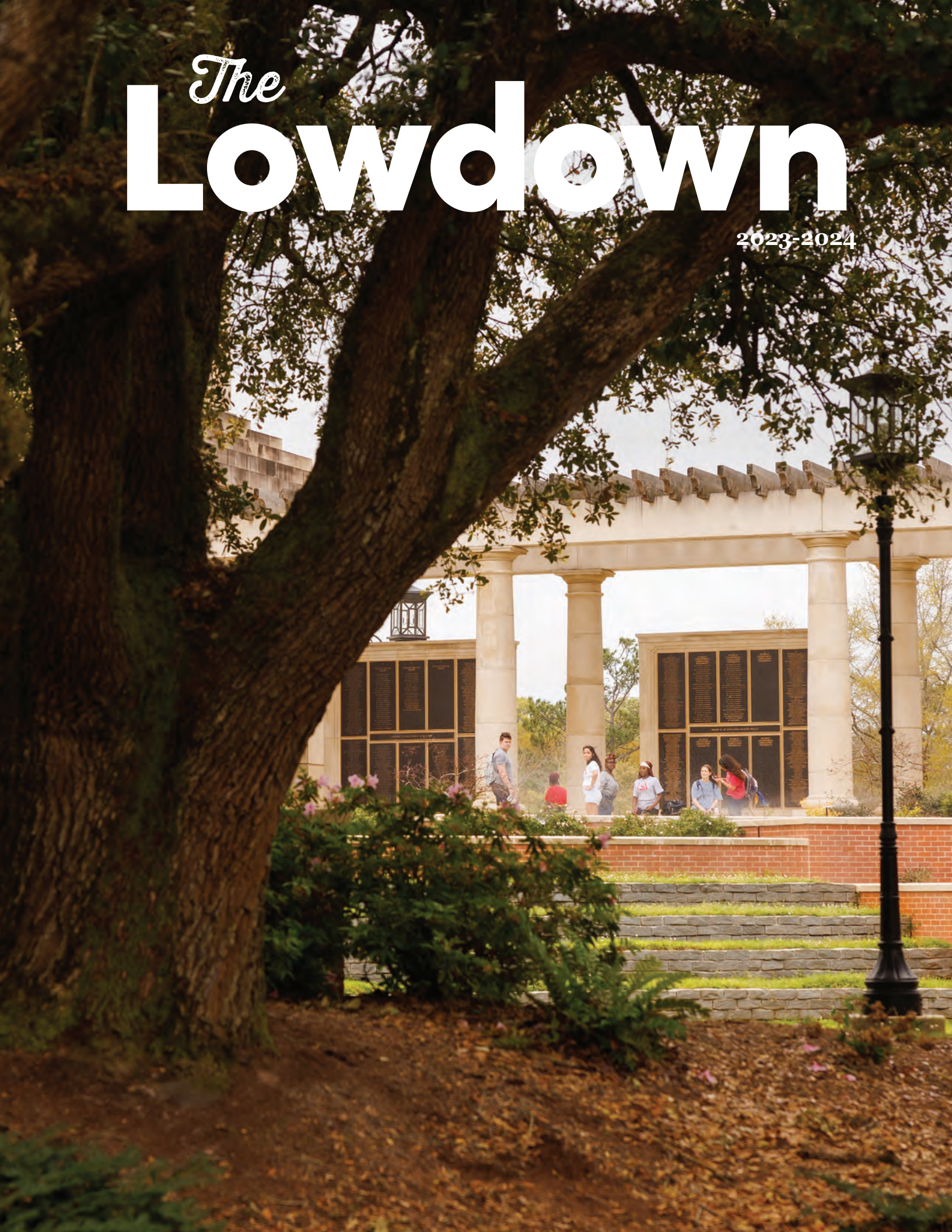

The Lowdown

2023-2024

The Lowdown

A STUDENT HANDBOOK

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

University of South Alabama
Mobile, Alabama 36688-0002

Editors
Olivia Martin, Student Government Association Vice President

Heather Sprinkle, Student Government Association Assistant Director

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

Mission

The University of South Alabama, with a global reach and special focus on the Gulf Coast, strives to make a difference in the lives of those it serves through promoting discovery, health, and learning.

Student Affairs Mission

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

Vision

The University of South Alabama will be a leading comprehensive public university internationally recognized for educational, research, and healthcare excellence as well as for its positive intellectual, cultural, and economic impact on those it serves.

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UNIVERSITY OF SOUTH ALABAMA
BOARD OF TRUSTEES

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

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

USA Spirit

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

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

As a member of the University community....

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fight Song: South

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

Fight Song: Jaguar Pride

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

Campus History

The University of South Alabama was founded in 1963 without a single building to call its own. More than 50 years and quite a few buildings later, USA is a vibrant university that continues to serve as a catalyst for transformational change in the city, the state and the Gulf Coast region.

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

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

The first campus building is now named the Frederick Palmer Whiddon Administration Building, after USA's first president. Whiddon helped establish the University and remained at its helm until retiring in 1998. His successor, longtime faculty member and administrator

Gordon Moulton, oversaw a new era of growth into the 21st Century. Dr. Tony G. Waldrop, selected in 2014 as USA's the University's third president, continues the USA tradition of visionary leadership focused on discovery, health and learning.

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

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

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

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

The University of South Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bacherlor's, master's, specialist, and doctoral degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of the University of South Alabama may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

- Accreditation Board for Engineering and Technology: BS programs in Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical
- Accreditation Review Commission on Education for the Physician Assistant American Association of Nursing, Commission on Collegiate Nursing Education American Chemical Society
- American Occupational Therapy Association Accreditation Council for Occupational Therapy Education Commission on Accreditation American Psychological Association
- Commission on Accreditation for Respiratory Care
- Commission on Accreditation in Physical Therapy Education American Physical Therapy Association Committee on Accreditation of Allied Health Education Programs
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
- Computing Accreditation Commission of ABET: BS programs in Computer Science, Information Systems, and Information Technology
- Council on Academic Accreditation in Audiology and Speech-Language Pathology Council on Social Work Education
- Joint Review Committee on Education in Radiologic Technology Liaison Committee on Medical Education
- National Accreditation Association for the Clinical Laboratory Sciences National Association of Schools of Music
- National Council for Accreditation of Teacher Education The Association to Advance Collegiate Schools of Business

For the most up-to-date list of accreditations for the University of South Alabama, please visit:
https://www.southalabama.edu/departments/institutionaleffectiveness/praccrprograms.html

Traditions
ANNUAL CAMPUS EVENTS

Homecoming

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

Oozeball

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

"J's Up!"

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

#JagWearWednesday

Every Wednesday students wear their Jag gear to show off their school spirit. Started by the University of South Alabama Men's Basketball team in 2014 and brought back by SGA in 2021, #JagWearWednesday is one of the most popular traditions at South. Every week during the school year students take to social media to post creative selfies of themselves in their Jag gear with the hashtag #JagWearWednesday. The Student Govenment Association picks the most creative submissions and students get to vote on their favorites. Every week, the winner receives a prize!

International Spring Festival

An annual tradition at South Alabama! The goals of the festival are to promote international interest and knowledge through the efforts of both international and American students, faculty, and staff, and to increase the importance of international affairs. The festival provides a fascinating window of the world that's fun, informative, and delicious!

African-American Awareness Observance

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

National Engineers Week

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

Get on Board Day

Get on Board Day is an opportunity for USA's 200+ student organizations to reach out to new and returning students letting them know about each organization's purpose and goals. Held in both the early Fall and Spring semesters in the Student Center, the day is sponsored by the Office of Student Activities. Organizations reserve tables, set up displays, and have the opportunity to recruit new members. USA students are able to visit with club officers and advisors, ask questions, and learn about the many opportunities to get involved in student life.

Student Organization Leadership Day

The Student Organization Leadership Day (SOLD) event is an opportunity for USA's 200+ registered student organizations' leaders to develop their leadership abilities. These leaders meet with University administration and other RSO leaders, learning about the SGA allocation of funds, University policies and more. The SOLD event is held during the fall semester of each academic year and is hosted by the Office of Student Organizations & Leadership.

USA Bookstore

Located in the Student Center, USA BOOKSTORE is your source for all things South. The bookstore is your one-stop shop for all your textbook needs. We offer new, used, rental and digital textbooks. The bookstore now offers price matching to Amazon, B&N.com and local competitors. We have all your supply needs all your official JAGWEAR!

Bookstore hours are Monday-Thursday 8am-5pm and Saturday 11am-3pm. We will have extended hours posted for back to school and end of term.

We accept all major credit cards, barnes & noble gift cards and student financial aid. You can contact us at (251) 460-7012 or visit our website at southalabama.bncollege.com

Campus Recreation and Wellness

The Department of Campus Recreation and Wellness manages and maintains many facilities throughout our USA campus footprint. The $37 million-dollar, 116,000 square foot Student Recreation Center contains a climbing wall, indoor lap pool, outdoor recreational pool, basketball courts, indoor soccer court, racquetball courts, cardio theater, weight room, indoor track, functional training area, and fitness studios. Campus Recreation is not limited to our Student Recreation Center but also includes a multi-million-dollar Intramural Sports Complex with a 4,000 square foot fieldhouse, six lighted, multipurpose playing fields, outdoor sand volleyball courts, a basketball court, and the SGA Pavilion.

If outdoor adventure is what you seek, rental gear like kayaks, canoes, stand up paddle boards, tents, trail bikes and much more are available on our website. Enjoy everything Campus Recreation has to offer by venturing out to our 60 plus acres of USA Bike Trails, 18-hole USA Disc Golf Course, or the 100-acre Glenn Sebastian Nature Trail. Affordable memberships are available to all USA faculty, staff, and alumni. For more information about the Student Recreation Center, call (251) 460-6065 or visit our website at:

https://www.southalabama.edu/departments/campusrec/

Jag Fitness Trail

The Jag Fitness Trail is a 1.5-mile crushed rock walking surface with three fitness stations for stretching and strength training. The trail's convenient and accessible location provides a culture of fitness and well-being for our entire University community. The three fitness stations spaced around the trail provide a complete workout that incorporates cardio, strength, balance, and flexibility training. The scenic view along the 8-foot-wide lighted trail path can be enjoyed day or night. Benches and drinking fountains are provided along the trail for all your personal needs.

Excessive noise, uncontrolled pets, improper disposal of trash, and damage to the trail diminishes the natural appeal of being outdoors. Trail users are asked to maintain courtesy so that everyone can enjoy their outdoor experience. Keep in mind that many people come to the trails to listen to nature and to enjoy the feeling of solitude. Our trail is open to the USA Community for recreational activity, but organized group activity is not allowed and will be monitored. The JFT borders the wooded Glenn Sebastian Nature Trail and USA's disc golf course and offers parking for easy access to all three outdoor adventures.

Student Academic Success, Academic Services Center-ASC 1304

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

http://www.southalabama.edu/departments/academicsuccess

The Center for Academic Excellence, Marx Library, Second Floor

The Center for Academic Excellence (CAE) is an academic resource office at the University of South Alabama that provides students with the tools they need both in and outside of the classroom. The CAE offers both subject-area and writing lab tutoring services. Subject-area tutoring is available for courses in math, sciences, business, humanities, and more. The CAE's writing lab is an instructional facility where students may receive help on any type of writing task at any stage of the writing process. Additional services provided by the CAE include guided study events, academic success workshops, and presentations.

Hours: Monday-Thursday 10:00 am-8:00 pm, Friday 10:00 am-4:00 pm, and Sunday 1:00 pm-8:00 pm

For more information, please visit: https://www.southalabama.edu/cae

Academic Advising and Transfer Services , Academic Services Center-ASC 1380

Academic advising is the process where you obtain the critical information you need to make thoughtful decisions about your college career, such as deciding upon your major or solving any roadblocks you may encounter along the way. At the University of South Alabama academic advising is about you. During your first year, you and your AATS advisor will work together to develop your academic plan. Your advisor is also knowledgeable about many aspects of university life and can provide you information and advice on utilizing the opportunities available on campus.

https://www.southalabama.edu/departments/academicadvising/

Math Technology Lab, Academic Services Center - ASC 1301

The Math Technology Lab is a student resource open to all to students enrolled in College Algebra, MTH101. It is also used as a testing center for certain math classes. It is staffed with student lab assistants and one Instructional Lab Supervisor. Services offered include math tutoring, testing and small group instruction.

Hours: Monday-Friday 8:00 am-6:00 pm Sunday 2:00 pm-8:00 pm

Office of Veterans Affairs, Academic Services Center- ASC 1345

The Office of Veterans Affairs provides support to all military-affiliated students. In addition to assisting students using VA educational benefits, we support veterans on campus and in the community as they transition to the University and beyond. We also provide on the spot assistance and resources for student veterans and families.

The Office of Veterans Affairs is proud to pave the way for student veterans with our network of partner programs called S.A.L.U.T.E Student Veteran Honor Society and the Student Veterans of America student group. Student Veterans are welcome to use the Veterans Resource and Study Rooms located in the Academic Support Center, Suite 1365 and in the Baugh Biomedical Science Library, Room 328.

Veteran Resource and Study Rooms

The Veterans Resource Room located in the Academic Services Center is open Monday thru Friday 8:00 am -5:00 pm.

Information on accessing the Veterans Resource Room in the Baugh Biomedical Science Library is available at https://www.southalabama.edu/departments/biomedicallibrary/bunker.html

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

Career Services

Explore Experience Engage

We assist students to explore and plan for their future careers and ensure that they are professionally developed and career-ready before graduation. Partner with our career advisors to explore careers and academic majors, obtain valuable hands-on work experience to test your interests and build your skills, and plan for your career or graduate school journey after graduation.

Career Exploration

Our advising staff is available to assist students and alumni who are making decisions and exploring different career paths or academic majors. We offer services including personalized advising, career-related assessments, and resources to help you research career options that fit your interests, skills, values, personality, and abilities.

Cooperative Education and Internships

Participation in the Cooperative Education (Co-op) and Internship Program provides many benefits and is an opportunity for students to gain professional competencies in their chosen career fields. Students increase their knowledge and expand their professional experience while pursuing their education. Co-op and Internship students obtain exposure to the structure and operations of an organization. Students can apply their academic knowledge in a real-world setting, solidify career goals, and build an ongoing network of professional contacts. These experiences enhance subsequent academic work and place the student in a favorable position for employment after graduation. Co-op students participate in alternating work sessions and full-time course study. Internship students participate in one or more semesters in which they explore professional experiences related to their major.

In addition to the Co-op and Internship Program, Career Services assists students seeking internships for academic credit and works closely with academic departments, employers, and internship site coordinators.

Job Search and Post Graduate Plans

Career Services offers services to graduating students seeking career-related employment or those planning to pursue graduate or professional school. Our office maintains Handshake, an online career network that allows students to search and apply for jobs, participate in the on-campus interviewing (OCI) program, and connect with employers, alumni, and peers. Our office also offers workshops and events including annual career fairs, opportunities to connect with employers, practice interviewing, resume writing assistance, help researching and applying to graduate schools, and much more!

Career Services, Academic Services Center, Suite 1370

M-F, 8:00 a.m. – 5:00 p.m., (251) 460-6188

www.southalabama.edu/departments/careerservices/

Connect with us on social media!

