject of removal proceedings is a member of the Student Judicial Board, the hearing shall be conducted by the Student Senate, following the same procedures for evidence as outlined in Section 2, d.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments to this Constitution may be initiated by a petition of 15 percent of the student body or by a vote of two-thirds of the Student Senate.

Section 2. Amendments must be ratified by a vote of two-thirds of the students voting on the amendment.

Section 3. Referenda on amendments shall be held only during the spring Student Government Association election or the fall Homecoming election.

Section 4. The full text of the amendment(s) shall be published online at the web site of the Student Government Association at least 2 weeks prior to the referendum. The full text of the amendment(s) may also be published in the campus newspaper at the discretion of the President on the condition that the President sign his or her name to bill that proposes any amendment(s).

ARTICLE IX

THE CODE OF LAWS

Section 1: Definition of the Code of Laws: A. The Code of Laws shall be a summary of all rules, procedures, and by-laws adopted and practiced by all branches and members of the Student Government Association. B. Nothing shall be entered into the Code of Laws that contradicts anything in this Constitution. C. The Code of Laws shall be the highest authority in the Student Government Association, with the lone exception of this Constitution.
Section 2: Composition of the Code of Laws

A. All items in the Code of Laws must be supported by an article of legislation that has been passed under the terms of Article III of this Constitution.

B. Only new legislation may amend the Code of Laws.

C. If a piece of legislation is nullified, then the section of the Code of Laws that was added by that legislation shall be removed.

D. The Student Senate shall have full jurisdiction over the structure of the Code of Laws.
Elections Policies and Procedure

Responsibilities of the Elections Board

A. The Elections Board shall have the following powers and responsibilities:
   a. To serve as the administrative head of the election process
   b. To remain impartial to any candidates participating in any election;
   c. To execute the provisions of the Student Government Constitution relative to elections and all other
      provisions of this Code;
   d. To have the authority to expend such funds as appropriated to the Election Board’s use, with their con-
      sent;
   e. To meet with the Office of Information Technology and establish guidelines for online voting procedure
      at least one (1) month prior to filing;
   f. To submit a calendar with the days of the election time frame numbered two (2) weeks prior to the first
      day of filing; and,
   g. To administer and set provisions for special elections where provided for in the Election Code and other
      Student Government documents; and,
   h. To ensure that the Board presents a defense if any of their decisions are appealed or if a complaint is filed
      against the Board.

Election Board Appointments

A. The Elections Board is comprised of:
   a. Undergraduate student appointed by the SGA President
   b. Undergraduate student appointed by the Academic Honor Council
   c. Faculty member appointed by the Vice President of Student Affairs
   d. Undergraduate students appointed by the Vice President of Student Affairs
   e. Graduate or Law students appointed by the Vice President of Student Affairs
   f. Ex-officio Staff member appointed by the Chair of the Student & Campus Life Committee

B. The Chair of the Elections Board shall be a student and shall be elected by the members of the Board by a majority
   of votes.

C. Members shall serve a term of one (1) academic year and will be appointed by the third week of the fall semester.

D. If a vacancy occurs on the Election Board, the seat may be appointed by the Vice President of Student Affairs.

E. The Convener(s) of the Elections Board shall be a staff member appointed by the Vice President of Student Affairs.

F. Members of the Elections Board shall not be a currently elected official within the Student Government Associa-
   tion or a member of the Student Judicial Board.

G. Members of the Election Board that wish to seek any elected position (e.g. Homecoming Queen, SGA Exec or
   SGA Senate) must resign immediately.
H. Members of the Election Board shall remain politically neutral and shall be removed if they express any form of support for a particular candidate at any time.

**Election Board and Quorum**

A. A quorum of the Elections Board shall consist of the presence of a majority of the members and the Convener of the Board.

B. The Elections Board may not conduct business without the presence of quorum. If in the case of vacancy on the Elections Board, quorum shall consist of a majority of the total remaining seats.

**Selection of Election-Related Dates and Deadlines**

A. The Elections Board shall be in charge of setting all dates of the election-related events listed in this section subject to any further provisions of the Election Manual. All deadlines and dates that are relative to filing, campaigning, and election days for the fall and Spring Student Government Elections shall be declared by the Convener of the Elections Board.

B. Once the dates have been set, the Chair of the Elections Board will immediately deliver this information to Student Media, the SGA President, the Student Senate, and the Student Judicial Board.

**Announcement of Elections**

A. The Elections Board shall:
   a. Issue a Press Release at least seven (7) class days prior to the opening of the filing period for Fall & Spring Elections; and
   b. Issue appropriate widespread campus wide announcements, including but not limited to broadcast emails, advertisements in the Crimson White and notices in UA Student News
      i. The announcement shall list the following:
         1. Positions to be filled in the election
         2. Dates for the opening & closing of the filing period
         3. Time & place that a person may file for office
         4. Dates of the Election and any run-off; and
         5. Name & contact information for the Chair of the Elections Board

**Filing Statement of Candidacy/Statement of Intent**

B. A person shall file as a candidate by:
   a. Filing his/her intention for candidacy by completing registration with the Elections Board during the filing period; and
   b. Verifying his/her eligibility by the Election Board

C. Once a student has filed for a certain office, he/she may not change to any other office. The student may either run for the position for which he/she originally filed for, or may withdraw from the race completely.

**Qualifying**

A. Candidate Eligibility
   a. A qualified student is any full-time student that is in good academic and disciplinary standing (defined as no academic or disciplinary probation in force) and meets the University-mandated requirements for officers of registered student organizations.
      i. Full time student is defined as the following:
         1. Undergraduate students: 12 semester hours
         2. Law students: 12 semester hours
3. Graduate students: 9 semester hours
b. All candidates shall only be permitted to run for one elected position in the Student Government Association per election period.

B. Candidate Eligibility – SGA Senate
a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
d. Any graduate or law school candidate whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.

C. Candidate Eligibility – SGA Executive
a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned thirty-six (36) credit hours with at least twelve (12) credit hours at UA.
b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
d. Any graduate or law school candidate for executive office whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.

D. Candidate Eligibility – SGA Executive Vice President
a. Candidates for Executive Vice-President must meet the qualifications for Executive Office as stated in Section 4-C in addition to the following:
   i. Candidates must be rising seniors with undergraduate graduation scheduled during the academic year of the conclusion of their term of office.
   ii. An elected Executive Vice-President that fails to graduate at the end of their term of office will be ineligible from running or serving in another executive office.

E. After the closing of the filing period, the Convener of the Elections Board shall submit the appropriate information for each potential candidate for verification.

F. Once the information is received by the Convener of the Elections Board, he/she shall report to the Elections Board with a listing of filed candidates, and whether or not each is qualified.

G. After any amendments and final approval by the Elections Board, the official list of qualified candidates will be posted outside of the Student Government Association Office and on the http://vote.ua.edu site and in the student newspaper. Appeals to the qualifying of candidates may be filed during this time.

H. Appeals pertaining to academics and discipline should be addressed to the Office of the Dean of Students. All other appeals should be made to the Convener and the Elections Board.
General Elections

A. Fall Election – The Homecoming & Fall Election shall be held the Tuesday before Homecoming with a Run-Off election, if necessary, occurring on Thursday of that same week.

B. Spring Election – The General Election for the SGA Executive offices and SGA Senate shall be held during the month of March at the discretion of the Elections Board

General Election Results

Regardless of filed complaints or appeals, the unofficial results of an election will be announced by the Convener of the Elections Board in an appropriate campus location no later than 4:30 PM on the day after the election.

Certification of the Election

The candidate receiving the highest number of all votes tabulated for each student government position will be declared the winner of that election. If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the election results, all election results shall be deemed final.

Run-off Election

Except as otherwise provided in this Election Code, if no candidate in the General Election receives a majority of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a Run-off Election. The Run-off Election shall be held within three (3) to six (6) class days after the General Election.

Run-off Election Results

The unofficial results of the Run-off Election shall be announced in the same manner as the results of the General Election.

Validation of Run-off Election Results

If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the Run-off Election results, all election results shall be deemed final.

Ballots

A. All Student Government Association Elections shall be conducted using an electronic ballot via the Internet under the procedure outlined in by Article VI of the SGA Constitution and the policy of the Elections Board.

B. Candidates shall appear on the Fall & Spring Election ballot in a randomized order.
   a. The candidate first name & last name shall appear on the ballot.
   b. No ticket/faction affiliation or group name shall be listed anywhere on the ballot.

C. Write-in votes shall be permitted in any Student Government Association Election; hence, a designated area on the electronic ballot must allow voters to be able to insert the name of their preferred candidate.
Voting Identification

Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Student Body Constitution, Bylaws, or other applicable rules entitles him/her to vote.

Voting Requirements

An eligible voter must agree to the UA computer use policy in order to access the voting application upon login to myBama.

Voting Apparatus

Students may vote from any voting apparatus, including but not limited to laptops, personal digital assistants or smart phones, with access to the internet using myBama.

Voting Times

The voting system on election days, including referendum-only elections, shall be accessible from 7:00 AM to 7:00 PM.

Online Voting System

Format and structure used by the Office of Information Technology (OIT) for online voting must be reviewed and approved by the Elections Board.

If an unforeseen abnormality occurs with the electronic ballot or voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

If deemed feasible with the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

Polling Stations and Locations

A. A polling location, except public computer labs, shall be defined as a voting apparatus used by an individual other than the owner.

B. Candidates or organizations may not set up mobile voting stations, laptops or polling locations around campus or solicit votes in on-campus buildings via mobile devices.

C. No organized polling locations shall be allowed except those that may be administered by the Elections Board.

Votes to Win General Election

In order to win the General Election, a candidate must receive a plurality of the votes cast.

