

# ALABAMA A & M UNIVERSITY

## STUDENT HANDBOOK | REVISED 2016

### LIFE ON THE HILL



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Welcome to “The Hill!”

We are pleased that you have selected Alabama A&M University as your partner on the path toward the realization of your dreams. We know that you have made an excellent choice and you are to be commended for your selection of Alabama A&M University. As a university, we are committed to your success. We have a proven track record of producing graduates who go on to become contributing members of society. Our commitment has always been and continues today to provide excellence in our teaching, research and service roles.

During your years on “The Hill,” you will become acquainted with the numerous successes of those who have preceded you. They too endured many of the same challenges that are so much a part of college life. They succeeded, as I know that you will, and demonstrated through their accomplishments, that with a degree from Alabama A&M University you can “Start Here and Go Anywhere.” As you move through your courses of study, you will become adept in managing “The Hill,” your valuable time and all your resources. Don’t forget, we are here to help you--there are many faculty and staff members eager and available to ensure that your matriculation here is a productive one.

Please be mindful that although there are many resources, they are only useful if you are self-motivated to take full advantage of them. Start now by becoming familiar with the important information contained in this handbook and revisit it as often as you believe necessary.

I am pleased to welcome you to Alabama A&M University. We are certain that your experiences here will be academically challenging, civically engaging, enlightening and filled with the Bulldog spirit!

Sincerely,

Andrew Hugine, Jr., Ph.D.  
President

Dear Bulldogs,

The Office of Student Affairs extends a warm welcome to each of you. Your time on “The Hill” should be one of tremendous personal and professional growth, learning, and exploration, but within the boundaries of guidelines that protect the rights of the entire Alabama A&M University family.

This handbook is made available to each student at Alabama A&M University on the Student Affairs’ webpage at [www.aamu.edu](http://www.aamu.edu). Information herein has been carefully assembled to address topics of general concern, interest and use to the student body. This handbook describes the expectations for behavior and conduct in the AAMU community and outlines the procedures to be followed when these expectations are not met. It is your roadmap to “Life on the Hill.”

Although this handbook is designed to be an invaluable resource to you, it should not deter you from interacting with members of the University’s administration, faculty, and staff. Toward that end, we encourage you to ask questions as needed for clarity and understanding. Residential students are encourage to become familiar with housing regulations by visiting Housing’s webpage at [www.aamu.edu/housing](http://www.aamu.edu/housing).

If you have questions, feel free to visit the Office of Student Affairs located in Patton Hall – Office 205, or call us at 256-372-5233. Once again, welcome to the Alabama A&M University community, and we wish you well throughout your journey on “The Hill.”

Sincerely,

Gary B. Crosby, Ph.D.  
Interim Vice President for Student Affairs  
The Office of Student Affairs: Integrity.Diversity.Collaboration.Service

## GENERAL INFORMATION

### **Mission Statement**

Alabama Agricultural and Mechanical University is a public, comprehensive 1890 Land-Grant institution, committed to access and opportunity, and dedicated to intellectual inquiry. The application of knowledge and excellence in teaching, research and service is responsive to the needs of a diverse student population and the social and economic needs of the state and region. The University offers contemporary baccalaureate, master's, education specialist and doctoral level degrees to prepare students for careers in the arts, sciences, business, engineering, education, agriculture and technology. As a center of excellence, the University is dedicated to providing a student-centered educational environment for the emergence of scholars, scientist, leaders and critical thinkers, who are equipped to excel through their contributions and leadership in the 21<sup>st</sup> century national and global society.



## **Organization of the University**

The University is governed by a Board of Trustees appointed by the Governor of the State of Alabama. The Governor is ex-officio Chairman of the Board. Reporting to the Board is the President of the University, who serves as Chief Executive Officer. The President is assisted by a cabinet of administrative officers which includes the Executive Vice President & Chief Operating Officer, Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business and Finance, Vice President for Institutional Advancement, Athletics Director, and Special Assistant for Strategic Planning and Initiatives.

### *Members of the Board of Trustees*

Honorable Robert Bentley, Governor, President

Mr. Andre Taylor, President Pro-Tempore

Mr. Kevin Ball  
Mrs. Ginger Harper  
Mr. James Montgomery  
Dr. Hattie M. Myles  
Mr. Chris Robinson

Mrs. Velma Tribue  
Dr. Jerome Williams  
Dr. Jeanette Jones, Faculty Senate President  
Ms. Tara Crawford, SGA President

### *Administrative Officers*

Dr. Andrew Hugine, Jr., President  
Dr. Kevin A. Rolle, Executive Vice President & Chief Operating Officer  
Dr. Daniel Wims, Provost & Vice President for Academic Affairs  
Attorney Angela Debro, General Counsel  
Mr. Archie Tucker, Interim Vice President for Institutional Advancement  
Mr. Clayton Gibson, Vice President for Business and Finance  
Dr. Gary B. Crosby, Interim Vice President for Student Affairs  
Dr. Melinda Gilmore, Special Assistant for Strategic Planning and Initiatives  
Dr. Kimberly Marshall, Chief Information Officer  
Mr. Bryan Hicks, Athletic Director

## **THE UNIVERSITY HYMN**

Alabama A&M  
Rich in heritage divine  
Bless'd by the life of Council brave  
Who gave his all that thou might'st shine.

Alma Mater, blest be thy name.  
Long live thy fame; long live thy fame!

Many thy brave and loyal sons  
Sent from thy shrine on Normal's Hill  
Filled with a zeal from tasks well done  
Anxious thy mandates to fulfill.

Alma Mater, blest be thy name.  
Long live thy fame; long live thy fame!

Long may you live to bless the world  
For right and justice take a stand  
As from your rocky heights you view  
Your children's work throughout the land.

Alma Mater, blest be thy name.  
Long live thy fame; long live thy fame!

## **ALABAMA A&M FIGHT SONG**

Stand up and cheer  
Cheer loud and long  
For Dear Old Normal  
For today we raise  
The maroon above all others  
Our noble team now is fighting  
Is fighting hard to win the fray  
We've got the win  
We're sure to win  
For this is Dear Old Normal's Day.  
Fight!!! Fight!!! Fight!!!

## **Where to go for Help**

<b><i>Problem/Question</i></b>	<b><i>Who to Call</i></b>	<b><i>Extension</i></b>
Academic Advising	Academic Advising/Your School	5750
Academic Appeals	Academic Affairs	5275
Academic Bankruptcy	Academic Affairs	5275
Academic Transcript	Registrar's Office	5254
Activity Planning	Student Activities	5615
Address Change	Registrar's Office	5254
Marquee	Public Relations	5654
Channel 2	Telecommunications	5790
Alumni Information	Univ. & Alumni Welcome Ctr.	5286
AAMU Buses	Bulldog Transit System	5826
Athletics	Athletic Department	4001
Audio Visual Aids	Telecommunications	5790
Bands	Music Department	4050
Books & Supplies	Book Store	5626
Cafeteria	ARAMARK	5708
Cap & Gown Fitting	Book Store	5626
Career Information	Career Dev. Services	5690
Choral	Music Department	4050
Copying/Faxing	Copy Center	5641
Disabilities	Veteran Affairs/Dis. Services	4263
Drop/Add	Registrar's Office	5254
Employment (off campus)	Career Development	5690
Employment (on campus)	Financial Aid	5400
Fee Payment	Cashier's Office	5203
Financial Aid Appeals	Financial Aid Office	5400
Financial Aid Transcript	Financial Aid Office	5400
Financial Holds	Collections	8195
Graduation Invitations	Printing Services	5700
Grievances	Student Government Assoc.	5617
Health Insurance	Student Health Center	5601
Health Problems	Student Health Center	5601
Honors Program	Honors Center	5859
ID CARD	Access Card Office	5205
Immigration	International Student Srvs.	5418
International Students	International Student Srvs.	5418
Intramural Sports	Intramural Office/Frank Lewis	4262
Judicial Affairs	AVP for Student Affairs	5616
Library	Learning Resources Center	4725
Loans	Financial Aid	5400
Dorm Maintenance Request	Your Dormitory Counselor	
Meal Plans	Cashier's Office	5203
Organization Forming	Student Activities	5615
Parking	Public Safety	5555

Personal Counseling	Counseling & Health Services	5801
Radio Station	WJAB	5195
Recreation	Health & Wellness Center	7000
Refunds/Student Fees	Cashier's Office	5203
Registration Information	Registrar's Office	5254
Religious Counseling	University Chaplain	5065
Room Reservation/Housing	Housing Office	5797
ROTC-Army	ROTC Office	5775
Senior Record Check	Registrar's Office	5254
Student Org. Activities	Student Activities	5615
Student Issues	Student Government Assoc.	5519
Telephone Problems	Voice Communications	4357
Testing	Testing Services Center	5645
Transfer Student Form	Registrar's Office	5254
Transient Student Form	Registrar's Office	5254
Tutoring	Retention & Academic Support	5490
University Excuses	Special Student Services	4263
Vehicle Registration	Public Safety	5555
Veteran Affairs	Special Student Services	4263
Withdrawals	Registrar's Office	5254
Yearbook	Yearbook Office	5618

## **Rights and Responsibilities**

**Academic Freedom:** Alabama A&M University stands in a long and distinguished tradition of learning, advancement of knowledge, and the development of responsible citizens. The University seeks to achieve its goals for students through sound educational programs and policies governing student conduct that encourage independence and responsible maturity. On joining the University community, the student enjoys numerous social, cultural and educational opportunities. Among these are the following:

1. The facilities, services and educational programs of the University are open to all students who are academically and otherwise qualified to participate and benefit from them without respect to race, religion, creed, sex, age, national origin or disability.
2. Students are free to learn and evaluate ideas. They are free to discuss, to express opinions, and to hear diverse opinions. Expressions of opinions and discussions must be made in an orderly manner which is not disruptive of scheduled operations of the University.
3. Students are free, individually and collectively, to express views on issues of University policy and on matters of general concern to the student body. Students shall have the opportunity for representation and a voice on University standing committees directly concerned with academic matters and student affairs. It is the responsibility of the University members who are dissatisfied with decisions that have been made relative to institutional governance to utilize existing channels of appeal to address those decisions. The University recognizes the Student Government Association as the official agency of the student body.
4. Students are free to organize and join associations to promote their common interests, provided they do not conflict with the mission, goals, and best interests of the University. Each recognized student organization is free to choose its own advisors. Student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
5. Students are free to invite and hear persons of their choosing, providing that orderly and timely scheduling of facilities shall have been arranged through routine University procedures.

**Rights and Privacy in Regard to Educational Records:** Students shall have the right to know the types of educational records maintained by the University which are personally identifiable with them, and to have access to such records, subject to lawful limitations; the right to obtain copies of such records at cost of production; the right to a response to reasonable requests for explanations and interpretations of such records; the right to an opportunity for a hearing if they challenge the contents of such records as inaccurate, misleading, or otherwise inappropriate; and the right to review those parts of any combined records containing information for more than one student, which pertains to them, or to be informed of the specific parts of such combined information which relates directly to them.

**Confidentiality of Student Records:** For release of information contained in educational records, students must give the University written consent, signed and dated, and stating the specifications of the records to be released and the names of the parties to whom the records are to be released. Without such consent, the University shall not release educational records or personally identifiable information from such records, except for directory information, to any part other than University officials who have a legitimate interest, lawfully authorized parties, or appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**Directory Information:** For directory information, the University will make available without consent, as it deems appropriate, such general information as names of students, addresses, telephone numbers, ages, degrees, and the height and weight of members of athletic teams.

**Compliance Policy:** The University will comply with all laws and regulations relating to students' rights and privacy. Current policies, regulations and procedures pertaining to educational records of students, and the names and titles of officials responsible for specific records, may be obtained from the Office of Student Affairs, and the Office of the University Registrar.

**FERPA Guidelines for Faculty/Staff/Students:** The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. Alabama A&M University will not release educational/judicial records to a third party without the written consent of the student in question. To learn more about FERPA, and documents protected under this federal act, visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Alabama A&M University Registrar's Office maintains control of the disclosure forms. Any concerns regarding the disclosure of student information or compliance with FERPA disclosure requirements should be directed to the registrar's office.

**Discrimination Statement:** Alabama A&M University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, housing, or services in educational programs or activities it operates.

## **Financial Information**

***Charges and Payments:*** Alabama A&M University (AAMU) offers six ways to pay for charges; pay directly to the University or indirectly by means of Financial Aid, Scholarships, Third Party, Tuition Management Systems (TMS), and AAMU Payroll Deduction. **Students may use more than one payment option. Contact the Accounts Receivables/Collections Office to explore payment options.**

Payments are received through our Cashiers' Office located at 105 Patton Hall, between the hours of 8:30- 4:00. We accept cash, cashiers' checks, money orders, Visa, Master Card, and traveler's checks. You can also mail your payments to:

Alabama A&M University  
ATTN: Cashier  
P.O. Box 1388  
Normal, AL 35762

***Verify how much your tuition and fees are by checking the BANNER Student Self-Service.***

***In Need of Financial Assistant to Pay for School?*** Contact the Office of Financial Aid at 256-372-5400, or visit Room 211 in Patton Hall to discuss what is available to fund your educational expenses.

***Refund Policy:*** The tuition and fees are refundable in accordance with a defined schedule if a student withdraws from the University after completing the registration process.