University Counseling and Wellness Center

300 Student Center Circle

Monday-Friday, 8:00 a.m. – 5:00 p.m. (Closed during holidays)

(251) 460-7051

The University Counseling and Wellness Center provides free and confidential counseling for currently enrolled students. Staffed by professional mental health counselors, individual and group counseling services are available through this office. The Center takes goal-focused and collaborative approach to mental health services with out students and community. We strive to empower USA students to learn the skills they need to address and manage their mental health concerns so that they can succeed personally and academically during their time at USA and beyond. We also strive to educate the campus community about the psychological and development needs of USA students through community-level interventions, including outreach programming and consulation. Further information about this department may be accessed online at www.southalabama.edu/departments/counseling.

Vice President for Student Affairs and Dean of Students Office

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

For more information or an appointment, call the Vice President for Student Affairs and Dean of Students Office at (251) 460-6172.

Dining Services

USA Dining provides all dining services for the University of South Alabama. With locations open from 7 a.m. to 12 a.m., students have convenient options for meals or snacks all over campus.

Located in the residential area of campus, the Fresh Food Company (FFC) is the campus all-you-care-to-eat dining hall. This is where the meal swipes included with your meal plan are used. With multiple serving areas and a wide variety of options, The Fresh Food Company accommodates a wide variety of tastes and diets. Inside the FFC, you'll find True Balance. USA Dining takes food allergens very seriously and works diligently to accommodate students with food allergies. All of the foods served at our True Balance station are made without the top 8 most common allergens including: milk, egg, peanut, tree nut, soy, wheat, shellfish, and fish. Meals served at the True Balance station are prepared in an allergen-free area of the kitchen, including secluded storage areas to eliminate the chance of cross-contact.

Several other dining options are available for students across campus. These include the Student Center Food Court with Chick-fil-A, Moe's Southwest Grill, Panda Express, and Cotton State BBQ; Starbucks in Marx Library; Einstein Bros. Bagels in Health Sciences; Prowler Bowls in the Student Rec Center; a cafe in Shelby Hall; a convenience store in Delta Commons; and

Miss Pawla's Grill on the first floor of the FFC. Provisions on Demand (POD) markets are in the Student Center, Humanities, and the Mitchell College of Business. If you have Bonus Bucks as part of your meal plan or Dining Dollars, you can use them at any of these locations.

Find location hours of operation, menus, nutrition information, and more at usouthal.campusdish.com. Stay connected with us on Facebook, Twitter, and Instagram where we are @usadining.

Additionally, specializing in accommodating Student Organizational needs, USA Catering is sure to have just what you are looking for. Providing anything from the smallest of snacks to the most elegant of meal services, USA Catering has an exclusive student catering menu and will work with you to prepare exactly what you want for the prices you want. Don't forget we can cater your favorites from Chick-fil-A, Moe's Southwest Grill, Starbucks, and Einstein Bros. Bagels! Visit usacatering.catertrax.com to place an order or give us a call at (251) 460-7948.

Services for Students with Disabilities

USA prohibits discrimination against individuals on the basis of disability in its educational programs and activities, in accordance with the ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Students with qualifying disabilities, that follow the University's policy for requesting academic adjustments and auxiliary aids and services, and are approved for such adjustments and services, will be afforded reasonable accommodations for completing coursework and examinations, including oral examinations. The Center for Educational Accessibility and Disability Resources (CEADR) will certify a disability, approve academic adjustments, and advise faculty members of approved reasonable accommodations.

Students seeking academic accommodations or modifications should request certification from the Center for Educational Accessibility and Disability Resources (CEADR). CEADR is located at 320 Student Center Circle Suite 19 or via phone at 251-460-7212. Additional information regarding CEADR policies and procedures is also found on the CEADR web page:

www.southalabama.edu/sds

Office of Financial Aid

The Office of Financial Aid, located in Meisler Hall, Suite 1200, subscribes to the principle that the purpose of financial aid is to provide assistance to students who, for lack of funds, would otherwise be unable to attend college. Financial aid is offered according to each individual's need in relation to college costs.

Aid offers may include grants, loans, and part-time employment, and may be offered to a student in various combinations.

The financial aid staff is dedicated to providing each student personal attention with complete confidentiality.

Students may obtain general financial aid information at www.southalabama.edu/finaid, as well as their individual financial aid information in PAWS:

https://www.southalabama.edu/services/logins/students/

Insurance

It is strongly recommended that all students have health insurance. The University sponsors a health insurance plan that is available for purchase and is specifically designed for USA students. Information regarding this plan is available on the USA website under the Student Health Center (www.southalabama.edu/studenthealth). Students can click on the Health Insurance tab located on the sidebar menu to review the health insurance plan details.

The Multicultural Leadership Center at Toulmin House

The Multicultural Leadership Center at Toulmin House formerly the Office of Multicultural Student Affairs located at the Toulmin House, 5930 South Drive.

This office was created to assist in the personal development and retention of minority students at the University of South Alabama through academic support, mentoring and culturally relevant programming.

The following organizations report to OMSA: The Black Student Union, The Collegiate 100, Women of Excellence, Abenefoo Kuo Honor Society, Spectrum, Muslim Student Association, NAACP, NSBE, Jag Roots Mentoring Program, I-lead leadership Program, Black Alumni Society, and the Black Faculty and Staff Association.

Join us on Facebook at USA Office of Multicultural Student Affairs and follow us on Twitter and lnstagram @OMSAUSA. Visit the events calendar on the website for programs and updates at www.southalabama.edu/omsa .

For more information, email: omsa@southalabama.edu or call (251) 460-6895.

Orientation

The Southbound New Student Orientation program is designed to assist new undergraduate students in their transition to the University of South Alabama. After registering for orientation, students are eligible for academic advising and course registration. At orientation, students receive information about South, which includes, but is not limited to academic policies, student activities, and student services.

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

USA Mail Hub

USA Mail Hub is located in the Student Center and managed by Ricoh Americas Corporation. The USA Mail Hub provides campus mail services for students, faculty and staff. University of South Alabama students and employees have access to an array of services including: mailing, shipping options using all major carriers, shipping and mailing supplies, printing, faxing, and copying services. Cash, checks, and credit/debit cards are accepted. Departmental mail pickup and delivery service is provided by means of an established route. The Mail Hub processes all

departmental mail, domestic and foreign. All residence hall students receive a mail box in the Mail Hub at no additional cost. Mail Hub service includes automated electronic notifications for student letters and packages. Mail and packages are not delivered to residence hall rooms. For more information, contact USA's Ricoh representative at mailhub@southalabama.edu, or call (251) 414-8191.

Marketing and Communications

The Office of Marketing and Communications leads the planning, creation and implementation of South's marketing, publications, media and public relations initiatives, and is responsible for USA's brand management goals, policies and processes.

The office develops marketing and communications strategies and plans; oversees branding, marketing and visual identity policies, and oversees the efforts of internal and external individuals and organizations that communicate the university's message and identity, including all academic, non-academic and administrative units. The office provides direction, expertise and services that create and sustain a comprehensive and coordinated communications and marketing program for the University and help all units of the University achieve their goals and objectives.

The Office of Marketing and Communications can assist with publicity for student events, honors and other newsworthy occasions. To request assistance with a project, email marcomm@ southalabama.edu or call (251) 460-6211.

For more information, visit: www.southalabama.edu/marcomm

Office of the Registrar

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

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

www.southalabama.edu/registrar

Safety and Environmental Compliance

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

Faculty, staff, and students have an obligation to take all reasonable precautions to prevent injury to themselves or to their fellow employees, visitors, patients and/or students. They are expected to follow approved policies and procedures, which apply to their activities, and to

check with their supervisors when they have any concerns regarding potential hazards.

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

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

For additional information regarding our department and its programs, call 460-7070 or email at safetyandenv@southalabama.edu.

Office of Student Accounting

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

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

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

Student Center

The Student Center is truly the center of it all on the University of South Alabama campus. The Student Center refers to both the building itself and the department. The Student Center staff believes engagement in educationally purposeful activities, in and out of the classroom, is critical in a student's learning and personal development. Our department, comprised of Student Activities, Fraternity & Sorority Life, University Programs and Student Center Services, enriches the campus life experience by providing quality programs, services, and facilities focused on student engagement, student learning, and student success. Visit us at:

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

Offices located in the Student Center include:

FIRST FLOOR: Student Activities, Fraternity & Sorority Life, Jaguar Productions, Student Center Services, Campus to Career, lounge spaces, P.O.D., and Greens to Go.

SECOND FLOOR: Vice President for Student Affairs and Dean of Students, Student Conduct, Student Government Association, Office of Community Engagement, Ballroom, Terrace,

Meeting Rooms, Dining Services, Food Court, and the Bookstore.

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

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

The Jag Card: the student identification card and is required of all enrolled students. The uses for the ID card are meal plan, library access, on campus events, student rec center, residence hall access, athletic events, and discount tickets from Jaguar Productions. $15 replacement fee for lost or stolen ID.

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

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

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

Food Court: is located at the front entrance of the Student Center. Dining options include Chick-fil-A, Moe's Southwest Grill, Panda Express and Cotton State BBQ.

Student Health Services

Student Health Center
5870 USA South Drive
(251) 460-7151
www.southalabama.edu/studenthealth/

The USA Student Health Center (SHC) is staffed with a team of physicians, nurse practitioners, registered nurses, licensed practical nurses and clerical personnel dedicated to providing quality medical and educational services to students.

All currently enrolled students are eligible for treatment in the SHC. As a courtesy, the SHC will submit claims to insurance carriers on behalf of students. Students are encouraged to check with their insurance carrier to confirm the benefit guidelines and to ensure that the charges will be covered. We strongly recommend that all students have health insurance. The University sponsors a United Healthcare health insurance plan that is specifically designed for USA students and is available for purchase.

The services offered in the Student Health Center are the same as in any family medicine practice. The SHC provides treatment for a variety of medical conditions as well as physical examinations, sports medicine, immunizations, women's health and health education.

Laboratory testing is offered in the clinic and by reference laboratory to assist in properly diagnosing and treating students. Radiology services are available by referral through the Student Health Center. Also, the SHC offers sexual assault service. Students can call (251) 460-7151 during regular office hours. Office hours are MWF 8-5 and TTH 9-5.

The University of South Alabama requires that all students born after 1956 must provide proof of two doses of a measles containing vaccine (rubeola, M.R., MMR) prior to registration. One dose must have been after 1980 and at least one of the doses must have been an MMR. Additionally, all new incoming students must complete a tuberculosis screening questionnaire.

Further testing may be necessary. If you do not provide proof of immunization you will be put on HOLD and WILL NOT be able to register for classes. All international students and students living in the residence halls and Central House on Stadium must provide proof of having received the Meningitis vaccine (within the last 5 years). Your completed forms may be submitted to the Student Health Center by emailing them to immunizations@southalabama.edu or by going to the Student Health Web Portal at https://www.southalabama.edu/departments/studenthealth.

We are no longer accepting faxed or mailed documents. For more information, you may contact us at (251) 460-7151 or visit our website at www.southalabama.edu/studenthealth

USA Libraries

The University of South Alabama Libraries serve students' needs with research materials, online databases, and librarians and staff educated and trained in helping you achieve success in your specific field of study. The libraries provide safe and quiet places to study, conduct research, use computers, make copies, and meet in group study rooms or other collaborative areas. USA Libraries include the Marx (main) Library, the Doy Leale McCall Rare Book and Manuscript Library, the Charles M. Baugh Biomedical Library, and the Joseph & Rebecca Mitchell Learning Resource Center. USA Libraries oversees JagWorks@USA, and online institutional repository supporting the university and USA Health.

http://library.southalabama.edu/

The Marx Library, on USA Drive North contains:

- A Learning Commons, offering collaborative spaces and rooms as well as technology and whiteboards for group project development and studying.
- A Graduate Student Lounge and Reading Room
- Library personnel to assist with your research and with locating information.
- USA Libraries Art Galleries, featuring works by students, faculty, local, and regional artists.
- U.S. Federal and State publications: http://www.southalabama.edu/departments/library/docs.html
- The Marx Library Auditorium that seats up to 125 people, and meeting rooms that can be reserved for use by University affiliated organizations. Check availability on the Library website and complete a reservation request.
- Student Success and Writing Centers on the second floor providing tutoring and help with writing papers. Schedule an appointment at: http://www.southalabama.edu/departments/academicsuccess/
- A full-service Starbucks on the first floor, open during most Library hours.
- Visit the Marx Library website to discover all the Library has to offer: http://www.southalabama.edu/libraries/

The Doy Leale McCall Rare Book and Manuscript Library, located on the third floor of the Marx Library, houses the University's archival collections, including over 3.4 million historic photographs, the McCall Collection of pre and post-Civil War documents from Alabama, four Congressional collections, and collections focused on the history of Mobile and the Gulf Coast region. http://southalabama.edu/mccallarchives/

The Charles M. Baugh Biomedical Library, located near the College of Medicine, is dedicated to assisting future doctors, nurses, physician assistants, and other healthcare professionals. The

library provides individual and group study rooms, collaboration areas, instructional space, public access computers, and printing services. It also and includes the ArtSpace@BioMed gallery and the John F. Gray Student Veterans Resource Room. The Biomedical Library website provides links to collections, resources, and information about services: http://southalabama.edu/departments/biomedicallibrary/

The Joseph & Rebecca Mitchell Learning Resource Center, located in the Mitchell College of Business, offers students a quiet place to study, research, and collaborate on group projects. A business librarian and staff assist students with research and locating materials. http://www.southalabama.edu/univlib/mcob/

JagWorks@USA serves as the online institutional repository supporting the university and USA Health, showcasing faculty and student scholarship, research, publications, data, archival materials, art, media, and other materials, and making them available to the global community. https://jagworks.southalabama.edu/

USA Baldwin County Campus students can make an appointment with a librarian to assist with their research needs: https://libguides.southalabama.edu/USABCLibraryServices

Security Policies and Procedures

Campus Security Authorities

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

POLICE AND LEGAL INFORMATION

Mobile Police Non-Emergency (251) 434-7211

District Attorney's Office (251) 690-8400

Alabama Crime Victims Compensation Commission (800) 541-9388

University Police Department

The University Police Department consists of a Chief, a Patrol Captain, an Administrative Captain, Investigative Lieutenant, Special Operations Lieutenant, three Sergeants, three Corporals, over 26 sworn Police Officers, and six Administrative personnel. All sworn officers have completed the Alabama Police Officers Standard Training Academy.

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

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

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

University Police Main Campus	(251) 460-6312
USA University Hospital Security	(251) 471-7525
USA Children's & Women's Hospital Security	(251) 415-1135
USA Baldwin County Campus Security	(251) 472-7474
Fairhope Police	(251) 928-2385 or 911

Substance Abuse and Weapons

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

Facilities/Grounds

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

All University Community Members are encouraged to report unsafe campus conditions they observe to University Police or USA Heatlth Security and/or to the responsible Maintenance department.

USA National Alumni Association

- The mission of the USA National Alumni Association is to support and positively influence the goals of the University through an active relationship with the University, its alumni, students and friends. Their vision is to engage and involve our alumni, building a mutually beneficial relationship with our University through active communication and comprehensive programs and services.
- The National Alumni Association is involved in a number of programs that greatly enhance life at South Alabama. Faculty/Staff recognition awards, the ambassador group "The Southerners", and scholarships are a few of the activities sponsored by the association.
- Through the Alumni Scholarships program, the Association is helping attract top students by awarding the Freshman Leadership Scholarships for incoming freshmen, Book Scholarships for sophomores, juniors, and seniors currently enrolled at USA, Children of Alumni Scholarship, and a Graduate Student Scholarship.
- Scholarship applications are available in January at MacQueen Alumni Center and on the Association's website at www.southalabama.edu/alumni.
- As an introduction to the National Alumni Association, graduates will receive a discounted membership fee.
- For more information, call the Office of Alumni Relations at 460-7084 or stop by MacQueen Alumni Center.