Ties

Ties shall be handled as follows:

A. If there are only two (2) candidates in a contest and the election results in a tie, then the election shall be rerun in the Run-off Election.
B. If there are more than two (2) candidates in a contest and there is a tie for second place and if a run-off is otherwise needed, then the first place candidate and the candidates tied for second shall all run in the run-off. The candidate who receives the most votes in the run-off shall be the winner, regardless of whether he/she receives a majority of the votes cast.

C. For Senate seats, in the event that the last position eligible for the runoff is tied, then both candidates tied shall be in the run-off.

D. If a Run-off Election results in a tie, then the tied candidate who receive the most votes in the General Election shall be the winner.

**Voter Fraud**

A. Voter fraud shall be considered casting a ballot on behalf of any individual other than yourself.

B. Candidates found guilty of voter fraud by the Elections Board will be subject to:
   a. Disqualification and/or
   b. A report filed with the Office of the Dean of Students of such action for review of potential violations of the Student Code of Conduct.

C. Non-candidate students or groups found guilty of voter fraud by the Elections Board will be reported to the Office of the Dean of Students for review of potential violations of the Student Code of Conduct.

D. Elections containing fraud may be examined by the Board, and subject to appeal, and said action must be submitted in writing or by e-mail to sgaelections@sa.ua.edu and to all candidates involved within eight (8) hours of said action.

E. Appeals to an Election Board decision regarding voter fraud will be made directly to the Student Judicial Board.

**CAMPAIGNING PRACTICES**

**Definition of Campaigning**

A. Campaigning for the purposes of the Student Government Association elections is defined as, but not limited to, any statement, speaking engagement, display, or distribution of any campaign material and/or activity that is intended to promote an individual candidate.

B. The candidate is responsible for communicating campaign guidelines to their campaign team. Should any person campaigning for a particular candidate be found in any violation of any guideline, the candidate will be held responsible.

C. Campaigning does not include reporting by media outlets of any referendum, petition, or constitutional amendment.

**On-Campus Campaigning Rules and Regulations**

A. E-mail and Electronic Communication
   a. The University of Alabama (“University”) computer network, equipment, and resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of these computer resources is governed by federal and state law and University policies.
b. The use of computer accounts is subject to the following terms and conditions:
   i. The use must not involve sending of soliciting chain letters, nor may it involve sending unsolicited
      bulk mail messages (e.g., “junk mail,” or “spam”).

c. For the 2013 Spring SGA Election, candidates may utilize Facebook®, Twitter®, Instagram® and You Tube® as
   approved avenues of mass media campaigning. The use of social networking sites is limited to Facebook®, Twit-
   ter®, Instagram® and You Tube® and no other website shall be utilized as a form of mass media campaigning.
   i. The use of Facebook®, Twitter®, Instagram® and You Tube® as campaign tools shall be open to all
      candidates and campaigns may utilize any feature of Facebook®, Twitter®, Instagram® and You Tube®
      for campaign purposes, provided that the feature is a free service available to all candidates.

d. UA listserv(s) created for academic classes are strictly prohibited at all times. This includes the Blackboard
   system.

e. The leader of any student organization, whose organization is not affiliated with the SGA and is registered with
   the University, may be contacted by any candidate via their e-mail provided on the UA Student Involvement
   & Leadership/Student Organization website for the sole purpose of requesting to speak at that organization’s
   meeting to seek its endorsement.

B. Prohibition on Interference with Education
   a. Campaigning must not interfere with the educational life of the University. This includes but is not limited to
      the posting of campaign signs and/or posters in classrooms, and writing on chalkboards/whiteboards or similar
      devices.

   b. No campaigning shall be allowed inside any University building or within twenty-five (25) feet of any en-
      trance to a University building.
   i. Specifically exempt are candidate organizational meetings and meetings of registered student organi-
      zations

C. The Student Government Association Office and all SGA functions not expressly intended as election campaigning
   activities shall be considered neutral ground and campaigning is strictly forbidden (SGA Code of Laws 910.4).

D. Campaigning Guidelines
   a. Campaign Material
   i. Campaign materials for the purposes of the Student Government Association elections shall be defined
      as any paraphernalia bearing the name of a candidate, including but not limited to flyers, literature, pam-
      phlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the 2013
      Election Packet.
   ii. Political signs that can be staked into the ground or any type of self-adhesive material (stickers, etc.) are
       strictly prohibited as campaign material.
   iii. No campaign materials are to be taped to the campus grounds, including but not limited to doors, light
       posts, the ground, etc.
iv. No chalking is allowed.

v. Students may begin distributing campaign materials at 8:00 AM on Monday, February 25, 2013.

vi. Campaign materials for posting may not exceed 8.5 x 11 inches in size.

vii. Other activities may be deemed legal or illegal by the Elections Board. These activities will be presented in writing at the candidates’ meeting prior to official campaigning.

E. Residence Hall Guidelines
   a. The involvement of residence halls in the Student Government Association elections shall proceed with the goal of providing opportunities for residents to involve themselves in political campaign activities while preserving the rights to privacy of those who choose not to participate.

   b. Contacts for speaking engagements must be made through the Community Director. Guest speakers may enter the living areas of a residence hall only at the invitation of all residents of that particular living unit and only for speaking purposes.

   c. Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls.

   d. Candidates living in residence halls must observe the privacy of their roommates and suite mates by following the prescribed noise, visitation, and escort policies. Candidates may not monopolize phone or room use at the expense of other residents of that room, suite or apartment.

   e. All campaign material and/or other literature distribution must comply with residence hall rules. Candidates may post on designated public bulletin boards.

   f. Community Directors reserve the right to stop inappropriate campaigning in their respective halls. This includes, but will not be limited to, the removal of improperly placed campaign material.

F. Off Campus Campaigning
   a. Any candidates’ materials posted in the City of Tuscaloosa must fully comply with the political sign regulations set forth by the City of Tuscaloosa. For more information http://www.ci.tuscaloosa.al.us/index.aspx?NID=786

   b. Candidates are cautioned of campaigning off campus due to potential violations of city and county laws. Violation of solicitation policies of apartment complexes, condominiums, businesses, etc. could result in prosecution.

Campaigning Ethics

A. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government Association documents and the Student Code of Conduct.

B. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
C. **No person shall offer anything tangible of value or make any threat to any voter to affect the student's vote. The term “anything tangible of value” does not encompass distribution of campaign materials of negligible value such as buttons or small promotional items.**

**Endorsements**

A. Any student organization that is registered with the University may publicly endorse any candidate for office providing that it is not on any type of probationary or provisionary status with the University and that it has the prior approval of the candidate to be endorsed.

B. Members of the faculty are discouraged from engaging in campaigning on behalf of students or making statements in support of selected candidates in the classroom.

**Campaigning on Election Day**

On Election Day, there shall be no active campaigning whatsoever inside of any on campus building or computer lab.

**Litter**

Intentional littering of campaign materials of any kind shall be prohibited.

**General Election Spending Limits for Executive Candidates**

A. Current information on spending limits for Executive & Senate Candidates is available at http://vote.ua.edu.

**Run-off Election Spending Limits**

The expenditure limits for a Run-off Election shall be:

A. Executive Office: $75

B. Senate: $25

**Total Expenditures**

A. A candidate’s total expenditures shall include all goods and services purchased by or donated (including monetary or in-kind contributions) to a candidate or any supporter for use in the election or use in any way furthering that candidate’s campaign.

B. An in-kind contribution shall be regarded as anything contributed to a candidate other than money, excluding campaign volunteers. In-kind contributions for the use of campaign fundraising or printing of campaign paraphernalia must be reported and will count toward the maximum expenditure a candidate may spend. Receipts for these contributions must be submitted with expenditure reports.

C. The fair market value of a donated item or in-kind contribution shall be the value recorded on the final expenditure report. All goods and services shall be valued at the fair market value of that good or service. Barring a reasonable doubt, the Board will recognize the retail value paid for a good or service at its fair market value. The Board reserves the right to revalue a good or service in response to a complaint that the good or service is not reported at its fair market value.
General Election Contribution and Expenditure Reports

A. All candidates and campaigns are required to submit contribution and expenditure reports and receipts on forms provided by the Elections Board at the time of filing. This report must include:
   a. All spending incurred during the campaign; and
   b. A standardized report reflecting the origin of all campaign contributions on forms as provided by the Election Board.

C. These reports shall be public record after a 48-hour review period. Candidates must sign their reports and certify that they are accurate and complete.

D. Deadlines for the contribution and expenditure reports are listed in the Election Timeline.

Run-off Election Contribution and Expenditure Reports

Contribution and expenditure reports for the run-offs are to be received by noon (12:00 PM) the day after a Run-off Election. These reports shall be in the same fashion as the General Election Reports.

Expenditures for Write-In Candidates

All write-in candidates who campaign, advertise or otherwise have expenses related to a campaign must comply with the same election regulations and file financial disclosure reports as previously registered candidates.

Referenda or Amendments

A. The full text of the amendment(s) shall be published by the Executive Secretary online at the website of the Student Government Association at least two weeks prior to the referendum. The full text of the amendment(s) shall also be published in the Crimson White.

B. “Full text of an amendment” shall be defined as the number of the amendment, the number of the bill, the question, and the amendment as outlined in the relevant bill.

C. The number of the amendment and the question shall be displayed on the ballot.

D. Each amendment must be ratified by two-thirds of the students voting on the amendments.

Homecoming Queen Elections

Election Definition
The Homecoming Queen election will be the election of the Homecoming Queen and Court.

Candidate Eligibility
Any currently enrolled full-time student at UA who has a minimum of a 2.50 cumulative GPA and a total of 48 credit hours, with 24 of these hours being earned at UA is eligible to apply for Homecoming Queen.