### **Fall and Spring Semesters**

- ✓ From first official day of class through the seventh calendar day 90%
- ✓ From the eighth calendar day of class through the fourteenth calendar day 80%
- ✓ From the fifteenth calendar day of class to the twenty-first calendar day 70%
- ✓ From the twenty-second calendar day through the thirtieth calendar day 60%
- ✓ **No Refund after the Thirtieth Calendar Day**

**NOTE:** The tuition refund percentage is based on the total tuition charged and not the amount paid. A full refund of the course fee will be issued if a course is cancelled by the university.

***Payments Paid By Master Card/VISA Credit Card:*** Payments paid by MasterCard/ visa credit card will be refunded by University check upon official withdrawal from the University or dropping a class. Students scheduled to receive Financial Aid, who do not plan to attend a session for which they have pre-registered, must notify the Financial Aid Office in writing prior to the first day of class to **cancel** their pre-registration and financial aid. Students who fail to notify the Financial Aid Office prior to the first day of class will be enrolled and subject to academic and financial penalties.

***Emergency Separation for Military Purposes Policy:*** Students who withdraw due to being called to active duty or spouses of persons called to active duty may be eligible for a full refund of required tuition and fees. Room and board will be refunded in accordance with the current University refund policy. All students who receive Title IV funds will be processed according to federal policies. Federal policy statements are available in the Office of Student Financial Aid.

***Restrictions Due To Indebtedness to The University:*** No Student will be permitted to register for a semester until all bills from the previous semester have been paid. Failure to meet financial obligation, as scheduled, will cause a forfeiture of privileges of the dining facilities, residence halls, classroom facilities and other activities.

No transcript or record will be issued for any Student who is indebted to the University. This includes, but is not restricted to, a delinquent Carl D. Perkins Loan.

If classes are dropped and you re-register, you will be charged a late fee of \$50.00. Students who do not meet their financial obligations in a timely manner are subject to certain penalties.

### **AAMU Bulldog ID Card**

- It is your official AAMU Bulldog ID card.
- It is your meal card.
- It is your library card.
- It is your access to student programs and activities.
- It is your access to the Wellness Center

The replacement fee for lost ID Cards with a meal plan is \$60 and w/o Meal Plan is \$30. ID Cards can be obtained from the Access Card Office in Patton Hall.

### **Other Information**

If you registered and decide not to return to AAMU, you should notify the Registrar (by writing a letter of your decision prior to the first day of class) and include your I.D. number and a number where you can be contacted.

***Intent to Vacate/Residence Hall:*** Students forfeit housing fees for the current academic year as stated in the contract agreement for student housing. The unused portion of the meal ticket payment will be refunded.

## ACADEMIC STANDARDS AND REGULATIONS

**\*Refer to the Most Recent Undergraduate Bulletin for Additional Information\***

Information regarding academic policies is not provided in its entirety in this handbook, but is addressed in other University policies. Specific academic regulations and information can be found in your academic department and/or college. Please seek additional information when needed.

***The Unit of Credit:*** The unit of academic credit is the “semester hour.” It is defined as one hour of regular class work or two or more hours of laboratory work per week, pursued and satisfactorily completed through one standard semester’s schedule or equivalent.

***The Academic Year:*** Alabama A&M University operates on the semester system. The year is divided into two semesters and a summer session. Two semesters equal a regular academic year. Summer session classes are scheduled so that a student will spend a sufficient number of clock hours in a course to be equivalent to the time spent during a regular semester.

***Registering for Classes:*** The mission of the Office of the Registrar is to support the instructional mission of the University as it relates to conducting registration and keeping academic records. To achieve this purpose the department offers services in Course Inventory Management, Enrollment Services, Academic Progress Monitoring, Academic Records, Graduation, and Federal Compliance. In the Fall of 2015, the Office of the Registrar introduced Degree Works, a web-based registration and course tracking tool to keep students on track for graduation. All Academic Advisors are encouraged to utilize Degree Works.

Use the following steps to register:

***Step 1:*** Contact Advisor for meeting to select classes

***Before meeting with your Advisor, it is important that you:***

1. Know what you need to take - - follow Degree Works. If you have questions about what courses are required, Degree Works is the tool to keep you on track to graduation, refer to it.
2. Pre-select classes you may be interested in.
3. Identify your time constraints (e.g., you can only take daytime classes on Mondays & Wednesdays).

***Step 2:*** Retrieve your personal identification number from your academic advisor

***Step 3:*** Register online at: <http://www.aamu.edu/sis/webreg.asp>

**Step 4:** Once classes are scheduled – pay your fees

**Verify and print your class schedule by accessing BANNER Student Self-Service.**

**Early Registration:** Designed to provide an opportunity for currently enrolled students to register early for the next term with relative ease. It also provides students the advantage of reserving spaces in classes without the necessity of having to return to campus for regular registration. Consequently, all returning students are encouraged to register during the early registration period.

**Credit Hour Load Policy:** A student may not register for more hours of credit in a semester than are indicated in the catalog for the particular semester of the curriculum he or she is pursuing, EXCEPT by written permission of the advisor and approval of the dean of the school in which he or she is enrolled. A student registering for 20 or more credit hours must obtain prior written permission from the Office of Academic Affairs. The maximum credit hour load for the fall or spring semester without special permission is 19 semester hours. The maximum credit hour load for the summer term is 10.

**Class Schedule Changes:** Once a student has completed registration, all changes in his or her schedule must be made on a Drop/Add Form and recorded in the Office of the Registrar. All Drop/Add Forms must be validated by the Financial Services Office.

**Drop/Add Regulations:** Changes in schedule by Drop and Add – The following changes must be made by Drop and Add:

1. Change from one course to another
2. Change from one section of the same course to another
3. Addition to schedule
4. Deletion from schedule
5. Failure to make changes on all cards, especially the Registration Form 6. Change in section due to inserting wrong call number. The call number is most important.

**Procedure for Dropping and Adding Courses:** Students revising schedules (adding or dropping courses) must complete a Drop/Add form and pay the change-of-course fee. These forms are available in the office of each academic department. The signatures of the advisor and the instructor are required to authorize a schedule change.

**Class Attendance Policy:** A student is permitted one (1) unexcused absence for each credit hour generated by the class. For example, two (2) absences are allowed in a two-hour class. Excused absences may be granted upon presenting documentation to the Office of Veterans Affairs and Disability Services for the following reasons indicated below:

1. Personal illness or illness of an immediate family member
2. Death of a family member
3. Subpoena for Court
4. Emergencies beyond the immediate control of a student

## 5. Trips sponsored by the University

**System of Grading:** The University uses a letter system of grading which follows: A-exceptional scholarship; B-distinctively above average; C-average quality; D-barely passing; F-failure; I-incomplete; W-withdrew. The grade of "P" is used to indicate satisfactory completion of Graduate Writing and History Departmental Seminars. The grade "X" will be given for auditing a course; however, no credit will be allowed. Credit for any course in which a student has received a grade of "F" can be obtained only by repeating the course and earning a passing grade.

**Grade Point Average or Quality Points:** The University's grading system is based on a 4.00 point scale; quality points are assigned as follow: A=4.00; B=3.00; C=2.00; D=1.00; F=0.00

The following grades do not carry quality points: W, I, P, or Audit. Grades earned at another university cannot be used to improve a grade point average or eliminate a quality point deficiency.

Example	GRADE		QUALITY PTS.		COURSE HOURS		TOTAL
Comp 1:	B	=	3	X	3	=	9
Gen Psy:	A	=	4	X	3	=	12
Biology:	B	=	3	X	4	=	12
US History:	C	=	2	X	3	=	6
<b>13 (credit hours) / 39 (total) = 3.0 (grade point average)</b>							

**Classification of Students:** Students are grouped in four classes according to total credits in semester hours as indicated:

- Freshmen- Those who have completed 30 semester hours of credit or less.
- Sophomores - Those who have completed 31 but not more than 63 semester hours of credit.
- Juniors - Those who have completed 64 but not more than 94 semester hours of credit.
- Seniors - Those who have completed 95 or more semester hours of credit.

**Academic Progress:** A student at Alabama A&M University is expected to make positive academic progress toward a degree objective. An undergraduate student is said to be making satisfactory academic progress when his or her cumulative grade point average and credit hours fall within the classification system below.

<b>Classification Hrs. Earned</b>	<b>Cum. Sem. Hrs. Required</b>	<b>Min. Cum. Sem.</b>	<b>Cumulative GPA</b>
Freshman	0-30	24	1.50
Sophomore	31-63	48	1.75
Junior	64-94	72	2.00
Senior	95 or above	96	2.00

A student who fails to make such progress and accumulates excessive grade-point deficiencies shall be placed on academic probation, suspended, or dismissed from the University.

Consult with your Academic Advisor for more information on academic progress.

### **The Honors Program and Academic Honors Lists**

A student who shows evidence of superior intellectual ability has achieved a quality grade point average of 3.3 or above is eligible to become a member of Alpha Kappa Mu Honor Society.

Any academically talented scholar who, as an incoming freshman, has cumulative GPA of 3.3 or higher, and an ACT Score of 23 or an SAT Score of 1620 or higher is eligible to become a member of the Honors Program. Any sophomore with a cumulative GPA of 3.5 or higher is eligible for the Honors Program. Students with more than 46 credit hours are not eligible.

***The President's Medallion:*** Any undergraduate student who maintains a 3.7 or higher cumulative grade point average with at least 12 semester hours in the regular academic program each semester, will qualify of the President's Medallion. Eligible students will receive the following:

***4.0 GPA***

***3.8 - 3.99 GPA***

***3.7 - 3.79***

***Gold Medallion***

***Silver Medallion***

***Bronze Medallion***

***The Dean's List:*** Recognition is given to any undergraduate student who achieves an overall (cumulative) grade point average of 3.3 and above, for two consecutive semesters, has earned no grade below "C", enrolled in a minimum of 12 semester hours in the regular academic program. \*Excludes developmental/transitional courses.\*

***The Honor Roll:*** Recognition is given to any undergraduate student who has attained a semester grade point average of 3.0 or better, has earned no grade below "C", and has completed a minimum of 12 semester hours in the regular academic program. \*Excludes developmental/transitional courses.\*

***The Freshman President's Award:*** Recognition is given to any freshman student who obtains a 4.0 grade point average in their first semester of enrollment and completes at least 12 semester hours in the regular academic program. \*Excludes developmental/transitional courses.\*

***The Freshman Honor Roll:*** Recognition is given to any first-time freshman who achieves a grade point average of 3.3 and above, with a minimum of 12 semester hours in the regular academic program after one semester, is eligible for the Freshman Honor Roll. \*Excludes developmental/transitional courses.\*

## **Academic Probation and Suspension**

**Academic Misconduct:** All students in attendance at AAMU are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic misconduct. This includes but is not limited to the following:

1. Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Plagiarism – representing the words, ideas, or data of another as one’s own in any academic exercise. This includes plagiarism of works taken from the internet.
3. Fabrication – unauthorized falsification or invention of any information or citation in an academic exercise.
4. Aiding and abetting academic dishonesty – intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.

Penalties for academic misconduct may be punishable by one of the following:

1. Letter of academic misconduct placed in the student’s academic folder.
2. Lowering of an assignment grade and/or final grade.
3. Academic discipline resulting in the loss of scholarships, nonparticipation in academic related activities, etc.
4. Temporary suspension or expulsion from the University.
5. Expulsion from a class resulting in a failing grade.

**Academic Alert/Warning:** If at the end of the first semester of matriculation a student has not attained the minimum required grade point average, the student will receive an official warning notification from the Office of the Registrar. This notification shall warn the student that their academic performance is not up to par and that continued sub-par performance will result in academic probation. While on warning status, a student may only enroll in a maximum of 12 semester credit hours.

**Academic Probation:** A student will be placed on academic probation when his or her cumulative grade point average fails to meet the standard for satisfactory academic progress described above. Students who are placed on academic probation will have to raise their cumulative GPA to that required for satisfactory academic progress to end probation. To avoid academic suspension, a student on probation must earn a GPA within

the required period equal to or above the level required for satisfactory academic progress. During the period of academic probation, students will be allowed to enroll in a maximum of 12 semester hours. Students on probation who register for more than 12 credit hours will not retain credit for hours above 12. **No student on academic probation may hold office in any campus organization, participate in any organized non-class off-campus trip, or officially represent AAMU.** This regulation does not apply to participation in activities conducted completely on campus. Participation in such activities, however, may be very limited in scope. A student on academic probation may be ineligible to receive financial aid, and could be required to repay aid that was previously awarded. Questions related to financial aid should be directed to the Office of Financial Aid.

A student who fails a required course must repeat the course the first time the course is offered during a period in which he/she is enrolled after the failing grade has been reported. A student may be required to repeat an elective in which he/she receives a grade of "F" upon recommendation of his/her major department chairperson or college dean.

**Academic Suspension:** A student who has been placed on academic probation and fails to acquire the minimum cumulative GPA based on classification at the end of the two-semester grace period will automatically be suspended. Temporary academic suspension will result in the loss of one semester of matriculation. A student under suspension may not obtain credit toward a degree at AAMU from courses pursued at another institution. Academic suspension may be followed by readmission on academic probation.