Registered Student Organizations

At USA, there are more than 200 registered academic, professional, special interest, club sports, faith- based, and social Greek letter organizations. Registered Student Organizations provide opportunities for you to gain valuable leadership experience and connect you back to your campus! If you are interested in joining a student organization, please visit The Office of Student Activities in the Student Center, Suite 101, or visit:

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

The University of South Alabama is classified as a tax-exempt nonprofit organization, as specified under section 501(c)(3) of the Internal Revenue Code. As a 501(c)(3) organization, the University may not support or appear to support candidates for city, county, state, or federal governments and therefore may not financially support or fund activities or groups, including registered student organizations, which promote individual political candidates of any kind.

Regulations for Registered Student Organizations

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

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

Student organizations must have a faculty or full-time staff advisor and be approved by the Student Organization Committee before they can function as Registered Student Organizations. The Office of Student Activities and the organization advisor are available to advise and assist organizations, but the final responsibility for performance rests with the members themselves. The Office of Student Activities is responsible for the overall facilitation of student organization policy and registration.

To be registered as a student organization at the University, all student organizations must:

1. Demonstrate that the group does not duplicate an existing organization.
2. Maintain a membership roster with a minimum of 10 current, regularly enrolled USA students members. Of those 10 student members. The only exception to this policy is for Honor Societies as 10% of the membership may include honorary members such as faculty, staff, and community members.
3. Maintain at least one advisor who is either faculty or full-time staff member of the University.
4. Submit the following information to the Office of Student Activities by the designated

deadline:

- Annual Registration/Application
- Advisor Agreement Form, completed by the organization advisor
- Constitution, following the Constitution Guide available at: https://www.southalabama.edu/departments/studentactivities/resources/model-constitution.pdf
- Updated Membership Roster including the names and Jag Numbers of each member

5. Consult with the Office of Student Activities and follow the procedures outlined to become a Registered Student Organization.
6. Any student organization that does not properly complete the registration or re-registration/ renewal process is considered a Non-Registered Student Organization (NRSO), and is not entitled to the benefits and privileges of an RSO.

Benefits and Privileges for Registered Student Organizations

Registered Student Organizations (RSO) are eligible for benefits and privileges including but not limited to:

1. Access to student Activities staff, training, programing, and advisement necessary for development
2. Promotion opportunities for participation in academic, recreational, social, service, and other group events
3. Access to campus facilities via reservation request of meeting spaces on campus
4. Eligible for services such as mass marketing, catering, request for use of an "@southalabama.edu" email address for the RSO, and presence on official USA webpages
5. Eligible to apply for SGA funding, after three consecutive semesters of RSO status
6. Access to the RSO Catering Guide and RSO Discounted Menu

New Organizations

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

When the organization has met the criteria for registration, members must submit an application and required materials (listed above), which will be reviewed by the Student Organization Committee before the organization can become Registered. Registation applications may be submitted by currently enrolled students, only; applicants submitted by non-students will not be accepted.

Existing Organizations

Registered Student Organizations are required to register with the Office of Student Activities

annually. Registration for existing Registered Student Organizations may be submitted by currently enrolled students, only; submissions made by non-students will not be accepted. If a student organization is inactive or does not register with the Office for one academic year, the organization is subject to the policies and procedures required of new student organizations as mentioned above.

Organization Dissolution

In the event that a Registered Student Organization fails to maintain Registered status for three consecutive academic years, the organization shall be deemed as dissolved. Upon dissolution, all remaining funds belonging to the student organization will either be donated to a non-profit organization/agency of the student organization's choosing, as listed in the student organization's constitution, or will be assumed by the Dean of Students Office.

Finances

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

On-campus Accounts

Every student organization may open an on-campus account for managing funds. Please visit our website for more information on opening an on-campus account.

The advantages of using an on-campus account include:

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

Off-campus Accounts

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

- The account must have two signatories, one of which must be the organization advisor
- The account name cannot include "USA" or "University of South Alabama".
- Use of the University's Tax ID number is prohibited
- Remove outgoing and add incoming signatories promptly

Other Tips for Off-Campus Accounts

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

reconcile the bank statements.

Conduct in Group Activities

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

Student Organizations and Political Activities

Registered student organizations in support of specific political candidates may:

- Use USA space consistent with USA's policy on Speech, Expressive Activities, and Use of University Space, Facilities, and Grounds ("Use Policy")
- Reserve USA facilities, including lecture halls, outdoor reservable space, and any other space available to all registered student groups, to conduct organizational meetings or to host, sponsor and/or publicize an event on behalf of a candidate.
- However, USA facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") may not be used to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate except as provided in the Use Policy.
- USA must charge a fee for the use of the space equal to the greater of (1) the normal rental rate for the space or (2) the incremental cost attributable to the use.
- The RSO must make it clear both in written materials and at the event that neither the group nor its members speak on behalf of USA, that USA is not a sponsor of the event, and that USA does not endorse or oppose any political candidate.
- Distribute campaign literature/paraphernalia consistent with Use Policy
- Hold non-partisan debates on campus
- Promote voter education/registration on campus
- Conduct opinion polls to gauge community sentiment
- Receive organization advisory support by University staff and/or faculty
- Use University email for organization related-correspondence
- Submit materials for posting on the University listserve
- The RSO must add the following disclaimer to such listserv postings – "USA does not endorse or oppose any political candidate".

Registered Student Organizations in support of a specific candidate may not:

- Solicit donations for a candidate, sell campaign paraphernalia, or make direct monetary contributions to a particular campaign other than as allowed in the Use Policy and never

in the name of USA
- Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office contrary to the Use Policy.
- Campaign for, endorse, or otherwise promote a candidate in the name of University of South Alabama (USA)
- Utilize University resources other than as discussed above for a campaign, including providing mailing lists

Social Probation and Withdrawal of Recognition

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

- The RSO fails to maintain compliance with initial requirements for registration.
- The RSO ceases to operate as an organization.
- The RSO requests withdrawal of registration.
- The RSO operates or engages in any activity in violation of rules and regulations of the University or federal or state laws.
- The RSO fails to submit any required reports.
- The RSO fails to send two (2) representatives to the mandatory educational programming Student Organization Leadership Day (SOLD) event.
- The RSO violates acceptable standards of behavior which are attributable to the group rather than to the individual, depending upon the severity of the violation.
- The Dean of Students may refer such cases to the appropriate disciplinary body for a hearing. However, the Dean may determine the extent to which an RSO has violated regulations and notify the organization, through its president, that the RSO is on social probation.

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

For a current list of Registered Student Organizations, please visit:

https://www.southalabama.edu/departments/studentactivities/

USA Greek Life

Welcome to the University of South Alabama and Greek Life. Your years at USA will include many learning experiences; your most fulfilling could be the involvement in a Greek letter organization. Greek Life encourages outstanding scholarship, involvement in campus activities, participation in community service and most importantly, friendships that last a lifetime. For more information call (251) 460-7003 or visit:

https://www.southalabama.edu/departments/greeklife/

SGA

What is SGA?

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

SGA meets every Monday night that school is in session in the Student Center ballroom. Our meetings are always open to all students and faculty.

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

Get Involved!

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

Jaguar Productions

Jaguar Productions (JP) is the official Student Activities Board for the University of South Alabama. JP is a student organization dedicated to providing entertaining and educational programs for USA students. Our events include our annual Block Party, "Student Center of Terror" Halloween party, comedy shows, poetry nights, live music, movies and more! We also showcase student talent at our Karaoke Nights and Open Mic nights. JP is always looking for new ideas from students who want an exciting college experience. JP offers you an opportunity to meet new people, form lasting friendships, and have a once in a lifetime experience! As a part of the JP family, you will be interacting and brainstorming with fellow members to provide entertainment for the entire campus. We welcome you to participate in any or all eight Committees. Regardless of your interests, we have a place for you to call home!

Code of Student Conduct

Student Rights and Responsibilities

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

1. Philosophy and Purpose

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

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

2. Jurisdiction and Authority

The Code of Student Conduct is the University's policy regarding non-academic discipline of students. The Code of Student Conduct applies to all student conduct matters other than those involving allegations of sexual misconduct and academic misconduct.

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

Sexual misconduct matters are covered under the section of The Lowdown labeled "Sexual Misconduct Policy and Complaint Resolution Procedures." Academic discipline is covered under the section of the Lowdown labeled "Student Academic Conduct Policy."

- Jurisdiction - a person or registered student organization is subject to the University Judicial System if he, she, or it is alleged to have violated a University Conduct regulation while attending any University orientation program; following admission of a student to USA but prior to the first day of class; during any semester that they are registered, including, but not limited to, non-completion of the semester; intervals between semesters of registration; co-op students.

- Inherent Authority - The University reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community and students' physical and emotional safety and welfare; therefore, the University reserves the right to suspend

students on an interim basis pending an investigation pursuant to this Code of Student Conduct.

3. Definitions

- Aiding and abetting – incite, assist, or encourage in the violation of University policy.
- Alleged victim - any individual who may have suffered any harm, loss, or threat due to a violation(s) of the Code of Student Conduct by a currently enrolled USA student or RSO.
- Complainant - any individual who brings forth information indicating that a currently enrolled USA student or RSO may have violated the Code of Student Conduct.
- Disorderly conduct - occurs when an individual or organizations acts with intent to cause public inconvenience, annoyance, or alarm or recklessly creates a risk thereof.
- Distribution - giving, selling, or exchanging.
- Drug paraphernalia - all equipment, products, and materials used, intended for use, or designed for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance or illegal drug.
- Faculty - any person appointed or employed by the University to conduct classroom, clinical, or laboratory activities.
- Hazing - definition under t.
- Indecent conduct - intentional exposure of the genitals, buttocks, or female breasts or committing or attempting to engage in a sexual act in public, where the individual or individuals have reason to believe they will and can be observed.
- Intentionally - conscious objective to engage in the described activities.
- Recklessly - conduct that could reasonably be expected to create a substantial risk of harm to a person(s).
- Registered Student Organization (RSO) - a group of people who work together in an organized way for a shared purpose and have complied with the University requirements for registration of a recognized student organization.
- Respondent - any currently enrolled USA student or RSO alleged to be in violation of the Code of Student Conduct.
- Staff - any person who is not a faculty member that is appointed or employed by the University to carry out a job or function.
- Students - Any person taking courses at USA, either full-time or part-time, or pursuing undergraduate, graduate, or professional/extension studies. A person who is not officially enrolled for a particular term, but who has a continuing relationship with the University, is considered a "student." This includes persons newly admitted to USA, those who are on semester break, and those who are sitting out one or more semesters.

- University premises - any and all land, buildings, facilities, and/or other property in the possession of (owned, leased, rented, used, or controlled) the University, including adjacent or pertinent streets or sidewalks.
- Visitors - Individuals participating in USA's Personal Enrichment, Professional Development, and Conference Services activities offered through the School of Continuing Education and Special Programs. Visitors are expected to conduct themselves in accordance with the general rules and regulations of the University. Violations may result in the summary suspension of the privilege of visiting the campus. Student process/appellate procedures are not applicable to visitors.
- Weapon - any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks, brass knuckles, or ice picks.
- Witness - any individual who may have personal knowledge of an incident alleged to be in violation of the Code of Student Conduct and who gives testimony to that knowledge.

4. VIOLATION OF LAW AND OF THIS CODE

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

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

5. PROHIBITED CONDUCT

The following non-academic misconduct is subject to disciplinary action:

a. Physical Harm - Intentionally or recklessly causing physical harm to any person.

b. Harassment

The term "harassment" means conduct that, in the aggregate, is sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. It may consist of written, electronic, verbal, and/or physical acts. It is also defined as using abusive language, including electronic communication, tending to incite an immediate breach of the peace to any person, persistent following or stalking of a person, or engaging in a course of conduct or repeatedly committing acts that cause mental or physical harm to another person.

"Stalking" means a course of conduct (including electronic stalking) directed at a specific person that is so pervasive, persistent, or severe that it would cause a reasonable per-

son to fear for their or others' safety, or to suffer substantial emotional distress. Electronic Stalking occurs when a person, without the consent of the owner or except as otherwise authorized by law, places any electronic tracking device on the property of another person, with or without the intent to surveil or for any other unlawful purpose. Alabama law prohibits electronic stalking pursuant to Alabama Code §13A-6-95 through § 13A-6-96, inclusive."

c. Discriminatory Harassment

The term "discriminatory harassment" refers to intentional behavior, including, but not limited to, written, electronic, verbal, or physical acts that denigrate or show hostility toward an individual on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status, or any other applicable legally protected basis.

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

d. Violation of the Sexual Misconduct Policy

The term "sexual harassment" includes, but is not limited to, verbal or non-verbal conduct that a reasonable person would find intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for a refusal to comply with sexual demands. Said conduct must be unwelcome and must be so severe and pervasive that it has the purpose or effect of interfering with an individual's educational experience or creating an intimidating, hostile, or offensive learning environment. Sexual harassment is a form of sex discrimination. See page 68 for the Sexual Misconduct Policy.

e. Safety - Engaging in activities that threaten the safety of the campus community.

Activities that "threaten the safety of the campus community" s includes, but is not limited to:

1. Intentionally or recklessly misusing or damaging fire or other safety equipment;
2. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials that have not been authorized by University officials;
3. Illegal use, possession, or storage of any weapon that has not been authorized by University of South Alabama policy or state/federal law.;
4. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.

f. Disorderly or indecent conduct

1. Disorderly or indecent conduct may include, but is not limited to:

- Engaging in fighting or in violent tumultuous or threatening behavior.

- Making unreasonable noise.
- In a public place, using abusive or obscene language or making an obscene gesture.
- Without lawful authority, disturbing any lawful assembly or meeting of persons.
- Obstructing vehicular or pedestrian traffic or a transportation facility.
- Congregating with another person in a public place and refusing to comply with a lawful order of the police to disperse.
- Disrupting University Functions – intentionally or recklessly interfering with normal University functions, University-sponsored activities, or any function or activity on University premises.

g. Theft or Property Damage – Damage to or theft of property or services, or knowingly possessing stolen property or knowingly benefiting from the use of stolen services. Theft or property damage also includes the misuse of property or services or knowingly benefiting from the misuse of property and services.

h. Computer Misuse - Intentional disruption of University computer systems, unauthorized alteration, disclosure, or destruction of University computer systems or material, improper access to University computer files and systems, or violation of copyright or proprietary material restrictions connected with University computer systems, programs, or materials. The term "intentional" means a conscious objective to engage in the described conduct; intoxication is not a defense to a charge of intentional misconduct.

i. Forgery - alteration, misrepresentation, or misuse of any document or instrument of identification.

j. Misrepresentation – providing false or misleading information to the University. Unauthorized release or disclosure of confidential information.

k. Unlawful Violation - Violation of a federal, state, or local law or ordinance or benefitting from the same.

l. University Violation - Violation of any approved University rules, regulations, or policies.

m. Failure to comply – Non-compliance with the directions of University officials, including faculty, staff, and student employees and campus police officers acting in the performance of their duties and failure to identify oneself/themselves to those persons when requested to do so.

n. Interfering with Expression - Intentionally and materially interfering with the freedom of expression of others. Intentionally or recklessly interfering with normal University functions, University sponsored activities, or any function or activity on University premises including, but not limited to studying, teaching, public speaking, research, University administration, or fire, police, or emergency services.

o. Unauthorized presence - Presence on or use of University premises, facilities, or property, or that of another person, without permission.

p. Controlled Substances - Unauthorized manufacture, distribution, possession, or use of any controlled substance, illegal drug, or drug paraphernalia, as defined by Alabama law, or any substance that mimics the effects of the previously mentioned.

q. Intoxication (under 21) - Appearing in a public or private place manifestly under the influ-

ence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is unreasonable annoyance to persons in the vicinity.

r. Intoxication (21 or over) - Appearing in a public or private place manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is unreasonable annoyance to persons in the vicinity.

s. Violation of the University Alcohol Policy - Possession or use of alcoholic beverages by individuals without authorization; providing alcoholic beverages to individuals less than 21 years of age or unauthorized possession of alcoholic beverages for purposes of distribution.

t. Hazing.