Election Administration
The Elections Board will govern the administration of the Homecoming Queen election.
Election Procedures
All candidates must file a Statement of Candidacy & Statement of Intent/Platform Statement containing the same information that is required of all candidates for election. Rules governing voting procedures, campaigning, campaigning dates and distribution of materials shall be set by the Elections Board. The guidelines and Elections Manual is available at http://vote.ua.edu.

Homecoming Election Date
The election will be held during Homecoming Week on a date designated by the Elections Board.

Ballots & Voting

A. All Student Government Association Elections shall be conducted using an electronic ballot via the Internet under the procedure outlined in by Article VI of the SGA Constitution and the policy of the Elections Board.

B. Candidates shall appear on the Fall & Spring Election ballot in a randomized order.
   a. The candidate first name & last name shall appear on the ballot.
   b. No ticket/faction affiliation or group name shall be listed anywhere on the ballot.

C. Write-in votes shall be permitted in any Student Government Association Election; hence, a designated area on the electronic ballot must allow voters to be able to insert the name of their preferred candidate.

Results
The candidates with the five (5) highest vote totals will be the Homecoming Court. In the event that the fifth and sixth place candidates tie in the number of votes, the sixth place candidate will also be included in the Homecoming Court.

The candidate with the highest number of votes will be the Queen. In the case of a tie for first place, a run-off election will be held no more than two (2) days immediately after the first election to determine the Homecoming Queen.

The Homecoming Court results will be announced no later than the Homecoming Pep Rally.

Election Contests/Appeal
A candidate may contest the results of the Homecoming Queen election no later than 12 hours after the announcement of the results. The appeal must be made in writing, stating the misconduct or reason(s) for the appeal. Appeals pertaining to academics and discipline should be addressed to the Office of the Dean of Students. All other appeals should be made to the Convener and the Elections Board.

The Elections Board will review the basis of the appeal and render its recommendation to the Dean of Students and the VP-Student Affairs.
Policies and Procedures for Students

I. FORWARD

A. General Policy
The University of Alabama, like any community, must have regulations by which its members abide and procedures by which its organizations function. These regulations are necessary to provide a campus atmosphere conducive to the intellectual and personal development of all members of the University community. When members of the University community break these rules and regulations, then the University has a primary responsibility to discipline those individuals and organizations that have failed to abide by reasonable standards of conduct. Organizations and students have a responsibility to abide by the rules and regulations for the University. The Student Handbook contains policies that affect students and organizations. Within this Handbook and other official University publications are the rules and regulations that govern student and organizational behavior.

B. Disciplinary Authority
The authority to enact and enforce regulations of the University is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any University officials the President may designate. The President has drawn a distinction between academic and non-academic misconduct. The Provost and Academic Vice President have the responsibility for academic misconduct. The Office of the Vice President for Student Affairs is the principal agency for the administration of non-academic student discipline, and the Office of Student Conduct shall implement the non-academic student discipline procedures. All reference to the President of the University, the Academic Vice President, the Vice President for Student Affairs, or the Executive Director of Student Conduct shall also be interpreted to include persons designated to act on behalf of these officials.

C. Equal Opportunity Policy and Non-discrimination Notice
Numerous federal and state laws and executive orders prohibit unlawful discrimination in employment and education.

**Summary of Major Federal Equal Opportunity Laws**

Major Federal Equal Opportunity Laws: By Category

**Enforcement Agencies**

**Equal Opportunity Policies**
The University of Alabama provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, or veteran status.

**Harassment Policy**
Nondiscrimination Notice

The University of Alabama complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Adjustment Assistance Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008 and does not discriminate on the basis of genetic information, race, color, religion, national origin, sex, sexual orientation, age, disability or veteran status in admission or access to, or treatment of employment in, its programs and services. Inquiries and concerns may be directed to Ms. Gwendolyn Hood, University Compliance Officer, 171 Rose Administration Building, Box 870300, Tuscaloosa, AL 35487-0300, (205) 348-5855 (Voice); (205) 348-5573 (TDD). Inquiries or concerns regarding The University’s Title IX Compliance may be directed to the University’s Title IX Coordinator, Ms. Beth Howard, 152A Rose Administration Building, Box 870114, Tuscaloosa, AL 35487-0114, (205) 348-5496, gbhoward@ua.edu.

REAFFIRMATION OF EQUAL OPPORTUNITY POLICY

March 20, 2013

MEMORANDUM

To: All Faculty, Staff, and Students
From: Judy Bonner
Re: Reaffirmation of Equal Opportunity Policy and Nondiscrimination Notice

The University annually reaffirms its commitment to equal opportunity, acknowledging publicly its obligation to operate in a constitutional and non-discriminatory fashion, both as an Equal Opportunity Employer and as an Equal Opportunity Educational Institution. This serves as a reminder to all within our community that faculty, staff, and students must conduct themselves in a manner free of unlawful discrimination of any kind in the educational processes and in interactions within the workplace.

As an academic community, our educational mission is enhanced by the robust exchange of ideas that occurs within a diverse and inclusive learning environment, with a diverse student body, faculty and senior level administrative staff. We are dedicated to the pursuit of personal and academic excellence, to advancing the ideals of individual worth and human dignity, and to maintaining a nurturing and respectful learning environment. Individuals who live, work, teach, and study within this community are expected to contribute positively to the environment and to refrain from behaviors which threaten the freedom or respect that every member of our community deserves.

NONDISCRIMINATION NOTICE

The University of Alabama complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Adjustment Assistance Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008 and does not discriminate on the basis of genetic information, race, color, religion, national origin, sex, sexual orientation, age, disability or veteran status in admission or access to, or treatment of employment in, its programs and services. Inquiries and concerns may be directed to Ms. Gwendolyn Hood, University Compliance Officer, 171 Rose Administration Building, Box 870300, Tuscaloosa, AL 35487-0300, (205) 348-5855 (Voice); (205) 348-5573 (TDD). Inquiries or concerns regarding The University’s Title IX Compliance may be directed to the University’s Title IX Coordinator, Ms. Beth Howard, 152A Rose Administration Building, Box 870114, Tuscaloosa, AL 35487-0114, (205) 348-5496, gbhoward@ua.edu.
UNIVERSITY OF ALABAMA STATEMENT ON DIVERSITY

March 20, 2013
MEMORANDUM
To: All Faculty, Staff, and Students
From: Judy Bonner
Re: The University of Alabama Statement on Diversity

The work of The University of Alabama is of critical importance to our state, nation, and world. Each day our students, faculty, staff and administrators touch lives through their amazing work in and out of the classroom. Guiding our work is a set of core values. They include, but are not limited to, creating an environment that fosters integrity, respect, trust, openness, exceptional performance, and accountability. We work to create an environment that encourages each individual to realize their full potential as we embrace their differences.

The mission of The University of Alabama is to advance the intellectual and social condition of the people of the State through quality programs of teaching, research, and service. That educational mission is enhanced by the robust exchange of ideas that occurs within a diverse and inclusive environment. Students who learn from each other and from faculty members and administrators, including those at the highest levels of leadership, in an environment with a variety of backgrounds are better able to understand, appreciate, and contribute to our twenty-first century global society. Consequently, the University endorses a student, faculty, and administrative community enriched by women and men of diverse national origins, races, ethnicities, sexual orientations, cultures, socioeconomic and geographic backgrounds, ages, physical abilities, and religious and political beliefs. The University is committed to offering diverse cultural programs, intercultural education, and other educational initiatives (such as the University’s Crossroads Community Center) that enhance awareness and appreciation of cultural and individual diversity, promote community, and prepare students for the global society in which they will live and work.

As an institution of higher learning, The University of Alabama attaches great value to freedom of speech and open debate, but it also attaches great importance to the principles of civility and respect which govern an academic community. Harassment or other illegal discrimination against individuals or groups not only is a violation of University Policy and subject to disciplinary action, but also is inconsistent with the values and ideals of the University.

It is the goal of The University of Alabama to cultivate a hospitable campus environment in which all members of the University can work together and learn from each other in a climate of mutual respect. I pledge my personal commitment to this goal, and I hope that all in the campus community will pledge their commitment as well.

D. Policy on Sexual Harassment and Guidelines and Procedures for Reporting and Resolving Complaints

HARASSMENT POLICY
I. Statement of Policy

A. Harassment Is Not Tolerated

The University of Alabama is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Such illegal harassment violates federal civil rights laws and University nondiscrimination policy and may lead to personal liability for the results of such behavior.
The University of Alabama is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community (including faculty, staff and students) must understand that harassment based upon one’s protected status as identified above will not be tolerated, and that they are required to abide by the following policy. The University will take appropriate action to prevent, correct, and where warranted, discipline behavior that violates its Harassment Policy.

The University implements its Harassment Policy through preventive education and training and through procedures for investigating and resolving claims of harassment. Employees and students are encouraged to review the University’s on-line training tutorial on harassment (http://training.newmedialearning.com/psh/ua/) and participate in training programs, which are offered by a variety of departments and divisions, including the Department of Human Resources. Individuals who believe they are being harassed are encouraged to report the problem to appropriate administrative officials. Information about appropriate complaint channels and the procedures for resolution of claims of harassment follows and can also be obtained from the Deans’ Offices, the Vice Presidents’ Offices, the Department of Human Resources, or the Office of Equal Opportunity Programs.

B. Retaliation Is Not Tolerated

The University encourages students, faculty, and staff to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of harassment. Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation.