**Appeal for Reinstatement Following Suspension:** A student on academic suspension is required to remain out of the University for one regular semester and may apply for consideration of readmission after the lapse of one semester.

Appeals for reinstatement from academic suspension are available only for students who can provide documentation that has affected their academic status.

A student may appeal for academic reinstatement after suspension only once during the student's academic career at Alabama A&M University.

**Indefinite Suspension:** A student is declared on indefinite suspension and will not be granted permission for readmission to the University if the student has:

1. Completed two semesters on academic probation and failed to raise his or her grade point average to the required minimum, or
2. Remained out of the University for one semester and is readmitted on probation or readmitted on appeal without staying out one semester, and is subsequently suspended.

As an example:

Semester 1 Academic Probation (limited to 12 SCH)

Semester 2 Continued Academic Probation (limited to 12 SCH)

Semester 3 Suspension (for one fall or spring semester)

Semester 4 Probation After Suspension (after appealing; limited to 12 SCH)

Semester 5 Second Probation After Suspension

Semester 7 Expulsion

***Appeals for Reinstatement from Academic Suspension:*** Only students who can document important circumstances that may have affected his/her academic status should appeal for consideration of continued enrollment.

The appeal must be submitted in writing to the academic appeals committee by or before the first day of registration for each term.

Applicants will be notified of the committee's decision by mail. Appeal letters should include the following:

- Term for re-admittance (Fall, Spring, Summer)
- Student I.D. Number
- Return address to receive responses to your request
- Typed **ONLY** (No hand written requests)

Letters should be submitted to the following address:

Academic Appeals Committee  
Office of Academic Affairs  
P.O. Box 287  
108 Patton Building  
Normal, Alabama 35762  
FAX: (256) 372-5278

***Academic Appeals Committee:*** The Committee serves as a review and recommending body on matters of academic appeals filed by students and sets forth recommendations regarding issues against students that have been filed by faculty members. The actions reviewed by the committee include appeals regarding probation, suspension, and academic violations by students or grievances filed against faculty members by students. The Committee consists of four faculty members, one from each undergraduate college, a representative from the Office of Retention and Persistence, and a representative from the Faculty Senate, appointed by the Vice President for Academic Affairs. The Committee meets twice a semester. Other meetings are scheduled on an as-needed basis.

Academic appeals will be reviewed during the fall and spring semesters while classes are in session. This is when faculty are available to hear the appeal and faculty and students are available to present evidence. There will be no appeal hearings during the summer session or when classes are not in session. An appeal of any grade must be made within one calendar year of receiving the grade.

***Appeals for Reinstatement:*** Complete the Academic Appeals Reinstatement Application and submit to the Office of Academic Affairs.

***Academic Appeals Procedure:*** Academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as: unfair grading, poor instruction, unfair treatment, etc. Students and faculty members are encouraged to

handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

1. Appeals must originate from the student in typed form with documentation to support their position and must be processed through the department chair, dean of the college, and the Office of Academic Affairs, in that order.
2. The chair or unit appeals committee must complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. After this assessment, a written response must be sent to the student with the decision at that level. These processes must be completed within ten (10) business days of receipt of the written petition from the student and the student notified of the decision.
3. If the student chooses to continue the appeal beyond the department level, the student must present a written petition with documentation to the dean. The dean or unit appeals committee must complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. After the assessment, a written response must be sent to the student with the decision at that level. These processes must be completed within (10) business days of receipt of the written petition from the student and the student must be notified of the decision.
4. If the student chooses to continue the appeal beyond the college level, the student must present a written petition with documentation to the Office of Academic Affairs where it will be sent to the Undergraduate Academic Appeals Committee.
5. The Undergraduate Academic Appeals Committee shall complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. These processes must be completed within fifteen (15) business days of receipt of the written petition from the Office of Academic Affairs.
6. The Undergraduate Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations will be forwarded to the Associate Provost and Vice President for Academic Affairs for final disposition.

The appeal can be ended at any level, with the consent of the applicant student. A copy of the decision will be forwarded to the Office of Academic Affairs.

Academic appeals will be reviewed during the fall and spring semesters while classes are in session when faculty are available to hear the appeal and faculty and students are available to present evidence. There will be no appeal hearings during the summer session or when

classes are not in session. An appeal of any grade must be made within one calendar year of receiving the grade.

***Withdrawal from The University:*** Students who withdraw from the University, either voluntarily or involuntarily, should follow the procedure below:

1. Notify the Office of Special Student Services located in 106 Carver Complex South.
2. Complete an official Student Withdrawal Form in the Registrar's Office.
3. Return the form with all required signatures to the Registrar's Office.

Failure to execute the withdrawal form upon withdrawal from the University will result in the student not being granted official clearance on his/her records. This could have adverse academic and financial effects in the future.

***Emergency Separation for Military Purposes:*** Students who exit the University because of military call-up or spouses of those called may withdraw without academic penalty. After the normal University withdrawal period, the student may choose to make arrangements with the instructor and/or department chairperson to complete the course work. Students who withdraw due to being called to active duty or spouses of persons called to active duty may be eligible for a full refund of required tuition and fees. Room and board will be refunded in accordance with the current University refund policy. All students who receive Title IV funds will be processed according to federal policies. Federal policy statements are available in the Office of Student Financial Aid.

#### Procedures

1. Secure a copy of the Academic Affairs Form (Emergency Separation for Military Purposes).
2. Complete the form and secure appropriate documentation.
3. Submit the form to the Office of the Registrar, retaining the copy marked "student."

***Academic Responsibility:*** While Alabama A&M University will endeavor to provide timely and accurate advisement, each individual student is held responsible for availing himself/herself of, becoming knowledgeable of, and following the rules and regulations of the University. This includes reading information made available to them concerning educational requirements; inserting correct information on all educationally related forms, including registration and financial aid forms; and meeting the requirements regarding graduation as set forth in the University Bulletin (Catalog), including both the general University requirements as well as those specified by the specific degree program.

#### **Support Systems for Academic Life**

***J. F. Drake Memorial Learning Resources Center (LRC):*** The LRC is a comprehensive learning resources center/library, embracing both print and media resources under one

umbrella. The mission statement, goals, and objectives of the LRC are consistent with those of the University. It is the repository of knowledge and gateway to information. Therefore, it is the “HUB” and “HEART” of all educational activities at Alabama A&M University. It is charged with the responsibility for supporting all academically oriented facets and entities of the University by providing a wide range of information in all disciplines and in a variety of formats. It provides numerous and diverse resources, programs, services, and collections in support of the University’s mission of providing quality professional preparation, research, and public service in pursuit of academic excellence.

***Academic Advising Center:*** The mission of the Academic Advising Center is to serve as one of the support services for students. The New Student Orientation Program is one component of the Academic Advising Center's commitment to fulfilling their mission. Through Student Orientation and Registration, (SOAR), Operation Transition and the Survival Skills for University Life course (ORI 101), students are provided with opportunities to explore their career options and become familiar with the requirements for their chosen majors as well as the general policies of the university.

***Office of Retention and Academic Support:*** The Office of Retention & Academic Support (ORAS) is a multi-faceted, comprehensive department designed to facilitate and improve student success, retention, and graduation rates. Intrusive academic intervention is an integral part of ORAS, enhancing overall student academic and social development. We serve as "learning partners" for students in need of learning assistance. All retention initiatives are designed to assist students in becoming successfully acclimated to the university.

***University Honors Center:*** The Honors Program at Alabama A&M University offers an exciting and unique experience for undergraduate students at the University. The Honors Program also offers honors courses in English, History and Economics in a small, yet intellectually stimulating environment. The Honors Program provides excellent academic advising as well as professional development and guidance for future educational and career advancement. To enhance the academic portion of the program, students are also responsible for completing fifty (50) hours of community service and attend three (3) cultural events each semester.

***Testing Services Center (TSC):*** The Testing Services Center serves as a central clearinghouse for student placement and assessment at AAMU. Systematic data profiles which indicate student trends are developed and disseminated to appropriate professional personnel to assist in academic advising, curriculum development, career education, and job placement.

### **Classroom Code of Conduct**

As a means of becoming successful and prepared for the professional world, including internships, graduate or professional schools and positions of employment, students are expected and required to abide by the following codes.

Individual breaches of codes of conduct or dress codes will be dealt with by the instructor, on a case-by-case basis, based on the severity of the infraction. Punishment can range from being marked absent for the day to being dismissed from the class. Severe or repeat infractions may be turned over to judiciary.

### ***General Decorum***

1. Students must be able to present their ID cards for inspection. It is recommended that the card be visibly displayed, whether clipped to a waistband or breast pocket or worn on a lanyard.
2. Students must attend class regularly, missing no more than the allowed number of absences:
  - a. Absent 1 hour of class for a 1 credit hour course
  - b. Absent 2 hours of class for a 2 credit hour course
  - c. Absent 3 hours of class for a 3 credit hour course
  - d. Absent 4 hours of class for a 4 credit hour course

**\*Students whose absences exceed the above scale will receive a reduction in their final course averages** as determined by the faculty member. Exceptions to this policy on point reduction maybe granted by the faculty upon presentation of documentation from the Vice President of Academic Affairs that an official excuse has been granted for the student's absence. Conditions warranting such an approval include cases involving death in the family, illness of the student or his/her immediate family members or for military duty. It is the student's responsibility to provide legitimate, official documentation of excused absences to the instructor(s) of the courses involved. Other reasons for absences not covered here must be cleared with the appropriate College Dean. Undergraduate Catalog, p. 57

3. Students must be on time to class and must remain until dismissed.
4. Students must prepare for each class meeting by reading assignments and completing any required written work. It is thus imperative that students purchase their books in a timely manner (i.e., within the first two weeks of the semester).
5. Students must meet all deadlines, including those established by the instructor and those set by the University.
6. Students must never have electronic devices such as cell phones, PDA's, iPods, or similar items in use during class time.
7. Students are expected to act with courtesy and respect to instructors, guests, staff members, and fellow classmates and may not disrupt a classroom or a faculty member's conduct of a class. For example, students should refrain from talking during class while the instructor or another student "has the floor." Failure to behave with proper courtesy and respect could result in disciplinary action. A student who disrupts a classroom may be removed or ejected from the class or classroom
8. Students must not come to class under the influence of drugs or alcohol.
9. Food and drinks are not allowed in the classroom, lecture hall, or lab.

## ***Student Dress Code***

1. Pajamas, sleep wear and inappropriate exercising clothes (i.e, P.E. uniforms, bicycle shorts, under armor, uncovered spandex) are not allowed in the classroom. Shirts/tops must be worn at all times. Sweat pants are allowed when worn with appropriate undergarments.
2. All students must wear shoes, boots, or other types of footwear made for outside wear: bedroom shoes/slippers, shower shoes, or similar footwear are not allowed in the classroom.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student; for example, no sunglasses are allowed in the classroom; excessive body piercings, tattoos, and “grillz” are not recommended.
4. Hats, hoods, caps, stocking caps, wave caps, do-rags, and other head coverings are not to be worn in the classroom; no hair curlers whether covered or uncovered are allowed in classrooms. Head coverings designed for religious, cultural, or medical/illness purposes are allowed.
5. Attire must not display language and/or images which are derogatory, profane, or sexually explicit, or abusive, or which “advertise” drugs or alcohol.
6. Dress must be modest and appropriate for all professional or serious setting; no midriff tops, halter tops, sports bras, strapless tops or dresses, camisole tops with spaghetti straps, see-through blouses or shirts, or extremely short or revealing shorts or skirts will be allowed in the classroom. If a student chooses to wear a midriff top, halter top, sports bra, camisole with spaghetti straps, or a tank top or sundress with straps less than 2 inches wide (made or female), the student must wear a shirt or jacket over it.
7. Clothing which allows undergarments to be visually observed is not permitted. NO SAGGING PANTS will be allowed. No undergarments should be visible at any time.
8. It is assumed that students will practice personal cleanliness. Additionally, clothing should not carry excessive odors, i.e., tobacco, body sprays, or colognes.

## Student Complaints: Handling and Resolution Policy Statement

Alabama A&M University (AAMU) is committed to continuous improvement of its non-academic and academic support services for its students. The University also provides adequate, easily activated procedures to deal with student complaints. Effective complaint resolution processes provide AAMU with valuable opportunities to analyze recurring or persistent problems and ensure continuous development and improvement of student services and student satisfaction.

Alabama A&M University has a commitment to ensuring that all student complaints are resolved quickly, using a clear, fair and reliable management process. The University treats complaints seriously and ensures all processes are clear, prompt, confidential and fair to all parties and will use its best endeavors to ensure an acceptable resolution is achieved using the principle of “natural justice.”

The University is also committed, wherever possible, to dealing with complaints at the local level (within the confines of the University). Complaints that are resolved quickly, locally and with the fewest people have the greatest chances of removing any impediment to good working/teaching/learning relationships.