Hazing activities are prohibited by both the University of South Alabama and Alabama Code Section 16-1-23. Examples of activities falling within the definition of hazing include, but are not limited to, the following:

- Striking member/new member/aspirant by any method.
- Physical activity that causes excessive fatigue or fear.
- Depriving member/new member/aspirant of sleep (minimum six hours uninterrupted per night), decent meals, or the opportunity to maintain bodily cleanliness (uninterrupted and private).
- Scavenger hunts, road trips, quests, treasure hunts, abandonment, or kidnapping. This restriction on road trips cannot be skirted by having the member/new member/aspirant meet at a certain location.
- Morally degrading or humiliating games or activities.
- Requiring member/new member/aspirant to consume alcohol, drugs, or revolting substances such as, but not limited to, salt water, excessive amounts of water, raw eggs or meats, onion, or garlic.
- Jeopardizing academic performance by depriving pledges of reasonable study time or prohibiting member/new member/aspirant from completing any requirement necessary to achieve academic success.
- Requiring or encouraging member/new member/aspirant to participate in any activity that is illegal, immoral, contrary to the individual's religious beliefs, indecent, or perverse, such as theft, vandalism, public profanity, lewd conduct, or public nudity.
- Any willful action taken or situation created whether on or off any University or other education premises, that recklessly or intentionally endangers the mental or physical health of any student.
- Forcing member/new member/aspirant to wear blindfolds during any pledging activity.
- Depriving member/new member/aspirant of immediate access to any prescribed medications.

u. Aiding or abetting in any violation of this Code.

v. Intentionally filing a false complaint under this Code.

w. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

6. ORGANIZATIONAL PROHIBITED CONDUCT

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

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

Organizational Responsibility for Misconduct

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

a. The organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper hazing; violation of the Fraternity and Sorority Life Policy, if applicable; failure to comply with applicable health and safety regulations; misuse of University property, facilities, and equipment; violations of University Alcohol Policy; and violations of any other rule or policy applicable to organizations.

b. When one or more officers refuse or neglect to perform their duties hereunder. A student organization will be held responsible for the actions of one or more of its members that violate the Code of Student Conduct when actions arise in the course of or derive from the activities of the organization, or there is a clear connection or link between the transgressor's action and the organization. Examples of such violations include, but are not limited to, offenses against either persons or property of other organizations and alcohol violations.

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

7. DISCIPLINARY PROCEDURES

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

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

a. Temporary Disciplinary Actions

1. Holds - Student Conduct may place a hold on a student's academic record at any point during the student conduct process to ensure compliance with conduct outcomes and/or pending the resolution of the student conduct process. The hold will be released when the terms and conditions of the conduct outcomes have been satisfied and/or the student conduct process has been completed. In cases in which a student is expelled from the University, the hold will permanently remain on the student's academic record to ensure the student does not re-enroll.

2. No Contact Directive – The Student Conduct Administrator or the Vice President for Student Affairs/Dean of Students or their designee may issue a "no contact" order between two or more parties. The "no contact" directive instructs the parties to refrain from: 1. approaching one another at any time; 2. calling one another at any time; 3. sending via email, campus, or regular mail anything to one another; 4. contacting or communicating with one another, including through a third party, in any way at any time.

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

A student suspended or trespassed on an interim basis shall be given a prompt opportunity to appear before the Dean of Students or their designee, and the University Behavioral Assessment Team in order to discuss only the reliability of the information concerning the student's conduct, including the matter of his or her identity, or whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat. This opportunity should be offered within seventy-two (72) hours of the interim suspension/trespass being issued. An interim suspension/trespass may be lifted through this process.

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

For students under the age of 21, there will be an automatic notification of parents with every responsible finding of 5p: Unauthorized use of a controlled substance or other illegal drug, and 5s: Distribution of alcohol. Automatic notification for students under 21 will also occur with every responsible finding of 5q: Public Intoxication, if the student has placed himself or herself or others at risk (e.g., driving under the influence, fighting, or if they become physically ill). Automatic notification will occur with every second finding of a violation of 5s: Possession of alcohol for underage students. In all cases, notification will come only from the Dean of Students or his or her designee.

If a student under the age of 21 can verifiably demonstrate that he or she has been emancipated from his or her parents, and the Registrar's records show that the student's and the parents' home addresses are different, parental notification may not be necessary.

b. Filing a Complaint

Any member of the University community may initiate a complaint against a student or student organization for an alleged violation of the Code of Student Conduct. To file a complaint, you can fill out the incident report form available on the Student Conduct webpage Office of Student Conduct | University of South Alabama, email the Assistant Director for Student Conduct , or call the Student Conduct or Student Affairs Office at 251-460-6172.

c. Review of Alleged Charges

The decision to pursue charges is made by the Assistant Director for Student Conduct or the Vice President for Student Affairs. A decision not to pursue may be appealed to an ad hoc committee (appointed by the Dean of Students) of the University Disciplinary Committee (UDC).

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

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

d. Notification of Alleged Charges

Should the information available be sufficient to issue charge(s), the SCA will send a notice of charge(s) to the accused party, who upon the sending of a notice of charges becomes a respondent. Notice of charges shall include formal written notification of alleged violations, including the alleged behavior and the policies alleged to be violated.

In cases involving more than one respondent or an organization in the same fact pattern, an SCA may permit a facilitated informal conference or a hearing concerning the involved parties to be conducted either separately or jointly. In cases where the victim is not the complainant, the Student Conduct Office will notify the victim that a complaint has been filed and offer for that person to participate in the process.

Upon the notification of charges, a complainant shall be named. In many cases involving individual student behavior, the original complainant is the victim.

The Student Conduct Office may assist in identifying a member of the University community to serve as the complainant under one or more of the following conditions:

- There are multiple acts by the same party that form a pattern of behavior that could constitute a violation.
- There are multiple complainants or multiple complaints regarding the same party that arise out of the same fact pattern. In this instance, the SCA may select one of the complainants or another member of the University to represent the case.
- The Assistant Director of Student Conduct determines it is in the best interest of the university community to charge a student/student organization and a complainant has not been identified.
- When a complainant withdraws due to coercion or intimidation.

A University official who is appointed to serve as the complainant may not otherwise be involved in the case (e.g., as an investigator, Hearing Panel member, Appeals Panel member, etc.).

Postponing or Dismissing Alleged Charges

Student conduct proceedings and actions are not subject to challenge or postponement on

the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending. No individual can force student conduct charges to be dropped.

e. The Student Conduct Hearing

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

Participating as a Respondent

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

Option 1 is an informal proceeding and includes a discussion between the respondent and the Student Conduct Administrator, after the Student Conduct Administrator has met with the complainant. Witnesses are not called; however, the complainant may be asked to be present at the meeting. The Student Conduct Administrator, at his/her sole discretion, may obtain information from other sources prior to this proceeding. Cases will be investigated and may be determined in absentia based on information gathered and/or submitted when a student and/or organization does not respond to a notification letter.

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

Participating as a Witness

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

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

Participating as a Complainant

Complainants of alleged violations of policy have specific rights. They may choose to participate –or not- as a complainant and/or witness. They also have the option of scheduling a pre-hearing conference prior to either the informal or formal hearing. In this conference, the Student Conduct Administrator will fully explain the judicial process, answer questions the complainant may have, discuss options for participating in the hearing, and help coordinate possible hearing

dates and times. The complainant is also given an opportunity to provide an impact statement to be placed in the respondent's disciplinary file, should the respondent be found responsible, with the understanding that the respondent has the right to review such information. The complainant shall have the right to be visually screened from the respondent.

Victim's Rights in Student Conduct Hearings

Victims of alleged violations of the Code of Student Conduct have the following rights with respect to either hearing option 1 or option 2.

- The right to a prompt, fair and impartial process from the initial investigation to the final result.
- The right not to attend a formal hearing.
- The right to have an advisor, as defined in Option 2 hearing procedures bullet 3, accompany him or her during any conduct proceeding.
- Prior to the student conduct hearing, the right to request immediate on-campus housing relocation (based on availability), transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to the accused, and enforcement of orders of protection such as "no contact" orders when such contact is likely to place the victim in danger of bodily injury and/or cause the victim severe emotional distress. The University will maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or enforcement of protective measures.

f. Hearing Procedures

1. Option 1 is an informal hearing and includes a discussion between the respondent and the Student Conduct Administrator (SCA) after the Student Conduct Administrator has met with the complainant.
Witnesses are not called, however, the complainant may be asked to be present at the meeting. The SCA, at their sole discretion, may obtain information from other sources prior to this proceeding. Cases will be investigated and may be determined in absentia based on information gathered and/or submitted when a student and/or organization does not respond to a notification letter.
2. Option 2 is a hearing before the University Disciplinary Committee and is chaired by a non-voting, non-deliberating SCA. Whenever a formal hearing is to be held regarding an alleged incident of non-academic prohibited conduct, the respondent and the complainant shall be given ten (10) working days written notice of the charges alleged against the respondent and of the date, time, and place of the hearing. The terms "notify in writing" or "transmit in writing" mean to email written notice to the student's jagmail account. Every effort shall be made to set a hearing date that is convenient to all parties concerned. Once the date is set, the SCA, the respondent, or the complainant/victim may request either a new time or date due to changing circumstances; however, the decision to approve any requested change is solely the prerogative of the SCA. The hearing shall be conducted by the SCA and be informal in nature, and legal rules of evidence shall not apply. The hearing shall be closed to everyone except the SCA, members of the UDC, the respondent, the complainant and/or victim, and advisors to the respondent and the complainant and/or victim. Witnesses will be present only during their own testimony. The complainant/victim and the respondent, have the right to:

- Be present at the hearing. However, if either or both the complainant/victim and the re-

spondent fail to appear at the hearing, the hearing may be held in the absence of either or both of those individuals.

- Present evidence by witness or by affidavit if a witness is unable to attend the hearing. It is the responsibility of the respondent and the complainant/victim to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing shall be held in their absence.
- Be assisted by an advisor of their choice, at their own expense. The advisor must be a member of the University community. "Member of the community" is defined as any student, faculty, or staff member who is currently attending or working at the University and who is able to abide by the confidentiality requirements of the hearing process.
- The complainant/victim and respondent are responsible for presenting their own information; therefore, advisors are not permitted to speak or to participate directly in the hearing. Advisors may speak quietly to the individual they have accompanied if it does not impede the flow of the hearing, as determined by the Student Conduct Administrator. Delays in hearing dates will not be allowed due to the scheduling conflicts of an advisor. If the complainant/victim or the respondent is a party to criminal indictment arising out of the same circumstances, each is allowed to have an attorney serve as his/her advisor, at his/her own expense. As with any other advisor, attorneys may not address the UDC unless invited by the Student Conduct Administrator, nor may attorneys participate in the examination of witnesses or presentation of materials or information.
- Question all witnesses. In the case of multiple participants in code violations, the Student Conduct Administrator may decide to hear the cases separately or collectively.
- Offer pertinent records, exhibits, and written statements for consideration by the Student Conduct Administrator at his/her discretion. After the hearing, the UDC shall meet in private to determine whether the evidence/information presented or received by the UDC during the hearing proved that it is more likely than not that the respondent violated one or more sections of the Code.
- There shall be a single verbatim record, such as a tape recording, of all formal hearings. This record does not include deliberations of the UDC. This record, along with any evidence or transcripts, is the property of the University. A complainant/victim or respondent may review the contents of their file through the Dean of Students Office.

g. Hearing Decisions

In determining whether or not a violation of the Code of Student Conduct has been committed, the UDC or Student Conduct Administrator will base its determinations on the standard of preponderance of evidence. The respondent will receive a written statement of finding with sanctions, if applicable, within ten (10) working days.

h. Disciplinary Sanctions

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

- Community Service: A specified number of hours that a student works for a community service agency or a department on campus. Under direct supervision, the student performs his or her community service hours without compensation. Hours performed in this fashion may not count towards organizational service hours.
- Conduct Probation: A student on conduct probation is deemed not to be in good judicial

standing with the University and conditions may be imposed at the time the student is placed on conduct probation. If the student is found in violation of the Code another time prior to the completion of the probationary period, he or she may be subject to either suspension or expulsion from the University through the above-described disciplinary procedures. The duration of the probation period and conditions imposed will be commensurate with the degree of seriousness attached to the misconduct. Beginning and ending dates will be specified.

- Creative Educational Sanctions - participation in educational programming, reflection pieces, or other activities related to restorative justice.
- Expulsion: Permanent deprivation of the respondent's opportunity to continue as a member of the University community. Violators may be subject to trespassing charges.
- Fines: Monetary fines may be levied against the student for violations of certain policies and procedures at the discretion of the Student Conduct Administrator.
- Registration for subsequent terms, the conferral of the degree, and/or the release of transcripts may be withheld until all disciplinary measures have been concluded and any conditions imposed by the University have been fulfilled
- Removal from University Housing: Requires that the respondent move off campus. Beginning and ending times will be specified. Violators may be subject to trespassing charges.
- Restitution for Damages: In addition to the penalties described above, a student may be required to pay compensation for damage to University property; however, such compensation shall be limited to the actual cost of repair or replacement of such property. Failure to comply with this sanction by a specified date may result in placing a "hold" on the student's records and further disciplinary action.
- Restrictions: Limiting of certain privileges or practices of the individual(s) involved in the offense (ex. restriction from representing the University in any official function or leadership position; or issuing a "no trespass" for a particular building or space to the individual(s));
- Room Transfer: Requires the respondent to move rooms or areas to reduce the chances of additional problems. Probation will accompany such a move.
- Suspension: Removal from the University for a period of time. The duration of the period of suspension shall be commensurate with the degree of seriousness attached to the misconduct. A suspension may be imposed for an indefinite period of time or for a given period. Violators may be subject to trespassing charges.
- Written Reprimand: A formal and official recognition of misconduct. Its intent is to declare that the behavior displayed in the subject incident was inappropriate within the University community. Actions in violation of the Code of Student Conduct in the future may result in a more severe disciplinary sanction.
- Separation from the University- In each case where the hearing decision results in separation from the University, the Office of the Dean of Students shall notify the dean of the academic unit in which the student has been enrolled.