An employee/student is protected against retaliation for his or her opposition to harassment as long as the employee/student has a reasonable and “good faith” belief that the complained of conduct is illegal, even if it turns out that the complainant was mistaken as to the legality of the conduct. It is a violation of the University’s policy to retaliate against the complainant(s), respondent(s), witnesses or others involved in the review of such complaints. Any employee who retaliates against an employee or a student in violation of the law and/or the University’s Harassment policy is subject to disciplinary action.

This Harassment policy shall not, however, be used to bring frivolous or malicious complaints against students, faculty or other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

II. Factors Considered in Determining Existence of Harassment

A. Definition of Harassment

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran’s status and which, because of its severity or pervasiveness, unreasonably interferes with an individual’s work or academic performance or creates a hostile or abusive work or learning environment for that individual’s work, education, or participation in a University activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status.
B. **Sexual Harassment Defined**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment.

C. **Factors Considered in Assessing Whether Harassment Exists**

In determining whether conduct constitutes prohibited harassment, the following understandings shall apply:

1. Harassment must be distinguished from behavior which, even though unpleasant or uncomfortable, is appropriate to the carrying out of instructional or supervisory responsibilities (e.g., criticism of work, corrective discipline, performance evaluation; discussion of controversial topics germane to an academic subject);

2. The totality of the circumstances must be evaluated to determine whether a particular act or course of conduct constitutes harassment, including the frequency, severity, and context of the questioned conduct and whether the conduct was physically threatening and humiliating or a mere utterance;

3. The conduct alleged to be harassment will be evaluated from the perspective of a reasonable person in a similar situation and not simply the particular sensitivity or reaction of an individual;

4. An isolated incident of hostile behavior, although offensive, usually will not be sufficient to establish a claim of illegal harassment. For example, generally, a single sexual joke, offensive epithet, or request for a date does not constitute sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute sexual harassment. However, administrators and supervisors should take corrective action when such isolated incidents occur, in order to ensure that repetition of that or similar conduct does not rise to the level of illegal harassment; and

5. Although repeated incidents of hostile conduct generally create a stronger claim of harassment, a serious incident, even if isolated, may be sufficient.

D. **Academic Freedom and Harassment**

In cases of alleged illegal harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a harassing, sexual or hostile nature; which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited harassment if it meets the definition of harassment noted above and 1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or 2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.
III. Reporting of Harassment or Related Retaliation Allegations

A. Prompt Reporting Required
Persons who believe they have been targets of harassment or related retaliation should report the incident(s) immediately to appropriate administrative officials as set forth on the Title IX website at http://www.titleix.ua.edu/report-a-violation.html. Delay in reporting to these university officials makes it more difficult fairly and adequately investigate the incident.

B. Confidentiality
The University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a “need to know” basis.

C. Reporting Channels
The following sections identify appropriate harassment resource persons and complaint-receiving officials that students and employees should contact regarding illegal harassment and/or retaliation for complaining or participating in a complaint or investigation.

A. Responsibilities of Supervisory Personnel

All members of the university community have a general responsibility to contribute in a positive way to a university environment that is free of illegal harassment. Supervisory personnel, however, have additional responsibilities. Supervisory personnel are not only responsible for educating and sensitizing employees in their units about harassment issues, but they are also directed to take all appropriate steps to prevent and stop harassment in their areas of responsibility, which may include training. Supervisory personnel who are contacted by an individual seeking to file a complaint about harassment in their unit or area of responsibility shall assist the complainant in contacting the appropriate complaint-receiving officials identified below.

B. Student Complaints

Students with complaints of harassment against faculty members, graduate assistants or other student employees, and staff members in departments, schools, or colleges should contact the designated Harassment Resource Person in their department, school or college or in the department, school or college in which the alleged offender is employed. A faculty member to whom a student has come with a complaint of harassment should recommend that the student contact the designated Harassment Resource Person. The name and location of the designated Harassment Resource Person can be obtained online from the Office of Equal Opportunity Programs website at http://eop.ua.edu/persons.html or from the Office of Equal Opportunity Programs.

Students participating in internships, field placements, student teaching, or similar academic experiences in settings off campus should report complaints of harassment arising out of those placements to the University faculty or staff member providing supervision or to the designated Harassment Resource Person in their college or school.
Students with complaints of harassment against other students should be addressed to the Student Affairs designated Harassment Resource Person(s).

Students who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, students may consult with the Office of the Provost.

Students who believe they are targets of sexual assault or sexual harassment may seek advice and referral from both the Women’s Resource Center and the Counseling Center. These offices keep all information confidential and neither receive formal complaints nor conduct investigations. The Counseling Center is also available to students for assistance on a wide range of issues.

C. Employee Complaints

Employees should report complaints of harassment to the designated Harassment Resource Person for the college, school, or administrative unit in which they are employed or to the Department of Human Resources. Employees who believe for any reason that they cannot effectively communicate their concerns through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, employees may consult with the Office of the Provost.

Employees who believe they are targets of sexual assault or sexual harassment may seek advice and referral from the Women’s Resource Center. The Women’s Resource Center keeps all information confidential and neither receives formal complaints nor conducts investigations.

D. Procedures for Handling Complaints of Harassment

Individuals who believe they are targets of unlawful harassment in their working or academic environments are encouraged, but not required, to respond to the alleged harasser directly, by objecting and by requesting that the unwelcome behavior stop. Individuals may also seek assistance or intervention, short of filing a complaint, from their supervisor or University complaint-receiving officials referenced in paragraphs C (2) and (3) above.

An initial discussion between the complainant and the complaint-receiving official will be kept confidential to the extent allowed by law, with no formal written record. The complaint-receiving official will explain the options available and will counsel the complainant. If the complainant, after an initial meeting with the complaint-receiving official, decides to proceed, the complainant will be requested to provide a written statement describing the complaint.

Complaints of harassment will receive prompt attention. Complaints may be resolved through the informal or formal procedures described below, and appropriate action will be taken. Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. However, if the complaint-receiving official believes that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then the complaint-receiving official will initiate a formal procedure, or take other appropriate action.
1. **Informal Procedures**

a) The complainant may attempt to resolve the matter directly with the alleged offender and report back to the complaint-receiving official.

b) The complaint-receiving official may notify the alleged offender of the complaint, paying appropriate attention to the need to maintain confidentiality. The complaint-receiving official may take whatever steps short of disciplinary sanctions that he or she deems appropriate to effect an informal resolution acceptable to both parties.

c) Where the alleged offender is a student, the complainant and accused may choose to participate in mediation. If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender’s personnel file or student records. However, the complaint-receiving official will, in the form of a confidential file memorandum, record the fact of the complaint and the resolution achieved. A copy of this memorandum will be forwarded to the University Compliance Officer in the Office of Equal Opportunity Programs where it will be retained in confidential files.

2. **Formal Procedures**

In formal resolution procedures, the written and signed complaint will be directed to the following officials:

a) If the complaint is against a faculty member, other instructional personnel, or staff employed in a college or school, it should be directed to the dean of the college/school.

b) If the complaint is against a staff member in a unit other than a college or school, it should be directed to the Office of Equal Opportunity Programs.

c) If the complaint is against a student, not acting in an instructional or other employment capacity, it should be directed to the Office of the Vice President for Student Affairs.

d) If the complaint is against a person outside the University (non-employee, non-student), it should be directed to the dean of the college or school if the behavior is occurring in a college or school, to the Office of Equal Opportunity Programs if the behavior is occurring in the work environment outside an academic unit, or to the Office of the Vice President for Student Affairs if the complainant is a student.

e) If conflicts or other problems exist with the dean or the Office of the Vice President for Student Affairs handling the complaint, the complaint may be filed with the University Compliance Officer in the Office of Equal Opportunity Programs. If conflicts exist with the University Compliance Officer, individuals may consult with the Office of the Provost.

The officials listed directly above, or their appointed designees, will conduct a prompt and appropriate investigation, conducting whatever inquiry they deem necessary, and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation, subject to the confidentiality provision above, will afford the accused an opportunity to respond to the allegations. Those directing investigations will make a record of the case, including a record of their decision and any sanctions imposed. Those records are to be
retained for at least four years after the individual leaves the University employment. The officials conducting the inquiry shall forward to the Office of Equal Opportunity Programs (i) a copy of the complaint, (ii) the decision made regarding the complaint, and (iii) any resolution achieved, including any sanctions imposed, which will be retained in that office’s confidential files. The complainant and the alleged offender will be notified whether the investigation results in a finding of a policy violation; however, that information should be treated by both parties as confidential and private. (Mandating harassment training is not to be considered a “sanction”).

A complainant not satisfied with the resolution achieved by the formal procedures may discuss the matter further with the University Compliance Officer in the Office of Equal Opportunity Programs.

E. Disciplinary Sanctions

A conclusion that harassment in violation of University policy or the law has occurred shall subject the offender to appropriate disciplinary action and may result in suspension, discharge, expulsion or dismissal. University disciplinary procedures and possible sanctions are described in the Code of Student Conduct in the Student Handbook, the Staff Handbook and Policy Manual, and the Faculty Handbook. Sanctions imposed will be determined on the basis of the facts of each case and the extent of harm to the University’s interests.

F. Sexual Assault Policy

Commitment: The University of Alabama will not tolerate acts of sexual assault. The University of Alabama is committed to creating a community, which promotes the mutual respect of its members and is supportive of its sexual assault survivors.

Definition: Sexual assault is defined as any form of sexual contact without the consent of all parties involved to include: a. Sexual intercourse committed by physical force, coercion, threat or intimidation, actual or implied by a person or persons known or unknown to the victim. b. Attempted intercourse, sexual contact, or physical force of a threatening nature expressed or implied that places a person in fear of immediate death or physical injury known or unknown to the victim. c. All other forms of sexual misconduct, which violates state and/or federal law now or subsequently in effect including, but not limited to, conduct defined as rape, sodomy, sexual abuse or sexual contact and contributing to the delinquency of a minor. A person may be deemed not to have knowingly and voluntarily consented if, at the time of the offense, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness.