### **The complaints policy and procedures are based on the following principles:**

1. That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
2. That complaints are treated confidentially and information is only used for the purposes for which it was collected;
3. That the complaints procedures are easily understood and that students and staff have access to information about the operation and outcomes of the process;
4. That any barriers which deter or prevent students from accessing the complaints system are identified and steps taken to remove them;
5. That bias in favor of either students or staff is avoided and that reasons for decisions are provided to all parties concerned;
6. That faculty/staff involved in resolving complaints apply rules of natural justice; give all parties to a complaint the opportunity to respond to issues raised where appropriate; and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant;
7. That the complaints system is supported at all levels of the University, where a student’s right to complain is recognized;
8. That a mechanism is in place to ensure that no student is victimized or suffers detriment as a result of making a complaint. Any attempt to penalize a student for compiling a complaint may be subject to University disciplinary procedures;
9. That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint;

10. That faculty/staff who handle complaints are enabled and encouraged to use their judgment within a framework of documented guidelines, procedures, legislation or University policy;
11. That wherever possible complaints are handled, resolved and reviewed locally and have the fewest people necessary involved;
12. That all students have the right to appeal local decisions to the next level and ultimately to the President of the University, who will only intervene when local reviews have not satisfactorily resolved the issues raised by the complainant;
13. That a mechanism is in place to monitor the nature and outcome of complaints across the University and identify issues of widespread concern to students; and
14. That the effectiveness of the complaints system is regularly evaluated by faculty/staff and students involved in the process.

**Application:** This policy covers issues of concern relating to any aspect of the University life, including:

- The delivery of academic and administrative services;
- The delivery of other support services; and
- Discrimination on equal opportunity grounds.

This policy does not cover:

- Sexual harassment (please contact the Title IX Coordinator, located in the Office of Human Resources)
- Complaints that are outside the scope of University operations;
- Student misconduct (any violation of University Policy, Procedures or Standards, please refer to Section II – Academic Life);
- Complaints about individuals who are not full or part-time members of staff or enrolled at The University.

**Accountability:** All faculty/staff and students have a responsibility to contribute to a teaching, learning and working environment that is characterized by mutual respect, open communication and the resolution of conflicts. Additionally:

The Divisional Vice Presidents will:

- a. ensure that commitment of the University to the satisfactory resolution of complaints is an integral part of providing high quality services for students and is understood by senior University managers; and
- b. receive a report as to any decisions of lower management and take such steps, as she/he may consider necessary to ensure its full and effective implementation.

Academic Deans and Unit Directors will:

- a. ensure that complaint processes are promoted openly, and actively supported;
- b. ensure that staff have access to adequate support, information, resources and training in resolving complaints;

- c. ensure that information is gathered on the number and types of complaints received and used to inform policy and procedural review;
- d. ensure that any corrective actions arising from complaints are implemented and where appropriate, reasonable steps are taken to prevent a similar complaint re-occurring; and
- e. monitor working and teaching environments to prevent victimization as a result of complaints.

Department Chairperson and Administrative Managers will:

- a. be accountable for conducting a review of complaints which have not been satisfactorily resolved at the local level, unless they have been involved in the resolution or have conflict of interest. In these cases the accountability will lie with the next managerial level.
- b. Be responsible for consulting with any person or group of people, including University committees, necessary to establish the fact of the complaint and offer an appropriate resolution. Unless the permission of the complainant is gained, this consultation will be as a case-in principle.

All academic and general staff will:

- a. attempt to resolve all complaints using principles of natural justice in a timely manner according to the procedures and guidelines on complaint resolution;
- b. ensure that all complaints are treated seriously, investigated sensitively and that confidentiality is maintained at all times; and
- c. be familiar with the relevant regulations and awards, University policies, administrative instructions, guidelines and complaint resolution procedures.

Students will:

- a. behave in a manner consistent with the rules and code of conduct outlined in this handbook;
- b. express concerns and make comments in order to improve current practices and inform new policy and procedures;
- c. provide timely and accurate information during the course of a complaint; and
- d. not make vexatious complaints that are complaints, which are mischievous, trivial or malicious.

### **Procedures for Handling and Resolution of Student Complaints**

This process is designed to meet the following objectives:

- To provide procedures that recognize and protect the rights of students to make complaints and which are driven by AAMU to ensure that the rights of the complainant and the respondent are addressed in an even handed way;
- To provide processes which are accessible to all students and which are appropriate for dealing with all complaints in an equitable and culturally sensitive manner;
- To clearly identify the various steps and processes involved in handling and resolving complaints;

- To clearly identify sources of information for students and faculty/staff involved in a complaint;
- To specify timelines by which processes must be completed;
- To ensure that mechanisms are in place to maintain confidentiality, with a minimum number of people involved and secure record keeping; and
- To provide processes for feedback on service provision to staff and encourage dissemination of best practice examples.

## **Process Summary**

### **STEP 1**

When a problem or issue arises, students are advised to seek information and assistance from the Student Government Association's Office. Students have three options for proceeding:

- Take no further action
- Make comments or suggestions regarding the issues, or
- Make a complaint (SEE STEP 2 BELOW)

### **STEP 2**

A student makes a complaint (oral or written) to the member of faculty/staff responsible for the service, decision or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution. **The majority of complaints are resolved successfully at this Step.**

### **STEP 3**

Students who feel that their complaint has not been satisfactorily resolved can request a review by Department Chairpersons or Administrative Managers. Chairpersons and Managers will independently review the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review.

### **STEP 4**

If satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the Divisional Vice Presidents who will hear the complaint and render a final decision based on all the evidence presented. The President of the University may only overturn this decision.

## **Action**

***Making a Complaint:*** Students are encouraged to seek information and assistance about their options before proceeding. (Within 72 hours of occurrence).

***Acknowledging Receipt of Complaint:*** Staff must acknowledge in writing a complaint within 5 working days from receipt to the next level of management. The letter should identify the staff member handling the complaint and give an estimated time frame for resolution. (Within 5 University working days).

**Notification of Initial Resolution:** Staff will send resolution details in writing to the student giving reasons for the decision. (Dependent on the case, but in a timely manner)

**Requesting a Review of the Decision:** Students who are not satisfied with the offer of resolution can submit a request for a review to Department Chairpersons or Administrative Managers within 20 working days of the date of the notification of initial resolution. (Within 20 University working days)

**Acknowledging a Request for Review:** Chairpersons/Managers must acknowledge in writing a complaint within 5 working days from receipt. The letter should identify the staff member handling the complaint and give an estimated time frame for resolution. (Within 5 University working days)

**Notification of Review Decision:** The Chairperson or Manager will send resolution details in writing to the student giving reasons for the decision. (Dependent on the case but in a timely manner)

**Lodging an Appeal:** Students can lodge an appeal to the Divisional Vice Presidents within 20 working days of the date of the notification of the review decision. (Within 20 University working days)

**Appeal Review:** Other than in exceptional circumstances, the Divisional Vice Presidents will hear the complaint within 15 working days of receipt of the students' appeal. (Within 15 University working days)

**Notification of Appeal Decision:** Students will receive notification of the Divisional Vice Presidents' decision or estimated time frame for further investigation within 5 working days of the date of the appeal review. (Within 5 University working days)

**Withdrawing a Complaint:** Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. If the complaint was made in writing, the withdrawal should also be in writing to the person handling the complaint. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal. Staff may still decide to initiate appropriate corrective action as a result of the complaint.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded and no further correspondence will be required. Withdrawal of complaints must include reason(s).

## Student Code of Conduct

***Statement of Expectations:*** As members of the University community, all students, groups of students, and student organizations are expected to exemplify Alabama A&M University's community principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

When learning of conduct or behavior that may not meet these standards, students are expected to take an active role in upholding the University's values. Students are encouraged to alert the Department of Public Safety at 256-372-5555; or report the behavior to University officials. All emergencies should be reported by calling DPS or 911.

***Scope of the Code of Conduct:*** The Student Code of Conduct applies to alleged violations regardless of the location. The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any part of the Student Code of Conduct.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy by their guests. This applies to individuals, groups, and student organizations.

### **Philosophy of Student Conduct and Discipline**

The student conduct function of Alabama A & M University is an integral part of the educational mission of the university. Learning responsible behavior and self-discipline are part of the educational process. The university expects its students to obey national, state, and local laws, to abide by the regulations of the University, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the University has the right to appropriately discipline them. The acceptance of this implied right of the University by parents, guardians, and/or students is a prerequisite for enrollment as a student at Alabama A & M University.

The University's Student Conduct system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities. Behavior, which is not in keeping with standards acceptable to the University community, is often symptomatic of attitudes, misconceptions, and emotional crises; addressing these attitudes, misconceptions, and emotional crises through education is an essential part of the disciplinary process.

An educational approach to discipline is employed whenever possible. The University Student Conduct System and appeals processes are designed to provide and help maintain an atmosphere within the University community that is conducive to academic pursuits.

However, stringent student conduct measures against a student or a group of students, such as suspension or expulsion, are instituted only when appropriate.

University disciplinary processes are not courts of law, and follow procedures that are less restrictive and non-legalistic. The hearings are administrative procedures, which are used to determine whether the student has been in violation of University rules or regulations. For instance, the standard of proof is not “beyond a reasonable doubt” as it is in the courts. The standard of proof is preponderance of the evidence. Preponderance of the evidence is defined as the greater weight of the evidence; that is evidence that outweighs or overbalances the evidence opposed to it. Preponderance means evidence that is more probable or more persuasive. It is the quality of evidence that is weighed. Quality may or may not be identical with quantity. If the weight of the evidence is equally balanced, the complainant has not proven the charge. The burden for proving an alleged violation rests with the complainant.

Attorneys are present at court settings and speak on behalf of the accused. Attorneys are not permitted in University student judiciary proceedings. The University General Counsel’s office provides procedural advice in Conduct matters. Representation by the General Counsel in a student conduct proceeding is prohibited. University disciplinary hearing officers or boards have much latitude in deciding what to admit as evidence and what weight to give to various parts of testimony. The appellate systems for courts and the University conduct process also differ. In a court system, one cannot be tried twice for the same offense. In a university setting, there can be multiple levels of jurisdiction that might operate in individual cases.

The Student Code of Conduct shall apply to conduct that occurs on University premises; at University sponsored activities, and to off-campus conduct that adversely affects a member of the University Community or the reputation of the institution. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

All University investigations shall be conducted in an ethical manner, keeping in mind the rights of students, and the following regulations shall be strictly observed.

### **Principles for Collegiate Conduct**

Alabama A & M University students are expected to exhibit appropriate, responsible behavior at all times as a student on or off-campus. Some of the characteristics of that behavior are:

- **Respect of Human Dignity**- It is expected that students will act with concern for the physical and emotional wellbeing of themselves and others.

- **Fostering Community**-Students are expected to participate in the development of a community that is mutually supportive, responsible, and accountable.
- **Positive Conduct**- Students are expected to know the minimum standards of behavior required as members of this community and to be personally responsible for conducting themselves in ways appropriate to these standards.
- **Personal Responsibility**- When students enroll at Alabama A & M University; they accept the personal responsibility to uphold the honor and ideals of the University in all areas of University life and to maintain high standards of personal behavior. It must be understood that students are held responsible for their behavior at all times, both on and off campus. In addition, students are responsible for the actions of their guest on campus and at campus events.

By registration for academic credit and living in University housing students agree to adhere to the policies detailed in this handbook. Students are subject to the rules and regulations contained in this Handbook. The University reserves the right to make changes in these regulations at any time without notice.

### **Authority**

By virtue of the bylaws and policies of the Board of Trustees of Alabama Agricultural and Mechanical University, the President of Alabama A&M University is charged with the responsibility of maintaining “appropriate standards of conduct of students.” This duty has been delegated to the Vice President for Student Affairs who has delegated it to the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs or designee(s) is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy sanctions for disciplinary violations.

### **Disciplinary Responsibility**

The Associate Vice President for Student Affairs or designee is responsible for receiving and examining disciplinary matters related to the behavior of students, student groups, and/or student organizations. Furthermore, the Associate Vice President for Student Affairs or designee is responsible for assigning cases to the appropriate committees based on the behavior, status, and caseloads.

### **Proscribed Conduct**

#### **1. Jurisdiction of the University**

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on university premises or which adversely affects the university community and/or the pursuit of its objectives.

## **2. Conduct: Rules and Regulations**

Any student found to have committed any misconduct as defined by the Student Code is subject to the disciplinary sanctions outlined herein.

## **3. Violation of Law and University Discipline**

- a. The University may institute disciplinary proceedings against a student for a violation of the Student Code of Conduct, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same factual situation. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. University disciplinary action will not be subject to challenge on the ground that civil or criminal charges involving the same incident have been dismissed or reduced.
- b. When students are charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for the individuals because of their status as students. However, if the alleged offense is also the subject of a proceeding before a disciplinary body under the Student Code of Conduct, 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 with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

## **Groups and Organizations**

Groups of student and registered student organizations (RSO) are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to organizations as documented in the RSO Handbook. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

- Were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities;
- Involved, were committed by, or were condoned by (actively or passively) members of a registered student organization, alumni, or guests;
- Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the organization and/or group.
- Occurred at a location over which the organization and/or group had control at the time of the action;

- Occurred at or in connection with an activity or event that reasonable people would associate with the organization and/or group;
- Were the result of a policy or practice of the organization.

Or whether:

- One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University or emergency officials; or
- The organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

### **Conduct Records and Student Status**

All student disciplinary files (paper and electronic formats) that involve matters resolved by the Office of Student Affairs are kept and maintained by the Office of Judicial Affairs and are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy.