8 . APPEALS

a. Filing an appeal - If the respondent, complainant, or victim is not satisfied with the disciplinary decision rendered in hearing option 1 or option 2, the decision may be ap pealed to the Dean of Students or his/her designee. A request for appeal must be based on at least one of the following:

- Violation of procedural rights.
- Severity of disciplinary action.
- Evidence not available at the time of hearing. In order to request an appeal, the student must submit a written request of appeal to the Dean of Students within five (5) working days of the hearing decision. The appeal may either be submitted on an appeal request form, which is available from the Student Conduct Administrator, or in the form of a letter from the student to the Dean of Students. The desired outcome of the appeal should be included in the form or letter.

b. Appeal Decision

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

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

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

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

9. RECORD KEEPING

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

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

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

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

Student disciplinary records will be kept on file in the Office of the Dean of Students and the Student Conduct Administrator. When necessary, notices of decisions and sanctions will also be sent to University Police and the Director of Housing.

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

Academic Disruption Policy

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

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

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

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

Common Disruptive Behavior

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

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

University Procedures for Dealing with Disruptive Behavior

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

1. If the instructor and/or administrator/chairperson believe that the situation is salvageable, a conference between the instructor and the student – possibly involving others such as the administrator/chairperson, the Student Conduct Administrator, the University Police – may be held. The consequences of continued improper behavior and strategies for ending such behavior should be discussed at this meeting. The student needs to articulate why his/her behavior was inappropriate for the meeting to be successful. If the student cannot do this, further action is necessary.
2. If the department cannot resolve the situation, the report should be forwarded to the Student Conduct Administrator and charges should be brought against the offending student. There must be a complainant for this to occur. The complainant may be the involved instructor or academic staff person, the administrator or department chairperson, a witness to the event, campus police, or any other knowledgeable third party, including students. The report or written statement by the complainant must be given to the Student Conduct Administrator, who will then notify the accused student that he/she is being charged with violating the Code of Student Conduct. The Student Conduct Administrator will follow necessary procedures in dealing with the student as explained in the Code of Student Conduct section of the student handbook, "The Lowdown." The Student Conduct Administrator may take unilateral action or the involved parties may be asked to appear before the University Disciplinary Committee, a group made up of students and faculty charged with deliberating upon non-academic Code of Student Conduct violations and issuing appropriate sanctions.
3. If there is a perceived threat or act of violence, or if disruptive behavior violates federal or state laws, the report should be forwarded to University Police who have arrest powers and may issue trespass warnings when appropriate. Once the University Police action or investigation is completed, they will share the report with the Student Conduct Administrator or the University Behavioral Assessment Team for consideration or additional action.

The Behavioral Assessment Team is chaired by the Vice President for Student Affairs and Dean of Students. Members of the team include the Executive Vice Provost, University General Counsel, Chief of Police, and the Director of the University Counseling & Testing Services Center. Other members of the University community, including the individual of concern, may be requested to meet with the team, depending upon the nature of the disruptive behavior being reviewed. The team does not make disciplinary rulings, but rather provides recommendations to the appropriate University officials to effectively manage behavioral concerns within applicable University policies and procedures.

UNIVERSITY OF SOUTH ALABAMA
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM
STATEMENT OF POLICY

The University of South Alabama recognizes that substance abuse is a major issue affecting all aspects of our society. The University views the abuse of alcohol and other drugs as harmful to the life, safety, and orderly progress of the academic community.

Responsible conduct and accountability is expected from each individual on campus. The University will address this ongoing concern through an institution-wide commitment to appropriate education, prevention, and counseling services. The University recognizes,

through this policy and the programs developed to prevent illicit use of drugs and abuse of alcohol, its goals and commitments to a drug-free academic and employment environment, in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and the Drug-Free Workplace Act of 1988, and The Americans With Disabilities Act of 1990.

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

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

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on University premises or while on University business, or in University vehicles either during or after working hours;
2. Unauthorized use or possession or any manufacture, distribution, dispensation, or sale of controlled substances, as defined by state law, on University premises, or while engaged in University business, or in University vehicles, either during or after working hours;
3. Unauthorized use, manufacture, distribution, dispensation, or possession or sale of alcohol on University premises or while on University business as set forth in the policy, or in University vehicles, either during or after working hours;
4. Storing on University premises any illegal drug, drug paraphernalia, any controlled substances, of which use is unauthorized, or any alcohol on University premises unless specifically authorized in accordance with University policy;
5. Use of alcohol off University premises that adversely affects the employee's work performance, his own or others' safety;
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off University premises that adversely affects a University employee's work performance, his own or others' safety;
7. Any act leading to conviction under any criminal drug statute;
8. Failure of a University employee to notify the University of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction, in accordance with the Drug-Free Workplace Act of 1988.

A Summary of Federal and State Laws

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

State Law - Drinking Age

The legal age in Alabama for consumption or possession of alcoholic beverages is defined as twenty-one (21) years (Ala. Code Section 28-31-5).

Minors may not lawfully attempt to purchase alcoholic beverages [Ala. Code Section 28-3A-25 (18)]. Those found in violation are subject to a fine of not less than $50.00 to $500.00 and at the discretion of the judge, up to three months at hard labor or imprisonment.

Those who furnish alcoholic beverages to a minor are subject to a civil suit by the minor's parents or guardian (Ala. Code Section 6-5-70).

Sale or Gift to an Intoxicated Person

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

Dram Shop Liability

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

Related Laws

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

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

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

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

A person commits the crime of unlawful possession of marijuana in the second degree if, except as otherwise authorized, the person possesses marijuana for his/her personal use only. Unlawful possession of marijuana in the second degree is a Class A misdemeanor. Class A misdemeanors may require imprisonment in the County jail or hard labor for the County of not more than one year. (Ala. Code Section 13A-12-21).

In addition, if an offender is over the age of 18, and the offense consists of selling, furnishing or giving Schedule I-V controlled substances to a person under the age of 18, the offender is guilty of a Class A felony. The imposition or execution of THE SENTENCE SHALL NOT BE SUSPENDED, AND PROBATION SHALL NOT BE GRANTED. (Ala. Code Section 13A-12-215)

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

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

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

Counseling and Treatment Services

1. Employees are eligible for free substance abuse assessment and counseling services from the University Employee Assistance Program Counselor, 461-1346. Students are eligible for free substance abuse assessment and counseling services from the Counseling and Testing Services – Substance Abuse Program, 460-7051. Services are provided confidentially to the extent allowed by relevant laws and ethical guidelines. Employees and students who are concerned about their alcohol and other drug use are encouraged to self-refer.
2. When an employee or student requires treatment beyond what can be provided by the EAP Counselor or Substance Abuse Program staff, he/she will be referred to an outside provider. The selection of that treatment provider will be based on a number of considerations including type of treatment needed (e.g., inpatient vs. outpatient), insurance coverage, accessibility of program, and employee/student openness to available options.

Substance Abuse Education and Training

1. University Counseling and Wellness Center takes a primary role in planning and conducting alcohol and other drug prevention activities for students. These include but are not limited to substance abuse educational programs, distribution of educational materials, conducting screenings for alcohol problems, development and implementation of social norm marketing campaigns, and maintaining on-line resources such as alcohol assessment and personalized feedback programs.
2. University Counseling and Wellness Center provides training for faculty, staff, and student leaders on alcohol and other drug issues, particularly how to recognize and intervene with someone who is suspected of having a substance abuse problem. The Employee Assistance Counselor provides training for hospital supervisory personnel on recognizing and intervening with impaired health professionals.
3. University Counseling and Wellness Center staff and the Employee Assistance Program Counselor are available to consult with students and employees about substance abuse related issues.

University Alcohol Policy

1. Purpose

This document clarifies the University's expectations and approach to the use of alcohol on University grounds as well as on University sponsored activities at off-campus locations.

2. Applicability

This policy applies to all members of the University of South Alabama community (administrators, alumni, faculty, staff, guests, and students), including USA campuses and all USA Health facilities; also applies to University sponsored activities off-campus locations. Members must adhere to all applicable state and local laws and University regulations related to the sale, possession, and use of alcoholic beverages.

3. Definitions

Not Applicable.

4. Policy Guidelines

4.1 Campuses

4.1.1 The sale, possession, distribution or consumption of alcoholic beverages on the campuses of the University of South Alabama, including hospitals, is prohibited, unless otherwise allowed herein.

4.1.2 Public intoxication on the campuses of the University of South Alabama is prohibited.

4.1.3 The University may allow alcohol to be served at certain functions of student organizations and

to other recognized organizations hosting functions in designated areas on campus. All organizations will be expected to follow all relevant University policies and procedures. All laws, ordinances, and University regulations must be carefully observed relating to the utilization of the privilege of alcohol consumption.

4.1.4 The responsibility for compliance with an adherence to University regulations and applicable state laws rests with the sponsoring organization and its advisors. The University of South Alabama, its trustees, officers, and employees, do not assume any responsibility or liability for actions of the sponsoring organization or its advisors or members or other participants with regard to alcohol policy.

4.1.5 With permission, alcohol may be served at locations listed below. All requests for permission to serve alcohol at a function on campus must be submitted to the Vice President for Student Affairs (VPSA) at least five working days prior to the date of the event. Bullets indicate areas in which alcohol, with prior approval, may be sold:

- USA Mitchell Center;
- Outdoor areas immediately surrounding the Mitchell Center;
- Hancock Whitney Stadium;
- Moulton Tower and Alumni Plaza;
- MacQueen Alumni Center;
- Toulmin House (formerly Alumni Hall);
- Premises in and around Toulmin House;
- Mobile Townhouse;
- Student Center Terrace;
- Student Center Ballroom;
- Laidlaw Performing Arts Center;
- USA Fairhope Campus;
- Stanky Field and Clubhouse;
- Greek Housing;
- Mitchell College of Business;
- Shelby Hall;
- Alfred and Lucile Delchamps Archeology Museum;
- Mitchell Cancer Institute;

- Strada Patient Care Center;
- HAHN Health Sciences Building;
- USA Technology and Research Park;
- Seaman's Bethel Church;
- SGA Pavilion;
- Jaguar Field;
- Faculty Club;
- Properties rented by USA;
- Other locations may be approved by VPSA.

4.1.6 Organizations granted the permission to serve alcohol at an event on campus must maintain appropriate insurance coverage, as required by the University. Information about insurance requirements may be obtained from the Office of Risk Management.

4.1.7 Security precautions, as specified by the VPSA, must be carefully observed. Security is to be coordinated by the USAPD and will be paid for by the host organization.

4.1.8 A copy of the Alabama Dram Shop Liability Statement should be prominently posted where alcohol is being served. All servers must sign a liability statement declaring their familiarity with Alabama law on Dram Shop Liability, other relevant laws, and the University Alcohol Policy.

4. 1.9 Non-alcoholic beverages and food should be available in adequate quantities. Nonalcoholic beverages and food should continue to be available throughout the event.

4.1.10 Advertising for the event may not include any reference to alcohol including a reference to a function being BYOB (Bring your own bottle of alcohol) without prior approval of the VPSA.

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

4.2 Additional Rules for Student Organizations

4.2.1 No alcoholic beverages may be purchased through a student organization's treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization.

4.2.2 Any monies used to pay for alcoholic beverages must be supplied by personal/private sources.

4.2.3 No alcohol may be purchased with funds of a student organization which are in accounts of the University of South Alabama.

4.2.4 No student organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.

4.2.5 Minors who are not affiliated with the University may not attend any function sponsored by a student organization at which alcoholic beverages are present. An official of the organization sponsoring the event must ask the minor who attempts to attend the function to leave. If the minor refuses to leave, USAPD and/or local police must be advised.

4.2.6 Driver's licenses are to be checked by security personnel to verify that persons are of legal drinking age before those persons my receive and consume alcoholic beverages.

4.2.7 No student organization may co-sponsor an event with an alcoholic manufacturer and/or distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

4.2.8 All membership recruitment activities of any student organization must be dry. No alcohol shall be present at any pledge/associate member/novice program or activity of the organization.

4.2.9 Open parties, meaning those with unrestricted access by nonmembers of the organization when alcohol is present, shall be prohibited. Guests must be invited by specific invitation, with numbers of guests to be regulated by the VPSA.

4.2.10 Alcoholic beverages must not be freely available (unrestricted access) and a designated server must be appointed to insure that no alcoholic beverages are served to persons under the legal drinking age or to persons who appear to be intoxicated.

4.2.11 The event should have a definite beginning and ending time. The serving of alcoholic beverages should be stopped at least thirty minutes prior to the ending time of the event.

4.2.12 Drinking "games" or any activity, which encourages alcohol overindulgence or abuse, are prohibited.

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

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

5. **Procedures**

The Following Scenarios Will Require Permission

5.1 An event sponsor should first seek approval to serve alcohol at the event from the Vice President for Student Affairs.

5.2 Once approval has been obtained from the Vice President for Student Affairs or his designee, alcoholic beverages may be served at the approved event location, with the understanding that any conditions, requirements or stipulations attached to that approval are to be abided by all attendees.

5.3 All alcohol servers must be requested through Aramark. Aramark will provide trained in-house server or servers or an external trained server for approved events. In the event Aramark does not have an available server on the date of the approved event, then alcohol will not be allowed as such event.

6. **Enforcement**

Disciplinary and Other Actions

6.1 Students found in violation of any of these policies will be subject to the following:

6.1.1 The student will be required to appear before the Student Conduct Administrator of the University who will assess the student's behavioral report.

6.1.2 If alcohol and/or drug use is determined to be a factor in the behavioral report, the student may be referred to the Substance Abuse Program of Counseling and Testing Services located in 300 Student Center Circle, Mobile, AL 36688.

6.1.3 If it is determined that this Program is inadequate to meet the student's needs, he/she may be referred to other agencies. The University assumes no liability for any costs which may be incurred in such a referral.

6.1.4 Depending upon the nature of the violation various sanctions may be imposed on the student including but not limited to the following: written reprimand, conduct probation, residence hall room transfer, removal from university housing, fine, completion of substance abuse education, community service, suspension and/or expulsion from the University.

6.2 Staff employees found in violation of these policies will be subject to the following:

6.2.1 The Department Head and appropriate Human Resource Officer will access the behavioral report. Appropriate sanctions may be imposed up to and including termination.

6.2.2 If alcohol and/or drug use are determined to be a factor in the behavioral report, the employee will be referred to the Employee Assistance Program. The employee is required to call EAP (461-1346) to make an appointment with the Employee Assistance counselor

within two working days of the referral. The employee will receive a professional assessment to determine whether chemical dependency or abuse exists. If appropriate, the employee will be scheduled for counseling sessions with the Employee Assistance Counselor.

6.2.3 If it is determined that counseling sessions with the Employee Assistance Counselor would be inappropriate for the employee, he/she shall be referred elsewhere for further evaluation.

6.3 The appropriate Human Resource Officer, as well as the supervisor or an employee undergoing treatment or counseling for chemical dependency shall be notified by the Employee Assistance Program Counselor as to:

6.3.1 employee attendance at counseling/treatment sessions,

6.3.2 date/time when employee may return to work,

6.3.3 Other state and federal requirements will apply with respect to health care professionals. To the extent that other legal requirements are more extensive than the policy enclosed herein and/or are more stringent, those will apply.

6.4 Members of the faculty who may be in violation of the policies will be subject to all requirements of the Faculty Handbook as well as the following:

6.4.1 The Department Head will confer with the Dean and the Vice President for the respective area to assess behavioral reports and evaluate for the necessity of assistance to the faculty member. Appropriate sanctions may be imposed, up to and including termination.