Reporting Process: The University strongly encourages individuals to report sexual assaults to the appropriate authorities and officials. Reporting an assault is the only way that action can be taken against the alleged attacker. Victims are encouraged to use the following procedures: 1. Individuals are to first contact the University Police or local police authorities. Both agencies may be reached by calling Emergency 911. 2. Individuals may also contact the following University administrative offices for assistance. Students, faculty, and staff are encouraged to report allegations or concerns to The Women’s Resource Center. Students may also report their concerns to the Vice President for Student Affairs Office and or the Office of Student Judicial Affairs. Upon the person’s request, these officials or their designee will assist in notifying proper law enforcement officers. 3. The Women’s Resource Center will follow up to ensure that the victim is aware of available services and is encouraged to utilize them.
G. Compliance with the Americans with Disabilities Act

March 20, 2013
MEMORANDUM
To: All Faculty, Staff, and Students
From: Judy Bonner
Re: Compliance with the Americans with Disabilities Act

In keeping with its mission and in accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, and other applicable laws, The University of Alabama is committed to providing persons with disabilities an equal opportunity to participate in and benefit from all programs and services offered by the University.

The University provides reasonable accommodations for program accessibility and employment for qualified persons with disabilities as defined in applicable laws and regulations. Reasonable accommodations are made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known. Employees are encouraged to make their needs known to their supervisors or to the Department of Human Resources. Patrons participating in University-sponsored programs and activities should make their requests directly to the department or unit sponsoring the program/activity, or to the Office of Equal Opportunity Programs.

The University has designated the Office of Disability Services (http://ods.ua.edu/) as the campus coordinating office for the provision and delivery of services and reasonable accommodations that ensure the University’s programs, services, and activities are accessible to students with disabilities. The Office of Disability Services is available to assist any student who has a qualified and documented disability. The Office of Disability Services also serves as a resource to faculty members and University departments, assisting them in accommodating the needs of students with disabilities in the classroom and other program settings.

While the University strives to accommodate the needs of people with disabilities as fully as possible, reasonable accommodations do not include measures which fundamentally alter the University’s programs and services or which place an undue administrative or financial burden on the University. The University is committed to identifying and removing potential accessibility barriers in its facilities and on its grounds for employees, students, and campus visitors with mobility impairments. To report an ADA accessibility problem on campus, you are encouraged to call the ADA Hotline at 205-348-5882 and leave a message or e-mail facilities@fa.ua.edu.

Ms. Gwendolyn Hood, University Compliance Officer, is the designated ADA Coordinator for the campus. Inquiries concerning ADA requirements and compliance may be directed to Ms. Gwendolyn Hood, 171 Rose Administration Building, Box 870300, Tuscaloosa, AL 35487-0300, (205) 348-5855 (Voice); (205) 348-5573 (TDD). Further information about Disability/Accommodations issues can be found at http://eop.ua.edu/disabilities.html.
1. PREAMBLE

The University of Alabama aspires to transmit knowledge, to develop its students, and to promote the quality of society. In seeking these goals, the University recognizes the significance of student rights. These rights include freedom of expression, autonomy, procedural protection and the integrity of people and their property. By ensuring these individual rights, the University fosters an environment conducive to student success and well-being. The Code of Student Conduct fully respects student rights.

Of course, students have obligations in addition to their rights. As members of an academic community, they must observe rules that benefit their classmates, their community, and their University. Students must practice personal integrity. By so doing, they respect the dignity, rights and property of others, including, but not limited to, students and all members of the University community. The University has a vital interest in the character of its students and, therefore regards behavior at any location (on-campus or off-campus) as a reflection of a student’s character and fitness to be a member of the student body. The Code of Student Conduct thus creates an expectation of behavior that the University deems acceptable and is not detrimental to the University. By fulfilling these expectations, students can enjoy their own rights, while also respecting their classmates’ rights and furthering the University’s goals.

However, the University community, as any other, must have a system to deal with those instances when a member fails to adhere to the expectations of the community. The Code of Student Conduct describes the actions that fail to meet expectations, the process of determining when a failure has occurred, and the punishment to be imposed for such failure.

2. ARTICLE I: CONDUCT AUTHORITY

The Conduct authority at the University rests with the Division of Student Affairs. The President has designated the Vice President for Student Affairs to be responsible for the administration and operation of this Code of Student Conduct (“Code” or “Student Code”). The Vice President shall appoint a Conduct Administrator who shall be responsible for the operation of this Code.
A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises or conduct that adversely affects or is detrimental to the University community and/or the pursuit of its objectives, which can occur anywhere. A student will be subject to the Code of Student Conduct for any action that violates this Code that either occurs on University premises, or, in the University’s sole discretion, that affects or is detrimental to the University community and/or pursuit of University objectives.

B. Violation of Law and University Discipline

(1) If a student is cited only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to or demonstrates disregard for the University community and/or its pursuit of University objectives.

(2) University disciplinary proceedings may be instituted against a student cited for a violation of a law that is also a violation for this Student Code if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

(3) When a student is cited by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Conduct Body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of the law on campus and in the conditions imposed by courts for the rehabilitation of student violators.

C. Operation of the Conduct System

(1) The Conduct Administrator shall receive from Conduct Bodies recommendations for sanctions to be imposed upon students who have been found to have violated this Student Code. Except in cases resulting in expulsion, in which the Vice President for Student Affairs, after consultation with the President of the University, is required to make the final decision, the Conduct Administrator shall make the final decision. In all cases, the Conduct Administrator shall notify the student of the sanction that is imposed.

(2) The Conduct Administrator shall determine the composition of Conduct Bodies and Review Boards and determine which Conduct Body and Review Board shall be authorized to hear each complaint.

(3) The Conduct Administrator shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearing.

(4) Decisions of responsibility for Code violations that a Conduct Body makes shall be final, pending the normal review process.

(5) A Conduct Body may be designated as a mediator of disputes within the student community for complaints that do not involve a violation of the Student Code. All parties must agree to mediation and be bound by the decision with no right to request a review.

3. ARTICLE II: DEFINITIONS

A. The term “University” means The University of Alabama, Tuscaloosa, Alabama.

B. The term “student” includes all persons taking or pursuing undergraduate, graduate, or professional studies or courses at the University, both full-time and part-time, as well as persons attending classes on campus or off-campus. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
C. The term “faculty member” means any person the University hires to conduct classroom activities.

D. The term “University official” includes any person employed by or volunteering for the University, performing assigned administrative or professional responsibilities.

E. The term “member(s) of the University community” includes any person who is a student, faculty member, University official or any other person visiting University property or who is employed by or volunteering services to the University. A person’s status in a particular situation shall be determined by the Conduct Administrator.

F. The terms “University premises” and “campus” include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

G. The term “organization” means any number of persons who have complied with the formal requirement for University recognition/registration.

H. The term “Conduct Body” means any person or persons authorized by the Conduct Administrator to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

I. The term “Conduct Administrator” means the University Official appointed by the Vice President for Student Affairs who shall be responsible for the administration and operation of the Code of Student Conduct.

J. The term “Conduct Investigator” means a University Official appointed by the Conduct Administrator to investigate alleged violations of misconduct, to attempt informal (administrative) resolution of such alleged violations, and to present charges before a Conduct Body.

K. The term “Hearing Officer” means a University official authorized on a case-by-case basis by the Conduct Administrator to hear charges, to assess information provided, and to recommend sanctions to be imposed upon students found to have violated the Student Code.

L. The term “Review Board” means any person or persons authorized by the Conduct Administrator to consider a review from a Conduct Body’s determination that a student has violated the Student Code or from the sanctions imposed by the Conduct Administrator.

M. The term “Dangerous Weapon” is defined to include:

   (1) Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, airsoft ammunition, or other projectile, whether loaded or unloaded, including devices powered by CO2.

   (2) Any explosive device, including fireworks.

   (3) Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.

N. The term “shall” is used in the imperative sense.

O. The term “may” is used in the permissive sense.

P. The term “policy” is defined as any published policies or regulations of the University as found in, but not limited to, the Student Handbook, Housing and Residential Communities Community Living Standards, and Graduate/Undergraduate Catalogs, or any regulations or policies of the University found online.

Q. The term “substantial information” means information that would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.

4. ARTICLE III: PROSCRIBED CONDUCT

Any student found to have committed one or more of the following acts of misconduct is subject to the disciplinary sanctions outlined in Article V:

A. Offenses against the University Community.

   (1) Acts of dishonesty, including but not limited to the following:

      a. Furnishing false or misleading information to any University official, faculty member or office.

      b. Forgery, alteration, or misuse of any University document, record or instrument of identification.
c. Tampering with the election of any University-recognized student organization or violating the terms of the UA Student Government Association Elections Manual.

(2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public-service functions, whether on or off-campus, and other authorized non-University activities that occur on University premises.

(3) Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

(4) Violation of published University policies, rules or regulations, including, without limitation, the University Alcohol Policy, Harassment Policy, Child Protection Policy, Dangerous Weapons and Firearms Policy, parking and traffic regulations, etc.

B. Offenses against Persons

(1) Endangerment
   a. Physical abuse of another individual.
   b. Any action, inaction, or communication that harms or threatens the mental or physical health, safety, or well-being of another person or group.