Disciplinary matters that result in suspension, expulsion, or degree revocation are kept permanently and will be reported to external third parties (such as graduate schools, employers, or licensing agencies) as required or permitted by law and University policy. Disciplinary matters that do not result in suspension, expulsion, or degree revocation are kept until a student's graduation plus an additional amount of time as specified by law or University policy but will not be reported to external third parties unless required by law or specifically requested by the student, in writing. Disciplinary matters resolved by Judicial Affairs are not recorded on a student's transcript.

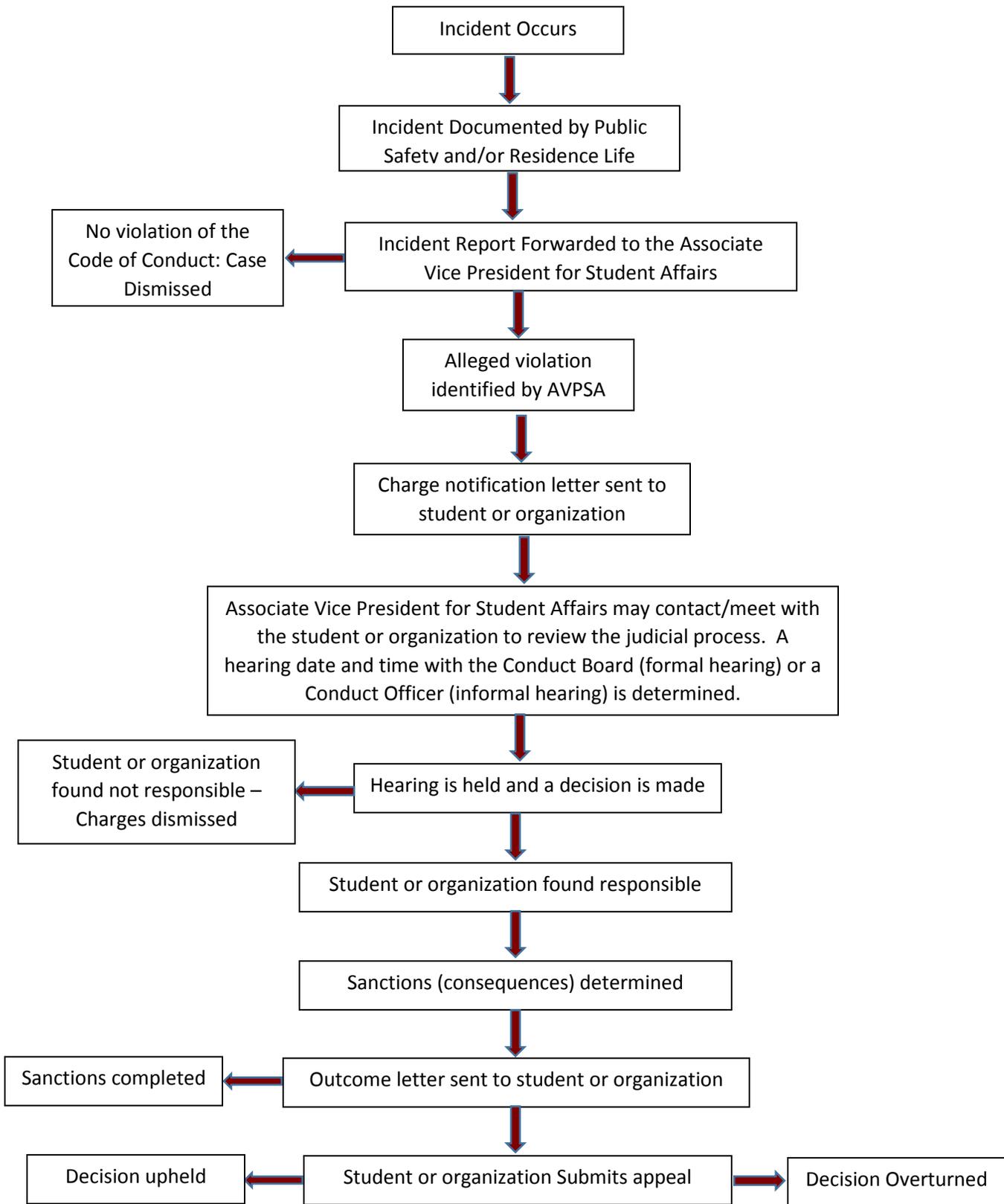
The University may also report disciplinary matters that remain unresolved and pending at the time a student left or withdrew from the University, as required or permitted by law and University policy. Records of pending matters are kept indefinitely; once resolved, they are kept and maintained according to the practice stated above. Any response to a request for student disciplinary records must be submitted in writing. The Office of Judicial Affairs will respond within five (5) business days, in writing.

## **The Student Conduct Process vs The Criminal Process**

The primary purpose of the student conduct process is to educate students while correcting behavior which does not meet the standards of the Alabama Agricultural and Mechanical University community. However, the ultimate goal of the student conduct process is to help students learn from their mistakes while helping them understand the consequences of their actions, as well as how their actions may have negatively impacted the campus community and its members. As a result, the terminology used will be somewhat different from the criminal process.

<b>Student Conduct</b>	<b>Legal System</b>
Confronted	Busted
Incident Report	Police Report
Conduct Hearing	Trial
Responsible or Not Responsible	Guilty or Not Guilty
Violation	Offense/Crime
Accused Violator	Offender/Suspect
Conduct Board	Jurors
Sanction	Penalty

**Student Judicial Process Flowchart**



## **Code of Conduct Offenses and Sanctions**

1.00 ABDUCTION AND/OR KIDNAPPING. Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or University official from one place to another without that person's consent.

SANCTION: Suspension; Indefinite Suspension; Expulsion

1.05 ACADEMIC DISHONESTY. Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance.

SANCTION: Probation; Suspension; Expulsion

1.10 AGGRAVATED BATTERY. An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

SANCTION: Suspension; Indefinite Suspension; Expulsion

1.15 AIDING AND/OR INCITING. Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; the persuading or aiding of another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University or with the normal flow of traffic or ordinary procedures.

SANCTION: Fine + Probation and/or Community or Campus Service; Suspension

1.20 ALCOHOLIC BEVERAGES. The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the university's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the university regulations, exceptions, or local, state, and federal laws. This includes the possession of any alcohol paraphernalia (bottles, cans, etc.).

SANCTION: Fine and/or Probation and/or Counseling Consultation and/or Community or Campus Service; Suspension

1.25 ALCOHOL/DRUG INTOXICATION. Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.

SANCTION: Fine and/or Probation and/or Counseling Consultation and/or Community or Campus Service; Loss of Privileges, Suspension, Expulsion

1.30 ANIMALS (pets). Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, except when needed in connection with an approved disability or with the written permission of the Vice President for Student Affairs or designee, is prohibited.

SANCTION: Removal of animal(s) + Fine and/or Probation; Suspension

1.35 ARSON/FIRE SETTING. The malicious, fraudulent, and/or intentional burning of property on the university premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. This includes any person who is party to or aids, counsels or procures the burning or destruction of any state supported school building.

Willfully starting a fire in University buildings or on University property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the Vice President for Student Affairs or designee is prohibited. Compliance with local and state fire codes must be assured and verified.

SANCTION: Suspension; Indefinite Suspension; Expulsion; + Restitution

1.40 ASSAULT. The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on the University premises. In general, physical contact is not required.

SANCTION: Restitution (if required) + Fine + Probation and/or Counseling Consultation and/or Community or Campus Service; Suspension

1.45 ATTEMPTED OFFENSES. An attempt to commit an act on University property, or involving members of the University community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.

SANCTION: Fine + Probation and/or Community or Campus Service; Suspension

1.50 BATTERY. The unlawful application of force to the person of another is strictly prohibited.

Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

SANCTION: Restitution (if required) + Fine + Probation + Community or Campus Service + Counseling Consultation; Suspension; Indefinite Suspension

1.55 BURGLARY/ROBBERY. The unlawful entry of a 'structure' to commit a felony or a theft. The taking or attempting to take something of value from another person by use of force, threats or intimidation.

SANCTION: Suspension; Indefinite Suspension; Expulsion

1.60 CONTEMPT OF HEARING. Contempt of hearing violation includes (1) the failure to appear before a judicial body i.e., Residence Hall Director, Associate Vice President for Student Affairs, Disciplinary Committee, and/or Appeals Committee after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for a University judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine in addition to other sanctions imposed.

SANCTION: Fine + Reschedule of Hearing + Suspension, Judicial Hold Placed on Student's Account

1.65 DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY. Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a University building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, use of sidewalk chalk, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization.

SANCTION: Fine + Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension

1.70 DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR. Any conduct or behavior, which threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.

SANCTION: Fine + Probation and/or Community or Campus Service and/or Counseling Consultation, and/or Removal of Privileges; Suspension

1.75 DIGITAL AND ELECTRONIC COPYRIGHT INFRINGEMENT. Digital or electronic use of copyrighted materials without authorization from the owner of the copyright.

SANCTION: Fine + Probation + Removal of Privileges; Termination of network access; Suspension; Subject to Criminal Prosecution.

1.80 DISORDERLY CONDUCT, OBSTRUCTION, AND/OR DISRUPTION. Disorderly conduct is any offensive or annoying act that disrupts the peace.

It includes, but is not limited to any person that assembles on campus for the purpose of causing a riot, destruction of property or a disorderly diversion, which interferes with the normal operation of the University; rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior; disorderly and/or obscene conduct or a breach of the peace on any University property or public function affiliated with the University.

It includes, but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a University facility or from the window of a University facility or onto the premises of the University. Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct.

The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University is prohibited.

Disruptive behavior includes any person that threatens to or actually pushes, strikes or physically assaults any member of the University community or any guests to the campus. It includes maliciously provoking or participating in fights. It also includes conduct which materially interferes with the normal operation of the University and conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community.

Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus.

**SANCTION:** Fine and/or Probation and/or Community or Campus Service; Suspension

**1.85 DISTRIBUTION OF ILLICIT PRINTED MATERIAL.** Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or University regulations.

**SANCTION:** Fine + Probation and/or Community or Campus Service; Suspension

**1.90 POSSESSION OF/USE OF DRUGS (Illegal)/ ODOR OF A CONTROLLED SUBSTANCE/DRUG PARAPHERNALIA.** The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited

from all locations of the university, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited at the University. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the university and/ or at events and activities sponsored by the university, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bong, hookah, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Evidence of use of marijuana includes but is not limited to: smell, smoke, seeds, or residue. The presence of the odor of marijuana will be considered evidence that a drug violation has occurred.

Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.

**SANCTION:** Fine + Probation and/or Counseling Consultation and/or Community or Campus Service; Suspension; Loss of Privileges, Indefinite Suspension.

**1.95 FAILURE TO COMPLY.** Failure to comply with a proper order or summons when requested by authorized University officials; failure to comply with the directions of University officials (including residence hall staff) acting in the performance of their duties; failure to appear before a disciplinary committee upon request; failure to provide student identification upon request; failure to abide by or comply with University policies and procedures; failure to comply with an ordered disciplinary sanction.

This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a University official, fire department staff, or local law official.

**SANCTION:** Fine and/or Probation and/or Removal of Privileges and/or Community or Campus Service; Judicial Hold Placed on Student's Account, Suspension

**2.00 FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION.** Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are

not limited to materials, altercation, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and fraudulently issuing worthless checks to the University.

Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any University document or service.

SANCTION: Restitution (if required) + Probation and/or Community or Campus Service; Suspension + Restitution (if required); Indefinite Suspension + Restitution (if required)

2.05 GAMBLING. Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event; playing card games or dice for money; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, telephone or other electronic communication device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

SANCTION: Fine + Probation; Suspension

2.10 GUEST'S BEHAVIOR. Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Student Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

SANCTION: Fine + Restitution (if required) + Probation and/or Removal of Privileges

2.15 HARASSMENT (Verbal and/or Physical). The excessive physical annoyance of or the use of verbally abusive language by any person on University-owned or controlled property or while on the premises of, or while in attendance of University-sponsored or supervised events. This policy also applies to social media use. Harassment includes language to physical acts which degrades, insults, taunts, or challenges another person by any means of communication, so as to provoke a violent response, communication of threat, or defamation of character. It includes the use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the University community in a state of fear or anxiety.

SANCTION: Fine + Probation and/or Community or Campus Service; Suspension

2.20 HAZING. Any action taken or situation of intimidation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment,

ridicule, or the breaking of schools rules. Activities considered to be hazing include two elements: (1) Coercion, either overt or covert, and (2) Production of physical or mental discomfort, in either the participant(s) or spectators.

It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.

SANCTION: Suspension; Expulsion

2.25 HEALTH AND SAFETY VIOLATIONS. Any behavior which creates a risk or danger to others of the University community, including but not limited to propping open doors to residence halls, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University.

This includes the possession of flammable liquids, fireworks, weapons, illegal or controlled substances, illegal cooking appliances, open fires, candles, and incense burners.