6.4.2 If alcohol or drug use is determined to be a factor in the behavioral report, the Department Head and appropriate representative, either from the Dean's office or the Vice President's office, will meet with the employee concerning issues related to professional performance.

6.4.3 The faculty member may be referred to the Employee Assistance Counselor for assessment or counseling.

7. Related Documents

The Lowdown, 2023-2024, Pages 58-61

Alabama Dram Shop Liability Statement

https://www.tmclawyers.com/files/dram_shop_litigation_and_laws_in_alabama.pdf

Health Risks Associated with Alcohol and Other Drug Use

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

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

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

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

Cocaine - Cocaine use can ulcerate the mucous membrane of the nose if snorted and cause hepatitis or other infections if injected.

Cocaine abuse may be associated with severe depression, anxiety, and/or psychotic episodes. Overdose deaths can occur when the drug is injected, smoked or snorted. Deaths are a result of multiple seizures followed by respiratory cardiac arrest.

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

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

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

Appendices

Rev. July 2017

Appendix 1: Federal Trafficking Penalties
Appendix 2: Controlled Substances Uses and Effects

Appendix 1: Federal Trafficking Penalties

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500–4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
II	Cocaine Base 28–279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40–399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10–99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100–999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1–9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5–49 grams pure or 50–499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10–99 grams pure or 100–999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
II	Cocaine 500–4999 grams mixture		Cocaine 5 kilograms or more mixture	
II	Cocaine Base 28–279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40–399 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Fentanyl 400 grams or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
I	Fentanyl Analogue 10–99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100–999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1–9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5–49 grams pure or 50–499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10–99 grams pure or 100–999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Appendix 1: Federal Trafficking Penalties cont.

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any Drug Product Containing Gamma Hydroxy-butyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Appendix 2: Controlled Substances Uses and Effects

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical / Psychological		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS										
Opium/II, III, V	Dover's Powder, Paregoric,	Analgesic antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose,yawning, loss of appetite,irritability, tremors, panic, cramps,nausea, chills and sweating
Morphine/II, III	Parepectolin	Analgesic antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine/II, III, V	Morphine, MS-Contin, Roxanol, Roxanol-SR, Pectoral Syrup	Analgesic antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin/I	Tylenol with codeine, Empirin with codeine, Robitussan A-C, Florinal with	Under Investigation	High	High	Yes	3-6	Injected,sniffed, smoked			
Hydromorphone/II	codeine				Yes	3-6	Oral, injected			
Meperidine (Pethidine)/II	Diacetylmorphine, Horse, Smack	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone/II	Dilaudid	Analgesic	High	High	Yes	12-24	Oral, injected			
Other Narcotics/ I, II, III, IV, V	Demerol, Mepergan, Pethadol, Dolophine, Methadone, Methadose, Numorphan, Percodan, Percocet, Tylox,Tussionex, Fentanyl, Darvon, Lomotil, Talwin*, LAAM, Leritine, Levo-Dromoran	Analgesic antidiarrheal antitussive	High-Low	High-Low	Yes	Variable				

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical / Psychological		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
DEPRESSANTS										
Chloral Hydrate/ IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates/II, III, IV	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital, Amobarbital, Phenoxbarbital, Fecodarbital	Anesthetic, anti-convulstant, sedative, hypnotic, veterinary euthanasia agent	High Mod.	High Mod.	Yes	1-16	Oral			
						4-8	Oral			
Benzodiazepines/ IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexe, Verstran, Versed, Halcion, Paxipam, Restoril,	Antianxiety, anti-convulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone/I	Azene, Clonopin, Tranxene	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide/III	Quaalude, Optimil, Parest, Somnofac,	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Other Depressants/ III, IV	Sopur, Doriden, Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate						

Appendix 2: Controlled Substances Uses and Effects cont.

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical / Psychological		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
STIMULANTS										
Cocaine/II**	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines/ II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol, Mediatric	Attention deficit disorders, narcolepsy, weight control, hyperkinesis	Possible	High	Yes	2-4	Oral, injected			
				High	Yes	2-4	Oral, injected			
Phenmetrazine/II	Preludin	Weight control	Possible	Moderate	Yes	2-4	Oral, injected			
Methylphenidate/II	Ritalin	Attention deficit disorders, narcolepsy	Possible	High						
Other Stimulants/III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2, Bacarate, Presate, Voranil	Weight control	Possible							
HALLUCINOGENS										
LSD/I	Acid, Microdot, Green/ Red Dragon	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance, depression, violent behavior, anxiety; Large doses could result in convulsions, heart and lung failure	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline & Peyote/I	Mexc, Buttons, Cactus, Mesc, Mex, Mexo	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants/I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine/II	PCP, Angel Dust, Hog, Love Boat	Vet Anesthetic	Unknown	Unknown	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues/I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens/I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	Unknown	High	Possible	Variable	Smoked, oral, injected, sniffed			
				Unknown						
CANNABIS										
Marijuana/I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Under Investigation	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol/ I, II	THC, Marinol	Cancer chemotherapy, antinauseant, anesthetic	Unknown	Moderate	Yes	2-4	Smoked, oral			
					Yes	2-4	Smoked, oral			
Hashish/I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil/I	Hash Oil	None	Unknown	Moderate						
ALCOHOL										
Ethyl, Alcohol, Ethanol		None	Possible	Possible		1-4	Oral	Intoxication, sensory alteration, Anxiety reduction	Staggering, odor of alcohol on breath, loss of coordination, slurred speech, dilated pupils, nerve and liver damage	Sweating, tremors, altered perception, psychosis, fear, auditory hallucinations

The University Office of Student Conduct Medical Assistance Policy

The health, safety, and welfare of University of South Alabama students are of the utmost importance. As such, all students are expected to alert appropriate emergency officials to the existence of potentially serious or life-threatening situations. The Medical Assistance Policy empowers students and student organizations to seek medical assistance for individuals who may be experiencing health-related complications from alcohol, drugs, or other substances. The policy aims to reduce barriers to seeking medical assistance and to encourage students and student organizations to make responsible decisions in potentially serious or life-threatening situations. Except as set forth below, students that abide by this policy and its protocols will be granted an exemption from disciplinary proceedings (i.e., the incident will not appear on his/her student disciplinary record). In addition, a student organization's compliance with this policy and its protocols may serve as a mitigating factor if the incident results in disciplinary proceedings against the student organization.

This policy does not preclude or prevent action by police or other legal authorities.

Medical Assistance Protocol (MAP)

In potentially serious or life-threatening situations, students and student organizations are expected to follow all steps noted below:

1. Immediately contact emergency officials by calling 911 to report the incident;
2. remain with the individual(s) needing medical assistance, so long as it is safe to do so;
3. cooperate with emergency officials;
4. meet with appropriate university officials after the incident; and,
5. cooperate with any university and/or law enforcement investigation(s).

Additional and/or elevated disciplinary outcomes may be applied for students and student organizations that fail to follow the Medical Assistance Protocol in potentially serious or life-threatening situations.

Who is covered by the Medical Assistance Policy?

The Medical Assistance Policy applies to: students seeking medical assistance on their own behalf or who obtain medical assistance under this policy, students seeking and obtaining medical assistance on behalf of another individual, and student organizations seeking and obtaining medical assistance on behalf of a member or guest.

Who is NOT eligible for a disciplinary exemption under the Medical Assistance Policy?

A student or student organization will not be considered eligible for exemption under this policy if the incident is first discovered by a University employee or public safety official (i.e., USAPD, faculty, administrative staff, residence hall staff, etc.) acting within the scope of his/her responsibilities.

What University policy violations are NOT eligible for disciplinary exemption under the Medical Assistance Policy?

Certain University policy violations are not eligible for disciplinary exemptions due to the severity of the incident. This policy does not protect flagrant or serious violations of the Code of Student Conduct or other university policies, including, but not limited to, the following: physical abuse or violence, sexual misconduct, hazing, harassment, theft, or vandalism.

University Firearms

1. Purpose

The purpose of this Policy is to maintain a safe educational environment for students, employees, and visitors, free of dangerous weapons and firearms, except as otherwise authorized by law or this Policy.

2. Applicability

This Policy applies to all members of the campus community, including students, employees, visitors, and contractors, and on all properties owned or operated by the University or a University affiliate.

3. Definitions

Crime of Violence: The commission of or attempt to commit murder, manslaughter (except manslaughter arising out of the operation of a vehicle), rape, mayhem, assault with intent to rob, assault with intent to ravish, assault with intent to murder, robbery, burglary, or kidnapping. "Crime of violence" shall also mean any Class A or Class B felony that has as an element of serious physical injury or the distribution or manufacture of a controlled substance, or is of a sexual nature involving a child under the age of twelve (12).

Dangerous Weapons: Any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, paintball guns, air guns, stun guns, tasers, bows, swords, switchblades or gravity knives, non-kitchen knives with a length of more than three (3) inches, slingshots, clubs, blackjacks, brass knuckles, box cutters, butterfly knives, throwing stars, or ice picks.

Firearms: Shotgun, rifle, pistol, handgun, revolver, or other shoulder gun, including ammunition. This also includes starter guns, the frame or receiver of any such weapon, any firearm muffler or silencer, or any machine gun.

Pistol: Any firearm with a barrel less than twelve (12) inches in length.

4. Policy Guidelines

All dangerous weapons, including, but not limited to, firearms, are prohibited on University-owned or managed property, which includes student housing and University parking lots, except as expressly authorized by this Policy. Notwithstanding the foregoing, USA Police Department officers (and officers of other law enforcement agencies) are authorized to be armed in the lawful execution of their official duties.

4.1 Possession, Transportation, or Storage of a Firearm in Privately-Owned Vehicles

An individual not otherwise prohibited from owning a firearm by federal or Alabama law may transport or store a firearm in his/her lawful possession and ammunition for the

firearm within his/her privately-owned motor vehicle only under the following circumstances:

- The motor vehicle is operated or parked in a location where it is otherwise permitted to be;
- The firearm is kept from ordinary observation; and
- If the motor vehicle is unattended by the individual, the firearm is kept locked within a compartment, container, or in the interior of the motor vehicle, or in a compartment or container securely affixed to the motor vehicle.

If the firearm is legal for use for hunting in Alabama (other than a pistol), the following conditions must also be satisfied:

- The individual possesses a valid Alabama hunting license;
- It is the season in which hunting is permitted by the above-referenced license;
- The firearm is unloaded at all times while on University property;
- The individual has never been convicted of any crime of violence, as defined above, nor of any crime set forth in Chapter 6 of Title 13A of the Alabama Code, titled “Offenses Involving Danger to the Person;”
- The individual is not subject to a Domestic Violence Protection Order, as that term is defined in Alabama Code § 13A-6-141; and
- The individual has no documented prior incidents on University property involving the threat of physical injury or which resulted in physical injury to another.

5. Procedures

NA

6. Enforcement

The USA Police Department has primary enforcement authority under this Policy. Any violations of this Policy may result in confiscation of the offending item and, if the offense is also a violation of Alabama law, arrest of the offending party.

Students who violate this Policy are subject to the Housing Student Conduct Process, if they live on campus, and/or the Student Code of Conduct. Penalties for violations of this Policy by students may include, but are not limited to, confiscation of the offending item, removal from USA Housing, removal from the University community, and/or criminal charges.

Employees who violate this policy are subject to disciplinary action, up to and including termination, and criminal charges may also be brought against the employee.

Contractors, vendors, and guests, invited or otherwise, are expected to comply with this Policy. Violations may result in removal from campus and/or criminal charges.

7. Related Documents

7.1 The Lowdown
7.2 Staff Employee Handbook (Section 6.15)
7.3 Faculty Handbook
7.4 Ala. Code § 13A-6-141
7.5 Ala. Code § 13A-11-70(3)

Service and Assistance Animals

1. Purpose

The University of South Alabama (USA) is committed to providing reasonable accommodations to qualified students with disabilities, and recognizes that some members of the USA community with disabilities may require the use of service or assistance animals while at USA. This policy serves to set forth guidelines concerning the appropriate use of and protocols associated with service animals and assistance animals. USA reserves the right to amend these guidelines as needed, with or without prior notice.

2. Applicability

This policy applies to faculty, staff, students and visitors on all campuses of the University other than those of USA Health. Students who have questions about the use of a service or assistance animal should contact the Center for Educational Accessibility and Disability Resources (CEADR) at (251) 460-7212. Members of the USA community who are faculty and staff and have questions about the use of a service animal should contact USA Human Resources at (251) 460-6133.

3. Definitions

Service Animal: A service animal is defined as any dog that is 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.

- Miniature horses may be considered service animals in some cases;
- The work or task that a service animal has been trained to provide must be directly related to the functional limitations of the person's disability;
- Other species of animals, whether wild or domestic, trained or untrained, are not service animals;
- An animal whose sole function is to provide comfort or emotional support does not qualify as a service animal.

Assistance Animal: An assistance animal (therapy, comfort, or emotional support animal) is an animal that provides emotional support which alleviates one or more identified symptoms or effects of an individual's disability.

Pet: A pet is defined as an animal that is kept for ordinary use and companionship.

4. Policy Guidelines

4.1 Service Animals

A service animal is allowed on campus in all areas of the University's facilities where members of the public, participants in services, programs, or activities, or invitees are allowed to go, such as academic buildings, libraries, and on-campus dining establishments. There may be areas of the USA campus where it is considered unsafe for an animal to be present or where the animal may need protective wear to be present, such as laboratories; the Director of Safety and Environmental Compliance may be consulted in making this determination. If an area is determined to be unsafe, reasonable accommodations should be provided to assure the student equal access to the activity taking place there.

While a student who requires the use of a service animal is not required to register the animal with the Center for Educational Accessibility & Disability Resources, they are encouraged to do so in order for the University to be aware of the authorized presence of the service animal on campus.

4.2 Assistance Animals

Assistance animals are prescribed to an individual with a disability by a mental health professional. An assistance animal must be regarded as an integral part of a person's treatment process to be considered for approval. Species other than dogs or domestic cats will be considered on a case-by-case basis. Animals that may pose an animal-to human infectious disease threat, such as monkeys, reptiles, and hedgehogs, will not be approved.

Assistance animals are not service animals and do not accompany an individual at all times. Assistance animals are only permitted in the individual's assigned living space, and designated outdoor spaces, if appropriate, under proper handling of the owner. These animals are not allowed in any other campus buildings. Students living off campus should note that assistance animals ARE NOT allowed in campus buildings.

4.3 Pets

A pet is not considered a service or assistance animal. Individuals are not permitted to keep or bring pets into campus residence assignments or any other campus buildings.

5. Procedures

5.1 Procedures for the Approval of Assistance Animals

A student who will be living in University Housing (residence hall or Central House on Stadium) and who is seeking to bring an assistance animal must make a formal request to CEADR for an accommodation on the basis of a qualifying disability. To make this formal request, the student must submit a completed application for accommodations which may be found on the CEADR website (www.southalabama.edu/sds). The request for an accommodation concerning an assistance animal and approval should be made prior to the date the student would like to bring the animal into campus housing.

Students bringing an assistance animal to live in University Housing or Central House on Stadium without prior approval may face disciplinary action and/or eviction.