(2) Hazing
   a. Hazing is defined as any action, inaction, or communication that harms or threatens the mental or physical health or safety of a student or individual, or any act that destroys, or removes public or private property, for the purpose of, among other things, initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
   b. Hazing actions include, but are not limited to the following acts involving other individuals:
      1. Unreasonable interference with a student’s academic performance.
      2. Forced actions or inactions that demean or disgrace an individual.
      3. Forced or coerced consumption of food, alcohol, drugs, or any other substance.
      4. Forced or coerced actions that violate the law or this Code.
      5. Forced or coerced wearing of inappropriate apparel.
      6. Forced or coerced exclusion from social contact.
      7. Creation of unnecessary fatigue, which includes, but is not limited to, physical activity or deprivation of sleep.
      8. Deprivation of food.
      9. Any unnecessary physical contact, including, but not limited to, beating, paddling or forced exercises.
     10. Personal servitude.
     11. Unreasonable exposure to weather or the elements.
     12. Any other activity that could be viewed as subjecting others to embarrassment, degradation or humiliation.
   c. An individual commits hazing if he or she personally takes or contributes to the actions described in this section or if he or she knows that hazing will occur or is occurring and does nothing to stop it or attempt to stop it or, alternatively, knows that hazing has occurred and fails to promptly report it to appropriate University authorities. It shall also be a violation of this Code if a student retaliates in any manner against another student or individual for reporting hazing to University officials.

(3) Sexual Misconduct
   a. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is not in a state that enables them to give consent. Consent is defined as a clear willingness to participate in the sexual act. Inability to give consent includes, but is not limited to, situations where an individual is:
1. Under the influence of alcohol, drugs or other substances including, but not limited to, prescription medication.
2. Unconscious, asleep, ill, or in a state of shock.
3. Under the age of consent as defined by the State of Alabama.
4. Mentally or physically impaired and not reasonably able to give consent.

Consent to a sexual act is not freely given if there is no clear verbal consent given, if the individual is not able to give proper consent, or if consent is obtained by force, threats, deception, or coercion. A lack of resistance does not grant consent. Previous consent does not grant consent to future sexual acts. Consent can be withdrawn if demonstrated in a clear communication through words or actions.

b. Any obscene or indecent behaviors that include, but are not limited to, exposure of one’s sexual organs, or a display of sexual behavior that could be reasonably deemed offensive to others.

c. Any lewd, hostile or intimidating comments of sexual nature used to create an offensive environment.

It is a violation of this Code to retaliate in any manner against a member of the University community that reports suspected sexual misconduct to University officials.

(4) Harassment
a. Harassment that is defined as not being of a sexual nature includes:
   1. Actions or statements that threaten harm or intimidation to others.
   2. An act that invades the privacy of another person.
   3. Bullying behaviors, defined as a repeated infliction of physical or psychological distress by way of teasing, social exclusion, threats, intimidation, stalking, violence, theft, harassing communication or destruction of property.
   4. Any action or statement via social media, computer, or other data network that may be perceived as harmful, threatening, or intimidating.

C. Offenses against Property
   (1) Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
   (2) Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
   (3) Theft or other abuse of computer time, including but not limited to:
      a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
      b. Unauthorized transfer of a file.
      c. Unauthorized use of another individual’s identification and password.
      d. Use of University computing facilities, equipment, accounts, or services to interfere with the work of another student, faculty member or University Official.
      e. Use of University computing facilities, equipment, accounts, or services to send obscene or abusive messages or to view obscene material or content.
      f. Use of University computing facilities, equipment, accounts, or services to interfere with normal operation of the University computing system.
   (4) Damage to or littering on public grounds of the University, including, but not limited to, driving motor vehicles on lawns or grounds of University property, without prior authorization from the appropriate University official.

D. Offenses Disrupting Order or Disregarding Health and Safety
   (1) Use, possession, manufacturing, or distribution of narcotics or other controlled substances except as expressly permitted by law, or possession of drug paraphernalia.
   (2) Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication.
   (3) Possession of dangerous weapons on University premises in violation of University policy.
(4) Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian and/or vehicular, on campus.

(5) Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

(6) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University.

(7) Violation of federal, state, or local law on University-premises or at University sponsored or supervised activities.

(8) Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.

(9) Violation of traffic and parking rules and regulations including, but not limited to:
   a. Repeated or flagrant violations of the rules as set forth in University Traffic and Parking Regulations.
   b. Tampering with, removal or theft of wheel locks, barricades, traffic cones or traffic control devices.

(10) Violation of federal, state or local law off University premises and not related to University sponsored or supervised activities that adversely affects or is detrimental to the University community and/or the pursuit of its objectives. The decision to pursue disciplinary action under this provision is that of the Vice President for Student Affairs, or a designee.

(11) The operation of any form of gambling business or any activity sponsored by an organization identified as an approved University organization unless specifically approved by the Office of Student Affairs. Any student or group of students who accepts or manages a large number of wagers or who provides the mechanisms for wagering or for playing games of chance for profit will be presumed to be operating a gambling business.

(12) Facilitating or encouraging gambling by a student athlete or seeking or encouraging a student athlete to provide information or advice regarding competitions in which he or she shall participate.

E. Abuse of the Conduct System

(1) Failure to obey the summons of a Conduct Body or University official.

(2) Falsification, distortion, or misrepresentation of information before a Conduct Body.

(3) Disruption or interference with the orderly conduct of a conduct proceeding.

(4) Institution of a conduct proceeding knowingly without cause.

(5) Attempting to discourage or influence an individual’s proper participation in, or use of, the conduct system.

(6) Attempting to influence the impartiality of a member of a Conduct Body prior to, and/or during the course of, the conduct proceeding.

(7) Harassment (verbal or physical) and/or intimidation of a member of a Conduct Body prior to, during, and/or after a conduct proceeding.

(8) Failure to comply with sanction(s) imposed under the Code of Student Conduct.

(9) Influencing or attempting to influence another person to commit an abuse of the conduct system.

(10) Any other act that is intended to or has the effect of delaying or interfering with the orderly operation of the conduct process.

F. Self-Disclosure of Arrests and Convictions

A student must disclose to the Office of Student Conduct any arrests or convictions for a criminal offense—including minor traffic violations that do not result in an arrest or injury to others—that occurs after the student is first admitted to the University. This disclosure obligation applies to all arrests and convictions described above that occur inside or outside the State of Alabama at any time, regardless of whether the University is in session at the time. Such disclosures must be made within five (5) calendar days of the arrest or conviction. If the arrest or conviction involves a juvenile proceeding or a student has been granted youthful offender status with regard to the case, the student should seek the advice of counsel regarding the disclosure obligation in light of the relevant law of the state in which the arrest or conviction occurred. Failure to comply with this disclosure obligation without a valid legal basis for doing so under a juvenile or youthful offender exception shall be deemed a violation of the Code of Student Conduct.
G. Retaliation

It is a violation of this Code for any student to retaliate in any manner against a member of the University community who, in good faith, reports a suspected violation of this Code to University officials.

5. ARTICLE IV: ORGANIZATIONAL MISCONDUCT

Student organizations enrich the campus and community by providing a source of intellectual, personal and social development of students through their programs and activities. The University fulfills an important mission by providing procedures and policies for the registration and support of student organizations.

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

A. Responsibility of Officers

A fundamental aspect of any organization is the right of the membership to elect officers who serve to insure, among their other duties, that the activities of the organization are conducted properly. It is the responsibility of the officers of each student organization to ensure that the organization complies with this Code and to actively oppose and/or prevent any planned or impromptu organizational activity that would violate the Code. It is also the obligation of the officers of any student organization to advise and counsel individual members of their organization whose conduct could lead to misconduct charges against the organization, as provided herein. Any organizational officer who knowingly allows his or her organization or a member of that organization to violate the Code of Student Conduct without taking steps to prevent the violation also commits a violation of the Code. Likewise, any organizational officer who knows of an unreported violation of the Code that has been committed and does not report it to appropriate University officials is in violation of the Code. The organization may also be sanctioned if an organizational officer is found to be in violation of this provision of the Code.

B. Organizational Responsibility for Misconduct

Student organizations will be held responsible for misconduct in the following circumstances:

(1) Organizational responsibility for its own acts. The organization will be held responsible:
   a. When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and/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.
   b. When one or more officers refuse or neglect to perform their duties under this code as described above in Article IV(A).

(2) Organizational responsibility for individual acts of misconduct.
   a. The organization will be held responsible for the actions of one or more of its members that violate this Code when the actions arise in the course of or derive from the activities of the organization.
   b. In situations other than those described in a. above, the organization may be held responsible for a member or members' misconduct when, prior to such misconduct, a member or members have committed acts of misconduct the nature of which has caused the Office of Student Affairs to be concerned that the organization is not conducting activities in a manner that discourages such conduct, and the Office of
Student Affairs has notified the organization that further occurrences of such conduct by one or more members will result in disciplinary actions against the organization. Examples of such violations include, but are not limited to, offenses against persons, offenses against property, alcohol abuse and illegal drug abuse. The notice will be in sufficient detail to notify the officers of the precise nature of the offenses and the length of time the notice shall be effective.

6. ARTICLE V: CONDUCT PROCEDURES

A. Charges and Investigations

(1) Any member of the University community may file complaints against any student for misconduct. Complaints may be prepared in writing and directed to the Office of Student Conduct. Any alleged violation should be submitted as soon as possible after the event takes place, preferably within one month (28 days) of the knowledge of occurrence. While preferred, a formal, written complaint from a member of the University community is not required to initiate the conduct process.

(2) Any Conduct Investigator, who has reason to believe that a violation of this Student Code may have occurred, is authorized to begin an investigation in the same manner as if a complaint from a member of the University community had been received. The Office of Student Conduct may investigate and cite students or organizations with misconduct when that Office has reason to believe that a violation may have occurred.

(3) A Conduct Investigator or Conduct Body may issue a summons for a student or organization to appear for discussion about an alleged violation or for a hearing in a pending complaint. The summons may also include an order to produce records that may be helpful in the course of an investigation or in the prosecution of a complaint.