SANCTION: Fine; Restitution + Probation and/or Community or Campus Service; Suspension

2.30 HOUSING VIOLATION. Failure to comply with housing and residence life regulations including visitation policies.

SANCTION: Fine + Restitution (if required) + Probation and/or Loss of Privileges; Suspension; Expulsion

2.35 IDENTITY DISCLOSURE/IDENTITY THEFT. Failure to carry a valid University student identification card (when possession is in reason) while on the University property or failure to present it to a University official, including housing and residence hall staff, police officers, administration, and staff members upon request. Presenting a false name or other identification, including false or invalid ID card, to a University official, while in the performance of their duties is prohibited. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card or personal identifying information, without the consent of said owner, for the purpose of misrepresenting oneself to obtain any benefits, credit, goods, services or other items of value in the name of said owner.

SANCTION: Fine; Restitution + Probation and/or Loss of Privileges; Suspension; Expulsion

2.40 POSSESSION OF STOLEN PROPERTY. Knowingly possessing property that may be identified as being stolen from the University or from any other person is prohibited.

SANCTION: Fine + Restitution (if required) + Probation and/or Community or Campus Service and/or Counseling; Suspension + Restitution (if required)

2.45 INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY. Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the University or at University sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the University.

SANCTION: Fine + Probation and/or Community or Campus Service & Counseling Consultation

2.50 LITTERING, THROWING OBJECTS OUT OF WINDOWS. The inappropriate disposal of refuse, including ejecting or dropping any object from windows in residence halls or balconies or other University buildings or vehicle.

SANCTION: Fine; Restitution + Probation and/or Community or Campus Service; Suspension

2.55 MORAL TURPITUDE. An act of baseness, vileness or depravity which brings shame to the University and is in contradiction to the letter and spirit of the University's Code of Conduct, good citizenship and ethics.

SANCTION: Fine; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension

2.60 MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS. Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on University-owned or controlled property or at University sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the University Department of Public Safety.

SANCTION: Fine + Probation; Suspension

2.65 PROBATION VIOLATION. Failure to comply with the sanctions placed on a student for a specified amount of time violating the Student Code of Conduct and/or breaking of any laws.

SANCTION: Fine; Suspension

2.70 RAPE. Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

SANCTION: Suspension; Indefinite Suspension; Expulsion

2.75 SAFETY CODE MISCHIEF. Tampering with safety equipment is a serious violation of the Student Code of Conduct and is subject to criminal prosecution. Turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of University guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.

SANCTION: Fine; Restitution (if required) + Probation and/or Community or Campus Service; Suspension; Expulsion

2.80 SEXUAL ASSAULT. The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated. Violators also are subject to criminal prosecution.

SANCTION: Suspension; Indefinite Suspension; Expulsion

2.85 SEXUAL BATTERY. The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the University.

SANCTION: Suspension; Indefinite Suspension; Expulsion

2.90 SEXUAL HARASSMENT. Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature.

SANCTION: Fine + Probation + Community or Campus Service + Counseling Consultation; Suspension; Indefinite Suspension; Expulsion

2.95 SMOKING. The inhaling, exhaling, or burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material in University owned buildings or in University owned vehicles. Smoking is also prohibited on the Quad and during any University sponsored outdoor event hosted on University property.

SANCTION: Fine and/or Probation and/or Counseling Consultation and/or Community or Campus Service; and/or Loss of Privileges; Suspension

3.00 SOCIAL MEDIA. Students and recognized organizations are cautioned that any material posted on the internet, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate content and/or content that brings shame to the University (including fights, practical jokes, etc.) posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes, but is not limited to, Instagram, Facebook, Twitter, Snapchat, LinkedIn, BlogSpot, Youtube, Periscope, etc.

SANCTION: Fine + Probation + Educational Sanction and/or Counseling Consultation; Suspension

3.05 SOLICITATION. Unauthorized selling, collection of monies, and promotion on campus or within University buildings is not permitted without permission of the Associate Vice President for Student Affairs or designee. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on University property. Further, students may not solicit on behalf of the University without the permission of the Vice President for Student Affairs or designee, and the Vice President for Marketing, Communications and Advancement. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.

SANCTION: Fine + Probation and/or Community or Campus Service and/or Counseling Consultation; Suspension

3.10 STALKING. A course of conduct, whether electronic or physical, directed at a specific person that would cause a reasonable person fear. This conduct includes, but is not limited to, electronic communication, third party communication and/or an individual's behaviors.

SANCTION: Fine + Probation and Counseling Consultation; Suspension; Indefinite Suspension; Expulsion

3.15 THEFT/MISAPPROPRIATION. Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency institution, or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of University furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen.

SANCTION: Fine + Restitution (if required) + Probation and/or Community or Campus Service and/or Counseling Consultation; Suspension + Restitution (if required)

3.20 TRESPASSING. Unauthorized presence on, in or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

SANCTION: Fine + Probation; Suspension

3.25 UNAUTHORIZED USE/ENTRY OF UNIVERSITY FACILITIES. Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of University facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structures or University premises, or the aiding and assisting of such is prohibited.

SANCTION: Fine + Probation

3.30 VIOLATION OF CRIMINAL CODE OF THE LOCAL, STATE OR FEDERAL GOVERNMENT. Actions or activities, on or off-campus that violate criminal law.

SANCTION: Fine and/or Probation and/or Counseling Consultation and/or Community or Campus Service; Suspension; Indefinite Suspension; Expulsion

3.35 WEAPONS/FIREARMS. The use, storage, possession, consumption, or display of weapons, firearms, self-defense devices, or explosives is strictly prohibited on the premises of the University. Weapons include, but are not limited to the following: mace, pepper spray, rifles, shotguns, tasers, stun guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit does not constitute authorization.

When course content and classroom assignments require the use of such items, the President or designee, the Provost or designee, Vice President for Student Affairs or designee, and the Department of Public Safety should give prior written approval.

SANCTION: Suspension; Indefinite Suspension; Expulsion

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Note: (+) means in addition to.

Students must use their assigned Alabama A&M University student e-mail account, in order to receive all University correspondence, including information pertaining to student conduct violations.

In addition to the above listed sanctions, a student may be assigned educational sanctions, which may include community or campus service or counseling, be assigned a research assignment, reflection paper, and/or be required to attend workshops/seminars. The Hearing Officer(s) reserve the right to assign educational sanctions based on the needs of the student who has violated the Student Code of Conduct.

Students found responsible for violating the Student Codes of Conduct may be prohibited from a specified affiliation or from representing the University as a member of an organization or a University-sponsored activity.

All sanctions imposed on students who have been found responsible of violation(s) are based solely on individual circumstances. No case is exactly the same as another, and sanctions will most likely differ in similar instances. It is primarily the decision of the Associate Vice President for Student Affairs, Residence Hall Director, or the Student Affairs Disciplinary Committee to determine the sanction imposed on each student.

Depending on the severity of an incident, students may face criminal charges off campus. If a student has already been to court for an alleged incident, then the student has fulfilled their obligation to any violation of law. Meaning, the student has met the requirement set forth under Alabama Law for the designated county. However, the student will still be required to meet their obligation to Alabama A&M University's policies and procedures outlined in this handbook. Consequently, even if the court finds a student "not guilty" or determined there was not sufficient evidence to even "hear" the case in court, the student will still be required to meet with Judicial Services for a hearing. The University judicial process runs separately and concurrently to any process the law requires, and determines responsibility based on the preponderance of evidence. Under these circumstances, this process is not considered double jeopardy.

### **Assessment of Fines**

#### Offenses Related to Self, Others, and the University

First Offense- \$50.00

Second Offense- 100.00

#### Offenses Related to Property

First Offense- \$50.00 + cost of repair(s)

Second Offense- 100.00 + cost of repair(s)

#### Offenses Related To Health, Welfare, or Safety

First Offense- \$100.00

Second Offense- 200.00

#### Offenses Against the Conduct System

Each Offense- \$25.00

#### Offenses Related to Technology Use

Each Offense- \$50.00

## **Rights of Victims**

In a conduct hearing, both the accused student and the victim have rights. The rights of the victim are listed below:

To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the ***Code of Conduct***, resulting in an administrative or conduct board hearing.

To have a person(s) of their choice accompany them throughout the judicial process.

To submit a victim impact statement to the Associate Vice President for Student Affairs or designee prior to a sanction being imposed.

## **Student Conduct Process Terms and Communication Expectations**

***Charge notification:*** Written communication to a student outlining the Student Code of Conduct violations being brought against them.

***Hearing notification:*** Written communication to a student outlining the confirmed hearing date, time, and location. This information is also accompanied with the requirements for advisor(s)/witnesses attending a hearing.

***Decision/Sanction Letter:*** Written notification of the hearing outcome.

***Appeal Decision Letter:*** Written notification of the appeal decision.

***Communication:*** Correspondence from Judicial Services will be delivered to the respective residence hall for residential students, and will be mailed via USPS or delivered by the Department of Public Safety (within the Huntsville Metro Area) for non-residential students. The same correspondence received via hard copy will also be distributed to the student's assigned Alabama A&M University's student e-mail account. Therefore, students are expected to check their student e-mail account daily.

***Notification Process:*** A student, student group, and/or student organization who is to appear before the Associate Vice President for Student Affairs or designee for his/her involvement in an alleged violation of the Student Code of Conduct shall be notified in writing or email with the following information:

1. That he/she must report to the Associate Vice President for Student Affairs Office within three business days (72 hours) of receiving written or email notification to discuss his/her involvement in an alleged Student Code of Conduct violation (s)
2. The specific violation(s) and, in some instances, the recommended sanction (s) if found to be in violation of the Student Code of Conduct.

Failure to report to the Associate Vice President for Student Affairs Office after being properly notified will result in the student, student group/organization being charged with “Failure to Comply” and/or “Contempt of Hearing.”

### **Hearing Procedures**

The purpose of the administrative or student conduct committee hearing is to reach a decision regarding the accused responsibility for violation of University rules or regulations, to provide due process for the accused, and to recommend a sanction. Such decisions may affect students, groups, and student organizations and their relationship to the University. Administrative hearing decisions shall be determined by the Associate Vice President for Student Affairs or designee.

Student Conduct Board decisions shall be majority vote. If a student, student group, or student organization fails to attend the hearing after being notified, it will be held in their absence. Attendance at an administrative or student conduct committee hearing is limited to only those individuals directly involved or those requested by the Associate Vice President for Student Affairs or designee. The confidentiality of all student cases should be maintained.

The outline below will be followed for hearings:

1. Call to order by the chairperson;
2. Presentation of the violation (s);
3. Response from the accused student, student group, or student organization to the violation (s). The accused may plead responsible, not responsible, or no plea.
4. Presentation of the case against the accused, which may include testimony of witnesses and supporting information on the violation. The accused may ask questions of the witnesses.
5. The accused may present a response, which may include testimony of witnesses and supporting information.
6. All witnesses will be called separately and may not hear each other’s testimony.
7. Examination and questioning by the hearing committee may follow any witness statement or information presented.
8. The decision is reached by the Associate Vice President for Student Affairs or designee (administrative hearing) or members of the Conduct Board (student conduct committee hearing) as to whether the accused is “responsible” or “not responsible” for violating the Student Code of Conduct.
9. If possible, the accused is usually informed in writing of the outcome (responsible or not responsible) of the hearing and sanctions within three (3) business days after the hearing. In the event a decision cannot be made within three (3) business days, the accused will be informed by the Associate Vice President for Student Affairs or designee.

**Note:** The accused student, student group, or student organization may be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth

Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the Associate Vice President for Student Affairs or designee in writing of their name at least 48-hours prior to the hearing.

### **Violation of Residence Hall Regulations**

The Residence Hall Director of the appropriate residence hall will handle violations of residence hall regulations. Based upon the nature of the alleged violations and the past conduct of the accused, the University Conduct Officer shall determine if the Residence Hall Director Option is appropriate. The Student has the right outside of Hall Director adjudication to request a hearing by a University Conduct Officer or by Judicial Board. If the Hall Director Option is deemed appropriate, it will be administered as follows:

The accused student will be notified in writing:

- ✓ That he/she is suspected of an alleged violation;
- ✓ Of the circumstances of the violation;
- ✓ Of his/her rights under the judicial system

When allegations of individual misconduct are referred to the University Conduct Officer, the student will be scheduled for a conference. In the event that the student wishes to waive his/her right to a hearing before the Conduct Board and have his/her case determined administratively, he/she may request the University Conduct Officer to assume jurisdiction. If the University Conduct Officer accepts jurisdiction, he/she may, after determining that a violation was committed, impose an appropriate penalty. Once a student has been informed of his/her rights and has voluntarily waived in writing his/her right to a hearing before the board, the action of the University Conduct Officer shall be final except in cases of indefinite suspension or permanent dismissal that may be appealed to the Vice President for Student Affairs. If the matter is not resolved by the conference, the University Conduct Officer shall refer it to the Conduct Board.

### **Conduct Board**

The Conduct Board is charged with adjudicating Code of Conduct violations. The Board is comprised of the following:

- Twelve (12) students (recommended by the Student Government Association, twelve (12) faculty members selected by the Faculty Senate President and twelve (12) staff members selected by the Staff Senate President

Conduct Board meetings are closed unless both sides agree to open the meeting

## **Operation of the Conduct Board**

All 36 members of the Conduct Board will receive a formal education on the judicial process before being allowed to hear a case. From the 36 members, six will be chosen to hear a case, two staff members, two faculty members, and two students. Selection of members to hear cases will be based on 1) rotation, 2) potential conflict of interest, and 3) availability. Four out of six members of the Conduct Board are needed for a quorum. A representative from each constituency must be present to hear a case. A majority vote by the Conduct Board is necessary to decide upon a case.