The request for an assistance animal may be denied if proper documentation is not presented or if such an accommodation is deemed unreasonable. Examples of an unreasonable accommodation include one which presents an undue financial or administrative burden on the University; poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; the animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation; or constitutes a fundamental alteration of the nature of the service or program. If a requesting student is denied a request for an assistance animal, the student may appeal the decision, in writing, to the Vice President for Student Affairs and Dean of Students (VPSA), within 5 business days. The decision of the VPSA is final. Requests for an assistance animal require complete documentation to be submitted before review and rendering of a decision and/or recommendation. Documentation must be dated within the last 12 months. Detailed documentation requirements are available on USA's CEADR website at www.southalabama.edu/sds.

Documentation of the need for an assistance animal should follow the CEADR guidelines for documentation of a disability, and should include the following information:

- The credentials and contact information of the evaluator(s);
- A diagnostic statement identifying the disability;
- A description of the diagnostic methodology used;
- A description of the current functional limitations;
- A description of the expected progression or stability of the disability;
- A description of current and past accommodations, services and/or medications;
- Statement on how the animal serves as an accommodation for the verified disability;
- Statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by the University.

Any student approved for an assistance animal while on campus must:

- Follow all established University policies as outlined in The Lowdown and Housing Community Standards;
- Register the animal with CEADR prior to moving into campus housing each year (dead lines noted above);
- Ensure that at the start of each academic year the animal is licensed pursuant to applicable local (i.e. Mobile County) laws and is in good health;
- Review and sign appropriate forms as requested at the start of each academic year.

5.2 Owner Responsibilities for Service and Assistance Animals

The owner of the service/assistance animal is expected to accept the following responsibilities:

- Comply with applicable local, state, and federal laws concerning the ownership of an animal;
- The owner, not the University or another student/resident, is responsible for the care and conduct of the animal;
- Animals must be kept clean, healthy and under the control of the owner at all times. While outdoors on campus, the animal must be on a leash;
- All required immunizations must be up to date;
- All license(s) required under applicable law or regulations must be current and up-to-date;
- Dogs or cats must wear a collar with appropriate tags (i.e. vaccinations, contact informa tion) at all times;
- Animals must be fed on a regular and healthy feeding schedule;
- Animals and their accoutrements (i.e. Heat Lamp) must not pose a direct threat to the safety of others. All electrical accouterment must be approved by the University Fire Mar shall prior to use;
- The owner is responsible for prompt clean up and disposal of the animal's waste;
- Owners with cats must properly maintain litter boxes. In consideration of the health of the cat and the occupants of the apartment or residence hall room, cat litter box contents must be changed with new litter regularly in accordance with manufacturer recommendations;
- The animal's waste must be taken to an appropriate residence hall or apartment dumpster. No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside buildings (sinks and toilets);
- Animals must sleep in the owner's room or apartment;
- Animals must not be disruptive to other students including excessive noise;
- USA is not responsible for an animal during a fire alarm, fire drill, or natural disaster/ building emergency;
- Whenever the owner is away from the room, the animal must be contained in a cage/crate. Should a USA employee (i.e., maintenance worker) enter the room and an uncaged animal escape, USA will not be held responsible. Crated/caged animals should not be left alone for more than 24 hours;
- Owner is responsible for finding appropriate accommodations for the animal when he/she will be leaving for a period of more than 24 hours;
- An emergency contact number for an alternate caretaker should be on file with the CEADR office and the Housing Office;
- The owner is responsible for any bodily injury or property damage caused by the animal, as well as any related charges;
- The owner must notify CEADR, in writing, as soon as an assistance animal is no longer present in the residence or no longer needed for the owner's disability;
- If a student is seeking to replace an assistance animal with another, the student should

notify CEADR;

- For assistance animals, approvals are only good for the academic year in which the approval is made. A new request must be filed prior to occupancy at the beginning of each subsequent academic year;
- It is the owner's responsibility to ensure that the animal is free from fleas or other pests;
- The owner will be responsible for the cost of eliminating any pest infestation as a result of the animal. In the event of infestation, the University or Central House on Stadium will contract an appropriate pest control company and bill the student directly for charges;
- At the end of a contract period, the University or Central House on Stadium will inspect and clean the residential unit. The owner will be responsible for the fees associated with cleaning the unit above a standard cleaning and will be billed accordingly.

Failure to comply with any of the above policies may result in the removal of the animal and/or the owner of the animal from the assignment.

5.3 Housing Requirements

Students bringing approved assistance animals will be required to complete and sign an Assistance Animal Registration and Agreement with Housing. The form includes provisions related to the above policy to which the student must adhere in order to maintain the animal. Students bringing service animals are requested to register the animals so that the University will be aware of the authorized presence of the service animals on campus.

Students who are adversely affected by the presence of animals (i.e. respiratory diseases, asthma, severe allergies) are asked to contact CEADR. Affected students may be eligible for an accommodation when living in proximity to a service/assistance animal. The CEADR Director and the Housing Director or Central House on Stadium General Manager will collaborate, as needed, to help resolve any conflicts related to a service/assistance animal.

All staff members will consider the needs and/or the appropriate accommodations of all residents involved. Students who do not wish to live with an assistance or service animal may be reassigned to a different room.

If an assistance animal owner is found to be in violation of the assistance animal agreement, then the assistance animal and/or the owner may be removed from University Housing or Central House on Stadium. Similarly, a service animal and/or the owner may be removed from campus if the service animal is out of control and its handler does not take effective action to control it, if the service animal is not housebroken, or if the service animal poses a direct threat to the health or safety of others.

5.4 Emergency Responders

USA Police Department officers will make every reasonable effort to keep the animal with its owner in the event of an emergency evacuation. However, the emergency responder's first

effort will be toward the student and this may necessitate leaving an animal behind in certain emergency evacuation situations.

5.5 Visitors

While visitors may bring service animals to campus, they may not bring assistance animals. All visitors with service animals must adhere to the same service animal control, behavior and safety guidelines as students attending the University.

6. Enforcement

6.1 University Sanctions.

6.1.1 Potential violations of this policy by a student will be addressed, pursuant to the Student Code of Conduct, policies and procedures of the Department of Housing, or other applicable policy or procedure.

6.1.2 Potential violations by faculty, staff and administrators will be addressed pursuant to policies applicable to the appropriate classification of employee, including the Faculty Handbook or Staff and Employee Handbook as applicable.

6.2 Alabama Law: Misrepresentations regarding Assistance or Service Animals.

6.2.1 Under Alabama law, misrepresenting that a person has a disability or a disability-related need for the use of an assistance or service animal, making materially false statements for the purpose of obtaining documentation for the use of an assistance or service animal, or misrepresenting an animal as an assistance or service animal shall be subject to a civil penalty of $500 or deemed a Class C misdemeanor.

6.2.2 A second or subsequent offense is deemed a Class B misdemeanor.

7. Related Documents

Not Applicable.

Children of Employees and Students in Campus Facilities

The University of South Alabama (USA) values its employees and students and acknowledges the important role that families play in our lives. This policy addresses the circumstances under which it is appropriate to bring non-student, minor children to the workplace or classroom. This policy is intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom. As used in this policy, the term "non-student, minor child" means a minor child (under the age of 19) who is not enrolled in classes at USA. In addition, the term "parent" means any employee or student who has responsibility for a non-student, minor child while in the workplace or classroom regardless of the employee's or student's relationship to the child.

1. Typically, non-student, minor children should not be present in the workplace or the classroom on a frequent or continuing basis.
2. Exceptions to this general rule include:
    a. Minors who are enrolled as students at USA.

b. Programmatic activities for non-students and minor children with appropriate adult supervision that are officially sponsored or approved by the University (e.g., recruitment visits, campus tours, athletics events, etc.).

c. Brief visits (e.g., an employee brings his/her child, grandchild, or other minor relative in to introduce that child to co-workers), provided the employee supervises the child(ren) at all times during the visit.

d. Special employer-sanctioned occasions that are coordinated with and approved by the employee's supervisor where attendance by children is encouraged. Conditions set forth in section 3 (below) must be properly addressed and the employee's work schedule should also be considered.

e. Visits coordinated with and approved by the employee's supervisor after considering and satisfactorily addressing the factors set forth below (section 3). Any such approved visits must be brief and occur only in exceptional times. The parent employee must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to the work environment. It is not appropriate for non-student, minor children to be in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

f. Visits coordinated with and approved by the student's instructor after considering and satisfactorily addressing the factors set forth below (section 3). Any such approved visits must be brief and occur only in exceptional times. The parent student must supervise the child(ren) on such visits and must ensure that the child(ren) is not disruptive to the classroom environment. It is not appropriate for non-student, minor children to be in the classroom on a regular basis, such as after school each school day or on regularly scheduled school holidays.

g. In the event of an emergency, and only if there are no other reasonable alternatives, parent employees may have children present in the workplace for brief periods of time. Ideally, the immediate supervisor's approval should be obtained beforehand. Similarly, in the event of an emergency, and only if there are no other reasonable alternatives, parent students may have children present in the classroom for brief periods of time, with the instructor's approval. Such arrangements are only to be temporary in nature and may be granted, in the supervisor's and instructor's discretion, only in circumstances where the employee and supervisor or the student and professor have considered and satisfactorily addressed the factors set forth in section 3 below. When authorized, the parent employee/

student must supervise the child(ren) at all times and should not leave the child(ren) in the custody of another University employee or student, even for brief periods of time.

h. Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace or into the classroom. No child with an infectious disease should be brought to the workplace or into the classroom under any circumstances. If employees or students must attend to their children and short-term care cannot be arranged, employees should record time off in accordance with the University policies, as appropriate, to accommodate their children during working hours and students should converse with their instructor to discuss alternatives to class attendance.

3. The exceptional circumstances under which non-student, minor children may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor, respectively, considering the following factors:

a. Whether the parent is willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.

b. The extent to which the child's presence in the workplace or classroom environment creates a potential danger to the child (or USA students or employees) or exposes the University to liability

c. The extent to which the child's presence in the workplace or classroom environment poses a risk of breach of confidentiality with respect to information in the workplace.

d. The extent to which the child's presence in the workplace or in classroom environment disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.

e. Such other factors as the supervisor or instructor deems appropriate.

4. Non-student, minor children are not permitted as visitors in work or classroom areas where safety and/or confidentiality factors exist unless prior permission has been received from the appropriate University authority. The exceptions set forth in section 3 are not applicable to such work or classroom areas. Please refer to the Minors in Laboratories, Shops, and Hazardous Areas policy found at: www.southalabama.edu/departments/environmental/resources/minors.pdf

5. Employees who violate this policy may be subject to disciplinary actions, up to and including termination of employment. Students who violate this policy may be subject to disciplinary actions up to and including suspension or expulsion.

University of South Alabama
Sexual Misconduct Policy & Complaint Resolution
Procedures Sexual Misconduct Policy

August 02, 2023

Executive Summary

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for making complaints of sexual misconduct.

1. Purpose

The University of South Alabama (the "University") is committed to establishing and maintaining an environment where individuals, regardless of gender, gender identity, gender expression, or sexual orientation, are free from sex discrimination, sexual harassment, sexual violence, sexual coercion, domestic violence, dating violence, stalking, electronic stalking, and retaliation (collectively "sexual misconduct").

The University considers sexual misconduct to be a serious offense because it undermines the atmosphere of trust and respect that is essential to a healthy University Community. As such, sexual misconduct violates the standards of our University Community and constitutes a violation of this policy.

Retaliation against any person who reports or assists in making a report of sexual misconduct or who participates in the investigation and resolution of a complaint in any way would be in violation of the University's Non-Retaliation Policy. Complaints of retaliation may be subject to the same grievance procedures as complaints of sexual misconduct. The Non-Retaliation Policy can be found at: https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=B5C676F7-6EF9-48B6-8EC3-F4DE87B0DF94 .

The University will promptly and thoroughly investigate and resolve all formal complaints of sexual misconduct in accordance with this policy and the Complaint Resolution Procedures. If the University determines that sexual misconduct occurred, the University will take prompt and effective remedial action to prevent the recurrence of the sexual misconduct, eliminate any hostile environment, and address the effects of misconduct on the complainant and others, if applicable.

While University employees, as described in Section 4.2.1.1 of this policy, are required to report sexual misconduct that they observe or learn about, the University takes seriously reports of sexual misconduct from any interested person.

The University has a designated Title IX Coordinator, Ms. Deidra Byas, who shall oversee the implementation and enforcement of this policy, compliance with applicable rules and regulations, and coordination of communications between campus and community partners. The Title IX Coordinator may be reached at (251) 460-7280 or deidrabyas@southalabama.edu. The Title IX Coordinator's office is currently located in Athletic Annex Suite 50. For detailed directions, please visit the Title IX Office website https://www.southalabama.edu/departments/studentaffairs/titlenine/

2. Applicability

This policy applies to all University employees, including administrators, faculty, adjunct faculty, and staff; employees of USA affiliates including but not limited to the University of South Alabama Health Care Authority and its subsidiaries (collectively, "USAHCA") and USA HealthCare Management, LLC ("USAHCM"); students; applicants for employment; customers; third-party contractors; and all other persons who participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy does not apply to students, faculty, or staff participating in Study Abroad program activities that are facilitated outside of the United States.

3. Definitions

a. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual misconduct.

b. **Consensual Relationships:** Consensual relationships mean and refers to any relationship, past or present, that is romantic, intimate, or sexual in nature to which both parties give consent.

Effective consent may not exist when there is a disparity in power between the parties. An example is when one is in a supervisory or evaluative role over the other, such as a faculty member who is teaching a student or an administrator who supervises an employee.

In addition, the appearance of a compromising conflict of interest or of coercion, favoritism, or bias is prejudicial to the interests of the University. Because of the

significant power differential that exists between faculty and students, faculty members are prohibited from participating in sexual and/or romantic relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise. Similarly, faculty members have an obligation to avoid situations that may require them to evaluate, grade, or supervise students with whom they have or have had sexual and/or romantic relationships. If such a situation arises, a faculty member must report the situation immediately to their immediate supervisor upon becoming aware of such a situation.

Likewise, University personnel may not participate in the evaluation or supervision of any other employee with whom such personnel currently have or have had a sexual and/or romantic relationship. If such a situation arises, the supervisory employee must report the situation immediately to their immediate supervisor upon becoming aware of such a situation.

c. **Consent:** Consent is defined as conduct that a reasonable person would understand to indicate agreement to the sexual conduct at issue. Under this policy, consent must be informed, freely given, and mutually understood. Lack of consent is a critical factor in determining whether sexual violence has occurred.

Under Alabama law, lack of consent for criminal purposes "results from either of the following: (1) forcible compulsion; or (2) being incapable of consent." Ala. Code § 13A-6-70(b). "Forcible compulsion" means:

> Use or threatened use, whether expressed or implied, of physical force, violence, confinement, restraint, physical injury, or death to the threatened person or to another person. Factors to be considered in determining an implied threat include, but are not limited to, the respective ages and sizes of the victim and the accused; the respective mental and physical conditions of the victim and the accused; the atmosphere and physical setting in which the incident was alleged to have taken place; the extent to which the accused may have been in a position of authority, domination, or custodial control over the victim; or whether the victim was under duress. Forcible compulsion does not require proof of resistance by the victim.

Ala. Code § 13A-6-60(1). Furthermore, under Alabama law, "[a] person is deemed incapable of consent if he or she is either: (1) less than 16 years old; or (2) incapacitated." Ala.Code § 13A-6-70(c). A person is "incapacitated" if he or she is: (1) "suffer[ing] from a mental or developmental disease or disability which renders the person incapable of appraising the nature of his or her conduct;" (2) "temporarily incapable of appraising or controlling his or her conduct due to the

influence of a narcotic, anesthetic, or intoxicating substance and the condition was known or should have been reasonably known to the offender," or (3) "unable to give consent or…unable to communicate an unwillingness to an act because the person is unconscious, asleep, or…otherwise physically limited or unable to communicate." Ala. Code § 13A-6-60(2).