(4) The Conduct Investigator may conduct an investigation to determine if the alleged violations have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Investigator, subject to the approval of the Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings.

(5) The accused has the right to be assisted during the investigation by any adviser he or she may choose, at their own expense. The adviser may be an attorney. Any such adviser, however, has no right to speak or participate directly in any aspect of the charge and investigation process. The student must speak on his/her own behalf and communicate directly with the Conduct Investigator.

(6) All alleged violations shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Administrator.

B. Hearings

Hearings shall be conducted by a Conduct Body according to the following guidelines. A Hearing Officer shall exercise all the powers attributable to the chairperson of the Conduct Body as described below. Student organizations shall have all the rights of students listed herein, which shall be exercised by the president of the organization.

(1) Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the chairperson of the Conduct Body, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.

(2) Admission of any person to the hearing shall be at the discretion of the chairperson of the Conduct Body.

(3) In hearings involving more than one accused student, the chairperson of the Conduct Body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
(4) The accused has the right to be assisted by any adviser he/she may choose, at their own expense. The adviser may be an attorney. The accused is responsible for presenting his or her own case, and, therefore, advisers have no right to speak or participate directly in any hearing before a Conduct Body.

(5) The Conduct Investigator and the accused shall have the privilege of presenting witnesses, subject to the right of cross examination by the other party and by the Conduct Body.

(6) Pertinent records, exhibits and written statements may be accepted as information for consideration by a Conduct Body at the discretion of the chairperson.

(7) All procedural questions, including those going to materials and testimony that will be presented during the hearing, are subject to the final decision of the chairperson of the Conduct Body.

(8) After the hearing, the Conduct Body shall deliberate in private and shall determine (by majority vote if the Conduct Body consists of more than one person) whether the student is responsible for violating the Code of Student Conduct as cited.

(9) The Conduct Body’s determination shall be made on the basis of whether there is substantial information that the accused student violated the Code of Student Conduct.

(10) Reasonable efforts shall be undertaken to create a single verbatim record, such as a tape recording, of all hearings before a Conduct Body. The record shall be the property of the University.

(11) Except in the case of a student cited with failing to obey the summons of a Conduct Body or University official, no student may be found responsible for having violated the Student Code solely because the student failed to appear before a Conduct Body. In all complaints, the information in support of the alleged violation shall be presented and considered.

C. Sanctions

(1) Any prior Code violations the student has previously been found to have committed may be considered in imposing sanctions. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning - A notice in writing to the student.
   b. Probation - A written reprimand for violation for specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period.
   c. Loss of Privileges - Denial of specified privileges for a designated period of time.
   d. Fines - Previously established and published fines may be imposed.
   e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Conduct Administrator), etc.
   g. No Contact Order - The student may have no further contact or communications with a student who was their accuser or otherwise involved with the Code violation.
   h. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Condition for readmission may be specified.
   i. Residence Hall Expulsion - Permanent separation of the student from the residence halls.
   j. University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   k. University Expulsion - Separation of the student from the University permanently or on an indefinite basis. A student permanently expelled is prohibited from reapplying to the University in the future or from earning a degree from any of its colleges or schools. Readmission of a student expelled on an indefinite basis may not occur within five years and shall require the recommendation of the Vice President for
Student Affairs and approval of the Provost. If a disciplinary action results in the Conduct Administrator determining that expulsion is the appropriate sanction, then the Vice President for Student Affairs shall review the sanction and shall make the final decision to expel after consultation with the President of the University. Because a decision to expel a student is made after consultation with the President, a student has no right to request a review of the sanction of expulsion.

The foregoing is not an exhaustive list of every sanction that may be imposed against a student for a violation of the Code of Student Conduct.

(2) The following sanctions may be imposed upon any organization found to have violated the Code of Student Conduct:
   a. Any of the sanctions listed in paragraphs (1)a. through (1)k. above.
   b. Loss of recognition as a registered student organization. The Office of Student Affairs shall notify any national or regional governing body with which the organization is associated or which sponsors social, academic, or sports events when such suspension is imposed.

The foregoing is not an exhaustive list of every sanction that may be imposed against an organization for a violation of the Code of Student Conduct.

(3) More than one of the sanctions listed above may be imposed for any single violation.

(4) When a Conduct Body determines that a student has violated the Student Code, the Conduct Body shall recommend a sanction to be imposed to the Conduct Administrator. The Conduct Administrator shall review the information presented to the Conduct Body, shall review any prior violations of the Code by the student, and shall determine the appropriate sanction to be imposed. The Conduct Administrator is not limited to sanctions recommended by the Conduct Body. If the Conduct Administrator decides expulsion is the appropriate sanction, then his/her recommendation will be communicated to the Vice President for Student Affairs as provided in Section C(1) above. The Conduct Administrator shall advise the student in writing of the sanction(s) imposed.

D. Reviews

(1) A decision that a student or organization is responsible for a Code violation reached by the Conduct Body or a sanction imposed by the Conduct Administrator (excluding the sanction of expulsion of a student, which is determined by the Vice President for Student Affairs after consultation with the President) may be sent for review by a student to a Review Board within five (5) business days of the decision. Such reviews shall be in writing and shall be delivered to the Conduct Administrator or his or her designee.

(2) Except as required to explain the basis of new information, a review shall be limited to review of the verbatim record of the initial hearing as well as supporting documents and information relevant to the alleged violation and imposed sanction for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the alleged violations and information presented, and in conformity with prescribed procedures giving the accused student or organization a reasonable opportunity to prepare and to present a defense to the allegations of misconduct.
   b. To determine whether the decision reached regarding the accused student or organization was based on substantial information, that is, whether the information presented was sufficient to establish that a violation of the Code of Student Conduct occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation for the Code of Student Conduct that the student or organization was found to have committed.
   d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or acts were not known to the person being reviewed at the time of the original hearing.
(3) Review of the sanction by the Review Board may not result in more severe sanction(s) for the accused student or organization. Instead, following the Review Board’s decision, the Vice President of Student Affairs or other designee may elect to consider the relevant materials associated with the matter as well as the Review Board’s decision, and uphold or reduce, but not increase, the sanctions imposed by the Conduct Administrator.

E. Disciplinary Records

Disciplinary sanctions, with the exception of University expulsion, shall not be made part of the student’s permanent academic record (official transcript), but shall become part of the student’s confidential disciplinary record, subject to the Family Educational Rights and Privacy Act (FERPA). Complaints involving the imposition of sanctions other than University suspension or expulsion may be expunged from the student’s confidential disciplinary record seven years from the year in which the offense occurred.

F. Interim Suspension of a Student

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a University or residence-hall suspension prior to the hearing before the Conduct Body or the acceptance of responsibility by the student.

(1) Interim suspension may be imposed only:
   a. to ensure the safety and well-being of members of the University community or preservation of University property;
   b. to ensure the student’s own physical or emotional safety and well-being; or
   c. if the student poses a definite threat of disruption of or interference with the normal operations of the University.

(2) During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs, or a designee, may determine to be appropriate.

(3) Upon a student’s request, a review of the interim suspension shall be held by the Vice President for Student Affairs or other designee, within three (3) working days of the interim suspension to determine if the suspension should continue until a hearing by a Conduct Body on the alleged violation of misconduct is held.

G. Interim Suspension of an Organization

(1) The Vice President for Student Affairs or other designee may temporarily suspend the recognition of a student organization when the pending alleged violations arise from a flagrant violation of this Code, such as organized conduct which is a violation of law and/or this Code, or when the conduct represents a flagrant disregard of the rights or property of persons in the University community, or when the conduct is in flagrant disregard of the property or authority of the University.

(2) During the interim suspension, the organization shall discontinue all activities.

(3) Upon an organization’s request, a hearing will be held by the Vice President for Student Affairs or a designee, within three (3) working-days of the interim suspension to determine if the suspension should continue until a hearing by a Conduct Body on the alleged violation of misconduct is held.

In the event of any conflict, the Code found on the Office of Student Conduct’s website will govern: http://sc.ua.edu/code.cfm.

Revised 2013
General Policy

A. General Policy

The University of Alabama is a community of scholars. Members of this community have recognized their individual and collective responsibilities in the development of a mature and diverse society. By enrolling in the University, a student neither loses the rights nor escapes the duties of a citizen but conducts his or her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community. Members of the community, students, faculty and staff, pursue their various goals and duties in an area where closeness is accentuated by the challenges of obtaining scholarly excellence and higher learning. The potential for conflict increases over that found in the society outside this community. Thus the duties of scholarship and citizenship are of special importance. The University has incorporated Codes of Academic Conduct, Student Conduct and Student Organization Conduct into the community standards. The Code of Academic Conduct includes an Academic Honor Code, which specifies the community standard for scholarship. The Preamble to the Codes of Conduct specifies the standard of citizenship within the campus environment. When these standards are not met, the University relies upon the Codes of Conduct to address unacceptable behavior and nurture appropriate personal development.

B. Affiliation

The governing body for all full-time and part-time students is the Student Government Association. Through the SOURCE Board of Governors, students may also affiliate with any of the registered student organizations at The University of Alabama for which they are eligible for membership.

C. Student Media

The official University-sponsored student media include: The Crimson White, a 4-time weekly newspaper; Corolla, an annual yearbook; WVUA 90.7 FM, a 24-hour radio station; Marr’s Field Journal, an undergraduate literary journal; Black Warrior Review, a graduate literary journal; Southern Historian, a graduate-level history research journal; and various digital media projects. These media are overseen by the Media Planning Board, a group made up of 6 students and 5 non-students, which is chartered by the university and reports to the Office of the Vice President for Student Affairs. All student publication staff members retain their First Amendment rights and are free of censorship and advance approval of content and all editors and managers are free to select their own staffs and develop their own coverage. A full-time staff of seven professionals provides guidance, support and training to the students working for the media.
D. Action Card
1. All students at the University must possess a student identification card referred to as the Action Card. A government issued photo ID, such as driver’s license, passport, or U.S. military ID, is required to obtain your Action Card.