There are certain times of the year and certain circumstances that may remove the option of the Conduct Board. During this time, cases will be adjudicated by the Associate Vice President for Student Affairs or designee. The option of a Conduct Board hearing may be removed:

- ✓ When the Conduct Board members are undergoing training during the first three weeks of the fall semester.
- ✓ During times when the University is not in session.
- ✓ During final exam weeks of both fall and spring semesters.
- ✓ During summer session, between spring finals and the beginning of fall semester.
- ✓ Any time the Conduct Board either cannot meet.
- ✓ In special cases in which administrative intervention has occurred.
- ✓ In cases in which the Conduct Board feels the case is not within its jurisdiction.

## **Student Conduct Hearing Procedures**

Any member of the University community may submit a complaint (in writing) to the Associate Vice President for Student Affairs, or with the Department of Public Safety against a student for Code of Conduct violations. Complaint(s) should be submitted as soon as possible after the event takes place. Any charge(s) shall be prepared in writing by the Associate Vice President for Student Affairs. The accused student(s) may, at his or her option, request a hearing before a panel of individuals (Conduct Board) or by a University Conduct Officer. A University Conduct Officer will chair a hearing before a Conduct Board. Board members and hearing officers shall be impartial and anyone lacking such impartiality shall recuse him/herself or may be removed by the Vice President for Student Affairs upon request of any party to a University hearing. A requested hearing shall be scheduled promptly after receipt of the request. An appropriate record will be made of the hearing procedures. Deliberations shall not be recorded. Defects in the record will not invalidate the proceedings.

In any disciplinary proceedings, written charges/allegations of the violation shall be presented to the accused student. These charges/allegations will include:

1. A statement of the rule or policy allegedly violated.
2. A summary of facts in support of the charges/allegations.

3. A notice of the date, time, and place of the preliminary hearing, sent at least three business days prior to the hearing.

The written charges shall be served upon the student using the following methods:

- Residential Student
  - Hand delivered to student's Residence Hall
  - E-mailed to student's Alabama A&M University email account.
- Commuter Student
  - Hand delivered to the address listed in Banner by the Department of Public Safety if student is residing in the Huntsville, AL metro area.
  - Delivered by USPS to the address listed in Banner

When applicable, the Associate Vice President for Student Affairs will contact a student in violation of the Code of Conduct via telephone to schedule a meeting where he/she can serve the student.

### **Conduct Terms and Definitions**

***Expulsion:*** Permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the university. When a student is expelled from the University, the student's relationship with the University is permanently severed, and the student is persona non-gratis.

***Suspension:*** Dismissal from the University for a specific period of time following severe acts of violation of the Student Codes of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the University are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Associate Vice President for Student Affairs or designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Alabama A&M University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the university is terminated, and he or she is, in fact persona non-gratis.

Following a fully served suspension period, a student who wishes to re-enter the University must make a written request to be readmitted to the University. The student must present a typed letter to the Vice President for Student Affairs no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the

student wishes to return to the University.) The Vice President for Student Affairs or designee will review the file of the student and determine the student's eligibility to return to the University following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Vice President for Student Affairs or designee discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension. They are defined below:

1. **Suspension.** Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones. All students and student organizations returning to "active" status at Alabama A&M University following a disciplinary suspension will be placed on mandatory "Probationary Status" for one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the Associate Vice President for Student Affairs. Dismissal or Suspension from the University to be served for a period up to (1) one year.
2. **Interim Suspension.** Suspension that is immediately put into effect when violations are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found responsible for the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
3. **Indefinite Suspension.** Dismissal or Suspension from the University to be served for a period of not less than (1) one year.
4. **Expulsion.** Permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the university. When a student is expelled from the University, the student's relationship with the University is permanently severed, and the student is persona non-gratis.

Note: Failure to complete an assigned sanction within the allotted time frame will result in the student receiving a judicial hold on his/her student account and/or suspension from the University.

***University Criminal Trespass Warning:*** When a student has a University Criminal Trespass Warning that student may not be allowed on any AAMU property without approval from the Associate VP for Student Affairs or University Police Department. Trespass Warning can be subject only to areas of campus or different campus events.

***Disciplinary Probation:*** When a student's conduct is in violation of Alabama A & M University Community Standards, but is not sufficiently serious to warrant expulsion or suspension. A student on disciplinary probation shall have their

conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student rules. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. If there is a finding of responsibility for subsequent violations of the Community Standards or a failure to comply with established terms of Disciplinary Probation during this period of time, Disciplinary Probation may be expanded to include the following:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University
- Become a member of or represent any NPHC or Non-NPHC organization
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the University at any official function
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct

This sanction implies a serious offense and will be administered on a case-by-case situation in collaboration with the Athletic Department upon notification by the University Conduct Officer as it relates to student athletes.

***Probation:*** A student is on probation can still participate as a student at AAMU but their behavior will be under continuous review for a specified period of time. Some additional disciplinary actions may be required.

***Loss of Campus Housing Privilege:*** Removal from University housing for disciplinary reasons.

***Letter of Reprimand/ Written Warning:*** A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

***Community/University Service:*** A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the Conduct Officer or designee.

***Educational Requirements:*** A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

***Restrictions:*** The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

**Restitution:** Monetary compensation for lost or damaged property or for expenses incurred due to the violation.

**Fines:** Financial penalty charged against the student's University account.

**Loss of Parking Privileges on Campus:** Revocation of campus vehicle registration, and forfeiture of permit and all refund rights to said permit.

Student concerns about the judicial system should be directed to the Associate Vice President for Student Affairs, with a copy to the Vice President for Student Affairs. It should be understood that the University conduct system in no way supersedes civil and criminal legal processes. The University may, at its discretion, take disciplinary action in advance of legal proceedings. Students are encouraged to keep their parents or legal guardians informed of their disciplinary status.

### **Appeals Process**

A student, student group, or student organization may submit an appeal to the Vice President for Student Affairs once the decision of the administrative or conduct committee hearing is reached. A decision may be appealed for one or more of the following reasons:

(1) Substantial violation of the hearing procedure. If the appeal is based on substantial violation of the hearing procedure, the following should be noted: Citation of specific procedural errors, reason(s) why procedural error was not mentioned in the original hearing, and reason(s) why correction of error can contribute to a decision other than the one originally made; and

(2) New evidence, witnesses or facts. If the appeal is based on new facts, the following must be included: A description of new evidence, name(s) of person(s) who can present this evidence (if any), or reasons why the evidence was not discussed at the original hearing, and reason(s) why the evidence can contribute to a decision other than that which was originally made.

Note: An appeal may not be submitted to the Vice President for Student Affairs simply due to a student disagreeing with the assigned sanctions associated with being found responsible for a student conduct violation.

### **Filing and Appeal**

All appeals must be submitted in writing (typed) to the Vice President for Student Affairs, within 1 business day after the student, student group, or student organization has received notification of a decision rendered in their particular case. The appeal request must state the specific grounds (new evidence and/or the Conduct Board failed to follow proper hearing procedures) on which the student, student group, or student organization should be granted an appeal.

The appeal request must also be clear and specific, as the Vice President for Student Affairs may decide whether to grant an appeal based solely on the written request of the student.

After the letter of appeal has been received, the Vice President for Student Affairs will determine whether there are grounds to grant an appeal and notify the student, student group, or student organization of the decision within four (4) business days after receipt of the student, student group, or student organization request. If a conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present.

The sanction of suspension imposed by the Associate Vice President for Student Affairs designee does not become effective until all available appeals have been exhausted by the student, student group, or student organization within the time periods designated for appeals. An exception occurs when, in the determination of the Associate Vice President for Student Affairs, the student, student group, or student organization continued presence on campus constitutes a clear and present danger to the students and/or others in the University community. In such instances, the student, student group, or student organization will be asked to leave the campus; however, the student, student group, or student organization rights to request an appeal within the designated time periods shall not be compromised.

The decision of the Vice President for Student Affairs, to grant an appeal, is final, except in those cases involving expulsion from the University. In cases involving expulsion, the student may appeal the sanction to the President of the University, in writing, within twenty-four (24) hours of receipt of the decision of the Vice President for Student Affairs. Appeal requests of this nature must also be typewritten. The President is not obligated to confer with the student, and may choose to review only the written information in making a decision.

If a student chooses not to request an appeal within the specified time period, the decision of the Associate Vice President for Student Affairs, designee or Conduct Board is final. It is, therefore, imperative that the student abides by the stipulations of his/her sanction.

## **SEXUAL MISCONDUCT & TITLE IX POLICY**

Alabama A & M University recognizes that there are many forms of sexual misconduct and harassment and will abide by the applicable laws as it relates to sexual harassment and sexual assault. The University holds more stringent standards in order to provide a safe and conducive learning environment for all members of its community. For the purposes of communicating a clear and concise policy, we define sexual harassment and assault as the following:

Alabama A & M University defines sexual harassment as any and all unwelcomed sexual advances between members of the same and/or opposite sex. Sexual advances are defined as, but not limited to:

1. Verbal comments of a suggestive nature;
2. Visual or written materials that include content that is sexual in nature; and/or
3. Physical touching without consent.

Whether particular language and conduct constitutes sexual harassment or assault depends upon the circumstances of an incident and will be determined by the University on a case-by-case basis.

Alabama A & M University defines sexual assault as an intentional sexual act against a person when such act is committed without consent of that person as a result of:

1. Physical force, violence, threat, intimidation, or duress;
2. Ignoring that person's verbal or physical objections; or
3. Causing that person's intoxication or impairment through the use of drugs or alcohol;

That person's inability to consent due to: incapacitation, legal minority (under age 18), mental or physical disability, the use of alcohol or use of any controlled substance, intimidation, helplessness, or any other reason that suggests an individual is unable to give full consent.

For these purposes, a sexual act is defined as unwelcome sexual contact including, but not limited to:

1. Sexual intercourse, sodomy, or sexual penetration with a foreign object;
2. Oral/genital contact or copulation;
3. Touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them);
4. Compelling a person to touch his or her own or another person's intimate parts; and/or
5. Illegal sexual imaging defined by secretly photographing or taping another person without their express consent.

Consent for sexual activity must be clearly expressed at all times-before and during sexual activity. Moreover, Alabama A & M University also recognizes sexual assault as instances where the alleged victim clearly indicates that he/she has changed his/her mind during a sexual act, and the alleged assailant refuses to stop the sexual act.

### **Reporting Sexual Misconduct**

Alabama A & M University does not tolerate any form of sexual harassment and sexual assault. Individuals who believe that they, or someone they know (third party reporting), is a victim of sexual harassment or sexual assault are strongly encouraged to immediately report the incident to the Department of Public Safety, Vice President for Student Affairs

and/or Director of Counseling Services. While the University stresses the importance of reporting all incidents of sexual harassment and sexual assault, AAMU's primary and immediate concern is for the well-being, health, and safety of all of our students.

In many cases of sexual assault applicable federal, state and local laws and regulations may require that University officials report incidents committed on any property owned, leased, or under control of the University to the local Police Department with jurisdiction. As a result, all University officials (including faculty or staff) have an obligation to promptly inform the Director of Public Safety and/or the Vice President for Student Affairs of any known sexual assaults. In meeting these reporting obligations, the University will take steps to protect the privacy of the persons against whom any alleged sexual acts were committed to the extent to which the University is legally permitted to withhold such information.

The University takes all complaints of sexual harassment and assault very seriously and will promptly investigate all allegations. The University Judicial Officer will serve as the primary investigator of all reported incidents involving students. Specifically, the University Judicial Officer will prepare a written fact-finding report in consultation with the accuser(s), accused individual(s), and members of the Public Safety staff. This report will be a summary of the information gathered during the investigative process.

If you are a student who believes you have been subjected to (1) sexual harassment by University faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator in the Office of Human Resources (HR). Complaints must be submitted in writing not more than 300 days after the incident (s) in question. For good cause and at HR's discretion, HR may waive the writing requirement or the 300 day time limitation.

Concurrently, local law enforcement agencies may investigate if a crime has taken place in accordance with the Alabama State Law. The University reserves the right to adjudicate violations of the Student Code of Conduct without waiting for completion of any police investigation. Following the completion of the fact-finding report, the University Judicial Officer will determine whether a violation of the University's sexual harassment or sexual assault policy has occurred. If it is determined that a violation of policy has occurred, the University Judicial Officer will proceed with disciplinary action against the accused party.

## OTHER POLICIES

***Anti-Hazing Policy:*** It is the policy of Alabama A & M University that hazing activities of any type is inconsistent with education and is prohibited at all times. No student, including leaders of student organizations, may plan, encourage, or engage in hazing. Hazing is defined as doing any act or coercing another person to do any act of initiation into any organization that causes, or creates a risk of causing, psychological or physical harm to any person. Hazing includes actions or situations that could or do result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentional, for fun, or by consent. Hazing is also coercing another person to violate any university policy or law.

Obvious examples of hazing include but are not limited to:

- Whipping
- Paddling or beating
- Forced calisthenics
- Forced exposure to weather
- Pre and post pledging as a way to gain “respect”
- Forced or required consumption of any food, liquor, beverage, drug, or any substance
- Any brutal or cruel treatment; and, any activity which subjects any student or other person to ridicule, mental stress
- Lining up for the purpose of membership (that is not directly related to presentation shows)
- Undue physical endurance

Administrators, faculty members, and all other employees of the University should be alerted to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the University of the prohibition contained in this policy and will be required to end all membership intake or organizational initiation activities immediately until an investigation is completed. All hazing activities will be reported immediately to the Office Student Activities and Leadership Development.

Students violate the code of conduct if they do not report incidents of hazing or potential hazing to the Office of Student Activities and Leadership Development. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action of the University and may be liable for civil and criminal penalties in accordance with federal, state, and local laws.

***Hate-Free Policy:*** Alabama A & M University is committed to fostering ethical and moral values that are consistent with its mission. Among the central values of the University is the

inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When views conflict it is the obligation of members of the community to respect other perspectives.

The University welcomes students, faculty, staff, and visitors from diverse backgrounds, and it works to ensure that they will find the AAMU environment free of discriminatory conduct. It is unacceptable - and a violation of University policy - to harass, abuse, or discriminate against any person because of age, race, gender, ethnicity, sexual orientation, religion, or disability.

Members of the AAMU community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including: Office of Student Affairs, Office of Judicial Affairs, Residence Life, and Public Safety. Reporting hate-motivated offenses does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. A formal complaint must be documented.

Students proven responsible for hate-motivated violations are subject to a range of disciplinary sanctions up to and including disciplinary expulsion from Alabama A & M University. The Office of Judicial Affairs may impose harsher sanctions when behavior is proven to be motivated by hate.

***Technology Resources Policy:*** Students, faculty, administrators, and staff will use the technology resources at Alabama A & M University for the express purpose of enhancing and supporting the educational process and function of the University.

All users of AAMU's technology resources are prohibited from:

1. Using the AAMU local area network or Internet connection for any illegal purpose whatsoever including the exchange of copyrighted material protected by Title 17, USC.
2. Using AAMU network resources in any way contrary to the "Student Code of Conduct" as stated in the Student Handbook including the use of network resources to harass, threaten, libel, defame, intimidate, or deceive others.
3. Using AAMU technology resources for commercial purposes or personal profit.
4. The frivolous, non-academic, or otherwise unproductive use of AAMU network resources so as to not deprive or degrade the availability of network resources to the rest of the University community.
5. Attempting to access or accessing restricted devices, software and/or data at Alabama A & M University, or at any other site via modem, direct or network connection. It is also prohibited to use network scanners or sniffers on the AAMU network or otherwise attempt to discover and/or probe other devices.
6. Running server software on computers/networked devices without the express permission of the Office of Information and Technology Services.

7. Sending unsolicited bulk E-mail messages (junk mail, "spam" or "E-mail bombs") of any kind, forwarding or propagating chain letters or malicious email, attempting to mislead others as to your identity either by providing false information when subscribing to or posting to lists, or by forging the header and addresses in an Email message.
8. Using software or any other method of disrupting, restricting, or altering the normal flow of network data packets.
9. Disconnecting or otherwise altering the physical configuration of any computer or loading software on University-owned computers without the consent of the Office of Information and Technology Services.

Violators of this policy will be subject to the University's disciplinary procedures. A violation of this policy may also result in the termination of network services and/or access to AAMU technology resources.

Alabama A & M University regularly monitors traffic on its data network and the data stored on its networked devices to insure compliance with the University's policies. AAMU may take any measures necessary to insure compliance with its policies including restricting software and devices on the University network and access to specific network or Internet sites and services.

Alabama A & M University reserves the right to act against any person(s) who willfully misuses University-owned technology resources, associated furnishings, and facilities.

Contact the ITS Helpdesk at 256.372.4357 for a copy of all student related Information Technology Policies.

***Inspection and Search Policy:*** Entry by University officials into occupied rooms in residence halls will be divided into three categories: inspection, search, and emergency.

Inspection is defined as University officials in order to ascertain the health and safety conditions in the room, or to make repairs on facilities, or to perform cleaning and janitorial operations.

Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law.

An emergency situation exists when the delay necessary to obtain search authorization constitutes a danger to persons, property, or the building itself.

Inspection: Scheduled inspections by University officials, with the exception of daily janitorial and maintenance operations, shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection, there will be no search of drawers or closets or personal belongings, unless there is probable cause as determined by the Department of Public Safety.

Search: University officials will not enter a room for purposes of search except in compliance with campus, city, state and federal laws, or with the permission of the resident, or the written permission of the Vice President for Student Affairs or his/her designee.

University officials shall have, if possible, the Residence Hall Director or his or her designee accompany them on the search. Additionally, officers of the Department of Public Safety can accompany University officials as long as they are not acting in the capacity of certified police officers.

Prohibited items (weapons, drugs, drug paraphernalia, etc.) found during an inspection, search, or emergency will be confiscated. Student(s) assigned to the room in question may be arrested, trespassed, and/or written up for violating the Student Code of Conduct.

**Alcohol Policy:** Alabama A & M University is subject to the laws of the State of Alabama. Consumption, purchase, possession, or transportation of any alcoholic beverages by students on the campus of Alabama A&M University is prohibited. It is also unlawful for any person to knowingly provide alcoholic beverages to anyone under the legal drinking age of 21. Students are expected to obey the law and to take responsibility for their own conduct, off-campus. Students may be required to successfully complete an alcohol education class if they are found in violation of the University's alcohol policy. In addition, the University maintains the following regulations regarding alcohol:

1. The advertising, promotion, consumption, and sale of alcohol are prohibited.
2. Individual students and student organizations are responsible for their conduct, and the conduct of their guests and for promoting compliance with Alabama laws and University policy.
3. University faculty and staff are expected to promote compliance with Alabama laws and University policies regarding alcohol. Regardless of any prior approval, the University may withdraw approval for any campus event or activity if the event or activity becomes unsafe, disruptive, or creates an environment conducive to violations of University policy or Alabama law. Social event guidelines for registered student organizations are available from the Office of Student Activities & Leadership Development.

**Drug Use and Abuse Policy:** In accordance with state and federal laws, it is illegal for persons to possess, use or sell illegal drugs, and to abuse or distribute prescription drugs. Included in these categories are: opiates, barbiturates, amphetamines, marijuana, hallucinogens, illegal steroids, date-rape drugs, and other illegal or prescription drugs. Not only is it unlawful, but also the presence, use and abuse of these drugs within the University community is contrary to the intellectual and educational purposes for which the University exists. Indeed, possession of these substances may well be an indication that the student is not constructively engaged in academic endeavors. Student Affairs staff members and counseling services are available to provide counseling or referral services to students with concerns about drugs or alcohol use.

**HIV Policy:** The University has adopted this policy in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes Acquired Immunodeficiency Syndrome (AIDS). The goals of the policy are:

- A. To provide education, information, and counseling concerning the causes, effects, transmissibility, and treatment of HIV;
- B. To safeguard the personal rights of individuals with HIV;
- C. To promote a safe environment for all members of the University community, and;
- D. To comply with the requirements of applicable federal and state laws relating to HIV.

As a matter of University policy, information about the existence of HIV is medical information, not administrative data. In recognition of the serious potential for discrimination against and mistreatment of persons with HIV, the University will handle information concerning any aspect of HIV in a student with care and sensitivity to the privacy concerns involved.

The University will not include information about HIV in any routine personal record. Only when administrative action is specifically related to HIV – positive status is necessary will such information be recorded. In those circumstances, such information shall be maintained in a separate administrative file and accorded confidentiality as a medical record.

**Service and Support Animal Policy:** Alabama Agricultural and Mechanical University (AAMU) recognizes the importance of Service and Support Animals to individuals with disabilities and has adopted a policy to ensure that people with disabilities who require the use of service or support animals as a reasonable accommodation receive the benefit of the work, tasks, or therapeutic support performed by such animals. AAMU's service and support animal policy complies with all applicable Titles of Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, U.S. Department of Housing and Urban Development (HUD), and Fair Housing Act (FHAct). As such, AAMU permits all individuals with disabilities, which include employees, students, and visitors who require service animals access to all facilities, university owned housing, transit vehicles, and programs held on the campus of AAMU; whereas, individuals with disabilities who require assistance/comfort/therapeutic animals are only permitted access in university owned housing provided certain conditions are met as outlined by Disability Services (DS).

The ADA and FHAct/Section 504 Definition of "Service and Support Animals"

The Department of Justice (DOJ) amendments to its regulations for Titles II and III of the Americans with Disabilities Act (ADA) limits the definition of a service animal to include

**only dogs** that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

In addition to the provisions about service dogs, revised ADA regulations have a new, separate provision about **miniature horses** that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 to 100 pounds. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

**Support animals**, sometimes referred to as emotional support animals, therapy animals and/or companion animals, are **not** service animals under the ADA. This definition, however, does not limit AAMU's obligations to make reasonable accommodations for assistance under the FHAct or Section 504. In situations where the ADA and the FHAct/Section 504 apply simultaneously, AAMU **must** meet its obligations under both the reasonable accommodation standard of the FHAct/ Section 504 and the service animal provisions of the ADA.

**An assistance animal is not a pet.** It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. For purposes of reasonable accommodation requests, neither the FHAct nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals such as miniature horses can also serve as assistance animals.

### Registration and Management of Service and Support Animals

The Director of Disability Services (DSS) will determine if an animal meets the criteria of a service animal as defined by the ADA.

### Registering a Service and Support Animal on Campus

The individual with a disability should contact the Office of Veterans Affairs and Disability Services (VADS) as soon as he or she is aware of plans to bring a service or support animal to campus.

To register a service or support animal on campus, the individual with a disability should complete the Service or Support Animal Registration Form and submit it to the Office of Veterans Affairs and Disability Services, which is located in Carver Complex South, Room 106.

When it is not obvious what service the animal provides, the student must provide from a certified clinician a letter which substantiates: (1) if the service or support animal is required because of a disability, and (2) what work or task the service or support animal has been trained to perform.

The letter **must** be dated and on letterhead, then submitted to the Office of Veterans Affairs and Disability Services.

### Management of a Service or Support Animal

The student or visitor (hereafter known as “handler”) of the service or support animal **must** show proof that the animal has been vaccinated against rabies as required by the State of Alabama. It is further highly recommended by the State of Alabama that the animal has been vaccinated against distemper/adenovirus/parainfluenza/ parvovirus (DAPP).

The handler of the service or support animal **must** assume full responsibility and demonstrate full control of the animal at all times. The handler **must** maintain control of the animal through voice, signal, or other effective controls. If the animal is not under the control or poses a risk to the health and/or safety of others, the handler may be asked to remove the animal.

Service animals **must** be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the handler’s disability prevents using these devices.

The handler **must** be in the presence of the service animal at all times.

The service animal **must** be clean and in good health.

The handler is responsible for cleaning and removing or arranging for the removal of the animal’s waste. Feces **must be** disposed of properly. This includes University common areas and exterior property such as sidewalks and etc.

To the extent possible, the service animal should be unobtrusive to other students and the learning environment.

### Conflicting Medical Conditions

Individuals with medical or psychological conditions affected by service or support animals should contact the Office of Veterans Affairs and Disabilities Services (VADS) if there is a health or safety concern about exposure to a service animal. The person reporting the concern will be asked to provide medical documentation to VADS and, sign a Release of Information Form to the Student Health and Wellness Center so that a determination may be made regarding a need for accommodation.

### Student Health and Wellness Center

Except in emergency visits, the handler of a service animal **must** notify the staff in the Student Health and Wellness Center in advance of the presence of a service animal to ensure that patient safety is not compromised, as well the need to minimize the risk of exposing the service animal to infections and disease.

#### Harassing, Injuring or Causing the Death of a Service Animal

Effective August 1, 2016, it is the policy (Amendment 621 of the Constitution of Alabama of 1901, now appearing as Section 111.05 of the Official Recompilation of the Constitution of Alabama of 1901) of the State of Alabama to recognize the special role and value of service dogs, not only in the lives of those persons who use them, but also in society at large and, to encourage the use of service dogs by persons with disabilities, and to recognize that those persons have a right to use service dogs without any interference with or injury to the service dog.

As such, it is unlawful in the State of Alabama and, considered a Class A, B, or C misdemeanor for a person who has received notice and found guilty of his or her behavior as harassing with malice or reckless disregard, and/or caused injury or death to a service dog without legal justification.

In such, reports filed with the Office of Public Safety against individuals on the campus of Alabama A&M University will be handled in accordance with the Student Code of Conduct and applicable laws of the State of Alabama.

#### Appeal/Grievance Procedure

If a student feels as though his/her request for an animal has been unreasonably denied, he or she may submit a written appeal to the DSS for reconsideration. All appeals/grievance will be reviewed by a Committee consisting of the Director of Health and Counseling Center, Director of Residential Life, Director of Physical Facilities, Chief of Public Safety, and an ADA student. The DSS and General Counsel will serve as the Chairs of the Committee, however, DSS nor General Counsel will serve as a voting member. The Committee will have the ability to require mediation or require the handler to remove the animal from the residence hall or campus if it is determined that the behavior, odor, or etc. of the animal is in violation of the AAMU's policy and procedures.

Please contact the Office of Disability Services at 256.372.4263 or visit 106 Carver Complex South for more information.