2. The Action Card is the property of The University of Alabama and must be returned to University officials upon request. It should be carried at all times. The card is non-transferable. Possession of the card does not guarantee current UA status. Unauthorized use, tampering, or alteration may result in disciplinary action. Immediately report lost or stolen Action Cards. During regular business hours, call Action Card at 205.348.2288 and, after hours or holidays, call UAPD at 205.348.5454.

3. Students needing new Action Cards will be charged a replacement fee.

4. Replacement cards are produced at the Action Card Office located in Room 170 Campus Drive Parking Deck (Bus Hub), Monday-Friday, from 8 a.m. until 5 p.m. If necessary, temporary Action Cards can be obtained at no charge from the Action Card Office during regular business hours or, after hours and holidays, from UAPD (University of Alabama Police Department) located at 1110 Jackson Avenue Tuscaloosa, AL 35487. The contact number for their Dispatch Operator is 205.348.5454. A temporary card allows you access to your card services, including debit accounts, for one week from issuance to allow you time to locate your Action Card. Cardholders are requested to bring their driver’s license, or another form of official ID such as passport or military ID, when requesting temporary Action Cards. Cardholders with NO PICTURE ID available will be verified against their Action Card picture. When cardholder obtains a replacement card through the Action Card Office or UAPD, cardholder will be required to return the temporary card to the Action Card Office or a non-return fee will be assessed. Please note, temporary Action Cards cannot be used for UA student football Gameday entrance.

E. Financial Responsibility
Students are expected to be financially responsible citizens. They are responsible for meeting their financial obligations to the University and the community. Specific financial requirements may be found in the University’s Undergraduate Catalog. Students suspended from the University for Disciplinary Reasons have no right to a refund or cancellation of amount due.

F. Financial Aid
The Student Financial Aid Office (SFA) at the University of Alabama provides comprehensive information and services regarding opportunities to finance the cost of education at UA. SFA is responsible for administering federal funds to include direct loans, grants, and work study. Student aid recipients have certain responsibilities:
1. Enroll as a regular student in an eligible degree or certificate program and attend the classes that you are registered for
2. Enroll at least half time to receive a Direct Loan
3. Apply for federal aid on time
4. Provide documentation when requested according to federal and institutional guidelines
5. Maintain satisfactory academic progress towards a certificate or degree
6. Notify SFA of any additional aid not included in the Award Notification or subsequent revisions
7. Repay, within the semester, any over-awarded loan and/or grant resulting from the receipt of aid not included in the “Award Notification” or subsequent revision
8. Notify SFA of changes in enrollment status
9. Use funds solely for educational purposes

G. University Recreation

University Recreation has a number of policies and procedures regarding the use of recreational facilities; the Student Recreation Center, Aquatic Center, Fields Complex, Tennis Complex and Outdoor Pool Complex, as well as the student eligibility requirements for participation in our programs and services. Students are encouraged to use all of the recreational facilities and programs, but it is their responsibility to use and/or participate in these facilities and programs in the prescribed manner. University Recreation reserves the right to revoke facility and/or program privileges to those students not adhering to the policies of the department. Policies and procedures for general use and/or for a specific program (group exercise, intramurals, aquatics, sport clubs, etc.) are posted on the departmental website at http://urec.sa.ua.edu

educators, building leadership skills through our Project Health, Health Hut, and Gamma initiatives. Project Health’s Health Ambassadors are traditional peer health educators who have three main initiatives. First, the Health Ambassadors develop and implement programs for residence hall students and student groups by request. Second, every Wednesday is the “Healthy Hump Day” table outreach event in the Ferguson Center during the day and a different residence hall each week on national health awareness weeks and months. Lastly, the Health Ambassadors run our Swagon which is health education on the fly based on the TV show “Cash Cab”. The Health Hut is daily outreach in our very own hut! Each week the Health Hut covers a different health topic and brings game and information to five different locations on campus for 46 hours a week. Gamma delegates are affiliates of the Project Health Peer Health Educators. The Gamma members work within their respective chapters on UA’s campus to improve the overall health and well-being of their fellow members.

Collegiate Recovery Community (CRC) is available for students who have made a commitment to lead sober, healthy lives. Modeled after a successful program at Texas Tech University, UA has created a structured, healthy community where recovering students can thrive academically and socially while actively pursuing their recovery. The CRC provides students an opportunity to bond together in an alcohol and drug free environment. For more information about this department, please visit our website at recovery.ua.edu.

Substance Abuse. The SHC offers multiple levels of care for students who think they might be struggling with substance abuse issues. Students can see a substance abuse specialist for a full alcohol and other drug assessment. Once assessed, the appropriate counseling help can be offered. Through the SHC individual and group counseling and psycho-educational classes are offered. Each student will receive life – stage appropriate interventions that will focus on not only substance abuse, but also on how to improve their functioning in their social activities, peer relationships, and academics.
H. The Student Health Center (SHC) is dedicated to meeting students’ health care needs and our goal is to be Student First, Student Focused & Student Friendly. Our current staff represents over 250 years combined experience in college health and offers:

- Acute/Urgent care
- Chronic care
- Vaccinations
- Allergy shots
- ADHD/ADD
- Women’s health
- Medical Nutrition Therapy with a registered dietitian
- Psychiatric services
- Pharmacy
- Foreign travel consultation
- Substance Abuse Assessment and Counseling
- Collegiate Recovery Community
- Health Promotion & Wellness Programs and Peer Education

In addition, the SHC is physically connected to the University of Alabama School of Medicine, Tuscaloosa and University Medical Center. With this association SHC has access to multi-specialty practice consultation and referral and a shared state-of-the-art digital x-ray and laboratory services. Days and hours of operation are posted on the SHC web site located at www.shc.ua.edu or by calling 205-348-6262.

Eligibility for SHC services. All students attending UA full time are eligible for services and must present a valid ACT card, your insurance card and pharmacy card (if different) when requesting services. Students not enrolled full time may be required to pay a fee at Student Receivables prior to being eligible for services. Eligibility for service is terminated upon graduation or withdrawal from the University.

Required Immunizations for UA. All students regardless of class standing prior to attending classes are required to furnish proof of the meningitis vaccination within the last five years. If you were born after 1956, proof of two (2) measles containing vaccinations is required, and one of these vaccines must be a MMR vaccination after 1980. Students will need acceptable proof of tuberculosis screening within the last year as well. Your health care provider can complete and sign the immunization form located at the SHC web site (www.shc.ua.edu) as acceptable proof of immunizations and TB screening. This form MUST be completed and turned in prior to students moving into on-campus housing or the first day of class if residing off-campus.

Pharmacy. The onsite pharmacy carries both prescriptions and over the counter medications. The pharmacy accepts certain third party payers and the student bill is charged for all products so that no abuse specialist for a full alcohol and other drug assessment. Once assessed, the appropriate counseling help can be offered. Through the SHC individual and group counseling and psycho-educational classes are offered. Each student will receive life – stage appropriate interventions that will focus on not only substance abuse, but also on how to improve their functioning in their social activities, peer relationships, and academics. Cash is needed for purchases. Both written and called in prescriptions from outside providers are accepted for prescriptions that are on our formulary. Please visit our website for more information. (http://shc.ua.edu/pharmacy/).
Medical Withdrawal. A designated physician or his designee at SHC facilitates all medical withdrawals as outlined in the UA catalog.

Health Promotion and Wellness, serving as the outreach component of SHC, collaborates with UA students, faculty, and staff to promote a healthy campus environment, enhance student well-being, and foster student empowerment to achieve optimal health and academic success. The department offers individual and group education on a variety of health topics such as financial health, safety, nutrition, eating disorders, alcohol and other drug education, healthy relationships, sexual health, mental health, and tobacco including presentations for student organizations and classes, special health awareness events, and resources for students with academic projects. Health Promotion and Wellness administers the nationally known AlcoholEdu for College™ (www.alcoholedu.ua.edu) course that is required of all incoming students. In addition, we offer the nationally based MentalHealthEdu™ (www.mentalhealthedu.ua.edu) course which addresses issues surrounding the distressed student and prevention. This 30 minute course is available to faculty, staff, student leaders, and parents. Students may serve as mentors and peer educators, building leadership skills through our Project Health, Health Hut, and Gamma initiatives. Project Health’s Health Ambassadors are traditional peer health educators who have three main initiatives. First, the Health Ambassadors develop and implement programs for residence hall students and student groups by request. Second, every Wednesday is the “Healthy Hump Day” table outreach event in the Ferguson Center during the day and a different residence hall each week on national health awareness weeks and months. Lastly, the Health Ambassadors run our Swagon which is health education on the fly based on the TV show “Cash Cab”. The Health Hut is daily outreach in our very own hut! Each week the Health Hut covers a different health topic and brings game and information to five different locations on campus for 46 hours a week. Gamma delegates are affiliates of the Project Health Peer Health Educators. The Gamma members work within their respective chapters on UA’s campus to improve the overall health and well-being of their fellow members.

Collegiate Recovery Community (CRC) is available for students who have made a commitment to lead sober, healthy lives. Modeled after a successful program at Texas Tech University, UA has created a structured, healthy community where recovering students can thrive academically and socially while actively pursuing their recovery. The CRC provides students an opportunity to bond together in an alcohol and drug free environment. For more information about this department, please visit our website at recovery.ua.edu.