In addition to Alabama law, the following are essential to understanding what constitutes effective consent under the policy:

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is incapacitated by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent even if the person self-administered the alcohol or drugs.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn by verbal or physical conduct that a reasonable person would understand to indicate a desire to stop or not engage in the sexual conduct at issue.
- While consent can be withdrawn, a withdrawal of consent operates going forward. It does not change the consensual nature of sexual activity that has already occurred.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.

d. **Dating Violence:** Dating violence is violence committed by a person (1) who is or has been in a "relationship of a romantic or intimate nature [with the complainant that is] characterized by the expectation of affectionate or sexual involvement by either party." Ala. Code §§ 13A-6-130 – 13A-6-132. Alabama law does not specifically define dating violence, but the conduct of this nature is covered by the definitions of dating relationship and domestic violence found in Alabama Code §§ 13A-6-130 -- 13A-6-132. Dating violence does not depend on the gender, gender identity, gender expression, or sexual orientation of the alleged victim and the alleged perpetrator. Thus, dating violence can occur between persons who consider themselves to be of the same gender/gender identity or a different gender/gender identity. Dating violence is a crime and is prohibited by this policy, no matter the motivation. Reports of domestic violence, dating violence, and stalking will be addressed pursuant to the Complaint Resolution Procedures.

e. **Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse, parent, step-parent, child, step-child, a person with whom the complainant shares a child, a present household member, or a person who has or had a dating relationship with the complainant.

Alabama law prohibits domestic violence, pursuant to Alabama Code §13A-6-130 through 143. Domestic violence does not depend on the gender, gender identity, gender expression, or sexual orientation of the alleged victim and the alleged perpetrator. Thus, domestic violence can occur between persons who consider themselves to be of the same gender/gender identity or a different gender/gender identity.

Domestic violence is a crime and is prohibited by this policy, no matter the motivation. Reports of domestic violence, dating violence, stalking, and electronic stalking will be addressed pursuant to the Complaint Resolution Procedures.

f. **Electronic Stalking:** Electronic Stalking occurs when a person, without the consent of the owner or except as otherwise authorized by law, places any electronic tracking device on the property of another person, with or without the intent to surveil or for any other unlawful purpose. Alabama law prohibits electronic stalking pursuant to Alabama Code §13A-6-95 through § 13A-6-96, inclusive.

g. **Faculty:** The term "faculty" includes full-time and part-time (i.e., those without a full-time staff appointment) University employees who teach or carry out research, including adjunct and clinical faculty, graduate teaching assistants, graduate research assistants, and administrators with faculty status.

h. **Formal Complaint:** A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual misconduct against a Respondent and requesting that the University investigate the allegation of sexual misconduct in accordance with this policy and related procedures. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's education programs and activities. A "document filed by the Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

i. **Good Faith Reports:** The University encourages the good faith reporting of sexual misconduct. However, the University will not allow this

policy or the Complaint Resolution Procedures to be abused for improper means. Accordingly, the University may take disciplinary action against any person who makes a bad-faith report of sexual misconduct, and such disciplinary action will not constitute prohibited retaliation. A person makes a bad faith report of sexual misconduct if, at the time that they make the report, they know the report is false or frivolous. Further, the University may take disciplinary action against any person who knowingly provides false information during the investigation or resolution of a complaint of sexual misconduct, and such disciplinary action will not constitute prohibited retaliation.

j. **Non-Faculty Employee:** The term "Non-Faculty Employee" includes full and part-time staff employees, coaches, resident physicians, postdoctoral fellows, USAHCA physicians, and physicians without faculty appointments.

k. **Quid Pro Quo Sexual Harassment:** Quid pro quo sexual harassment occurs when an employee of the University conditions the provision of aid, benefit, or service of the University on the individual's participation in unwelcome sexual conduct. Quid pro quo sexual harassment can also occur when a University employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

l. **Reasonable Person:** A reasonable person is one who exercises average care, skill, and judgment in their conduct and who serves as a comparative standard for determining responsibility.

m. **Respondent:** An individual who is alleged to be the perpetrator of conduct that could constitute sexual misconduct.

n. **Retaliation:** Retaliation is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and related procedures. Examples of retaliation include:

- Termination of employment, demotion, denial of promotion, reduction in pay, or being "written up" because a report of sexual misconduct was made;

- Sending threatening text messages or social media messages to someone because of a report of sexual misconduct or because of a statement made as a witness;
- Causing physical damage to personal belongings because of a report of sexual misconduct or because of a statement made as a witness;
- Suspension from an activity or limiting involvement because of a report of sexual misconduct; or
- Publication of knowingly false information about a person because of a report of sexual misconduct.

o. **Sex Discrimination:** Sex discrimination occurs when persons are excluded from any activity on the basis of their sex—including employment. Sex discrimination includes materially adverse treatment or action based on a person's biological sex, pregnancy, and parenting status, gender, gender expression or sexual identity, and/or failure to conform to stereotypical notions of masculinity and femininity (so-called "gender stereotyping"). Sex discrimination also includes conduct that meets the definitions of sexual harassment and sexual assault. Specific examples of conduct that may constitute sex discrimination include:

- Giving unequal pay, promotions, or other job benefits on the basis of gender;
- Allowing a person's gender to influence the grade conferred in a class;
- Denying people access to a given degree or major because of their gender;
- Requiring a pregnant student to verify pregnancy-related absences with a doctor's note when such verification is not required of students with other medical conditions;
- Unless exempt under Title IX, excluding a person from a University-sponsored group because the person has a gender identity different than the gender assigned to the person at birth; or
- Excluding a person from participation in a University-sponsored activity based on stereotypical notions of how a person of a given gender or sexual identity should look, speak, or act.

p. **Sexual Assault:** Sexual assault is any of the following conduct:

- Having carnal knowledge, or attempting to have carnal knowledge, of a person, without consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sex organ of the other person.

- Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object or instrument" is anything used by the offender other than the offender's genitalia.

- The touching of the private body parts of another for purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Alabama law.

- Sexual intercourse with a person who is under the statutory age of consent as defined by Alabama law.

q. **Sexual Harassment/ Hostile Environment Sexual Harassment:** Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities. This includes conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Electronic Stalking.

In determining whether unwelcome conduct of a sexual nature rises to the level of creating a hostile environment, the University will consider the totality of circumstances, including, but not limited to, the nature and severity of the

conduct, the duration of the conduct, whether the conduct is part of a pattern, the age of the potential complainant, and whether there is a power differential between the complainant and alleged perpetrator.

A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Hostile environment sexual harassment can occur between individuals of the same gender/gender identity and individuals of different gender/gender identity.

Specific examples of unwelcome conduct that may constitute hostile environment sexual harassment if unwelcome include:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual activity;
- Kissing, hugging, rubbing, or massaging;
- Sexual innuendos, jokes, humor, or gestures;
- Displaying sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about or telling about sexual fantasies, sexual preferences, or sexual activities;
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
- Calling a person derogatory epithets based on stereotypical notions of how a person of a given sex or sexual identity should look, speak, or act;
- Sending sexually explicit communications, including, but not limited to, emails, text messages, or social media posts;
- Commenting on a person's appearance or dress in a sexual manner;
- Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a sexual relationship;
- Disseminating sexual pictures or videos of another person without consent regardless of whether the pictures or videos were obtained with consent.

r. **Sexual Harassment, Freedom of Speech, and Academic Freedom:** While sexual harassment can include verbal and written conduct, the First Amendment to the U.S. Constitution and University policies establishing academic freedom provide significant space for individuals to express controversial views, teach controversial subjects, and engage in controversial research. As such, the offensiveness of a particular expression, course content, subject of academic inquiry, or research topic, as perceived by some, standing alone, is not sufficient to constitute a violation of this policy. The University will apply and construe this policy consistent with the legal rights of community members under the First Amendment and University policies governing academic freedom.

Faculty members and students should be aware that conduct occurring in the context of educational instruction may exceed the protections of free speech and academic freedom if it meets the definition of sexual misconduct and is not germane to the academic subject matter, lacks a pedagogical purpose, advances the personal interest of a faculty member or student without relating to the learning process or legitimate academic objectives, causes material adverse action against a person, reveals confidential information about a person, is defamatory or libelous, threatens physical harm or imminent violence, or constitutes some other category of speech that is unprotected by the U.S. Constitution.

s. **Sexual Misconduct:** Sexual misconduct is an umbrella term that includes Sex Discrimination and Sexual Harassment. Sexual misconduct does not depend on the gender, gender identity, gender expression, or sexual orientation of the complainant and alleged perpetrator. Thus, sexual misconduct can occur between persons who consider themselves to be of the same gender/gender identity or different genders/gender identities.

t. **Stalking:** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others who may be targeted by virtue of their relationship with the person; or (B) suffer substantial emotional distress. Alabama law prohibits stalking, as set forth in Alabama Code § 13A-6-90 to 13A-6-94, inclusive.

For purposes of the definition of stalking in this policy:

- A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or other means, follows,

monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property;

- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and
- Stalking can occur between persons of different genders/gender identities or the same gender/gender identity.

4. Policy Guidelines

4.1 Introduction

This policy prohibits sexual misconduct regardless of gender, gender identity, gender expression, or sexual orientation of the complainant and the alleged perpetrator. The University's prohibition on sexual misconduct extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

This policy applies to conduct that occurs (1) on University premises, (2) during or at an official University program or activity (regardless of location), or (3) off University premises when such conduct could interfere with or limit a person's ability to participate in or benefit from the University's educational programs and activities if (a) the University exercises substantial control over both the alleged perpetrator and the context in which the conduct occurred, or (b) the conduct occurred in any building owned or controlled by a student organization that is officially recognized by the University.

The University's jurisdiction over students begins when a student registers for classes or participates in orientation, whichever occurs sooner. The University's jurisdiction over students covers conduct that occurs when a student is enrolled in classes and during regular academic breaks, as well as when the student is not enrolled in classes for a particular term but nonetheless maintains a continuing relationship with the University. The University's jurisdiction remains in effect until a student's degree has been officially conferred by the University or other separation from the University occurs.

The University's jurisdiction over faculty and staff begins on the first day of employment. The University's jurisdiction remains in effect until the faculty or staff member is no longer employed by the University.

4.2 Reporting

4.2.1. Making a Report

4.2.1.1Employees

Except for those employees who are Confidential Resources identified in Section 4.1.8.1, all University employees (including administrators, faculty, staff, and student employees) must report sexual misconduct that they observe or otherwise learn about. Employees should make their report promptly to the Title IX Coordinator, the Associate Title IX Coordinator, a Deputy Title IX Coordinator, or the University Police Department. The University may take disciplinary action against an employee who fails to report sexual misconduct as required by this policy, up to and including termination.

4.2.1.2 Students and Non-Employee Members of the University Community

Students and non-employee (contractors, vendors, volunteers, camp participants, visitors, etc.) members of the University Community who wish to report sexual misconduct should file a report with the Title IX Coordinator, the Associate Title IX Coordinator, a Deputy Title IX Coordinator, and/or the University Policy Department. Students and non-employee members of the University Community should be aware that all employees at the University, other than the Confidential Resources identified in Section 4.1.8.1 below, must report sexual misconduct that they observe or otherwise learn about.

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the University's educational program or activity.

4.2.1.3 Right to Make a Report to the U.S. Department of Education

In addition to the reporting options under this policy, any person may make a report of sexual misconduct to the U.S. Department of Education's Office for Civil Rights by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

4.2.2 Reporting to Law Enforcement - In addition to making a report under this policy, the University encourages any person who believes that they are the victim of a crime to make a report to law enforcement. The contact information

for the University's Police Department is:

University of South Alabama Police Department 290
Stadium Blvd.
Beta Gamma Commons
Mobile, Alabama 36688-0001
Phone: (251) 460-6312
police@southalabama.edu Tips
Line: (251) 460-6667

If requested, the University will assist an individual in notifying the appropriate law enforcement authorities. If a person believes that they are in imminent danger, the person should dial 911. Unless there is a health or safety emergency, an articulable threat to members of the University Community, or a state law requiring reporting (such as in the case of child abuse), the University will not contact outside law enforcement without an individual's permission.

4.2.3 Special Advice for Individuals Reporting Sexual Assault, Domestic Violence, and Dating Violence.

For those who believe that they are a victim of sexual assault, domestic violence, or dating violence, the University recommends the following:

- Get to a safe place as soon as possible;
- Try to preserve all physical evidence of the incident – avoid bathing, using the toilet, rinsing one's mouth, or changing clothes. If it is necessary to change clothes, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one;
- Contact University police by calling (251) 460-6312 if the incident occurred on campus or the local police by calling 911 if the incident occurred off campus;
- Get medical attention – all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. USA Children's and Women's Hospital (identified in Section 4.1.8.1 of this policy) has evidence collection kits necessary for criminal prosecution should the individual wish to pursue charges now or in the future;

- Contact a trusted person, such as a friend or family member, for support;
- Call the Assault Hotline at (251) 460-7151, 24 hours a day, seven (7) days a week. A trained Advocate will contact you to offer assistance;
- Talk with a counselor who will help explain options, give information, and provide emotional support;
- Make a report to the Title IX Coordinator or a Deputy Coordinator; and/or
- Explore this policy and avenues for resolution under the Complaint Resolution Procedures.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

4.2.4 Limited Amnesty

The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct arising from the same setting where the alcohol or drugs were consumed. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual who makes a good faith report of sexual misconduct, either as the reporter/complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk.

The University's commitment to amnesty in these situations does not prevent action by local police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

4.2.5 Timing of Reports

The University encourages people to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

4.2.6 Confidential Resources

The University has designated a limited number of employees as Confidential Resources. These Confidential Resources do not have a duty to report sexual misconduct to the Title IX Coordinator and will not disclose identifying information provided to them in their professional capacities unless a specific law requires them to do so, such as laws requiring the reporting of child abuse. Confidential Resources have received training about the policy, will provide the contact information of the Title IX Coordinator, and, if appropriate, encourage patients and clients to report sexual misconduct to the University and/or law enforcement voluntarily.

4.2.6.1 The University's Confidential Resources are:

- Professional counselors at 23University Counseling and Testing Center 300 Student Center Circle
  Mobile, Alabama 36688-0001
  Phone: (251) 460-7051

- Trained advocates on call 24/7 with the USA Support Advocate Program
  Phone: (251) 753-5540

- Medical providers at the Student Health Center (SANE exam provider) 5870 USA South Drive
  Mobile, Alabama 36688-0002
  Phone: (251) 460-7151

- Employee Assistance Counselor (for employees only)
  Phone: (251) 461-1346

- USA Children's and Women's Hospital (SANE exam provider)
  1700 Center Street,
  Mobile, Alabama 36604
  Phone: (251) 415-1000

- University Hospital
  2451 University Hospital Drive
  Mobile, Alabama 36617
  Phone: (251) 471-7000

4.2.6.2 Community Resources:

In addition, there are several hospitals and support services in the greater Mobile region that can provide counseling and advice to individuals subjected to sexual misconduct. These entities will not disclose information that is provided to them without the individual's consent unless a specific law requires them to do so. These third-party resources include:

- Lifelines Counseling Services Rape Crisis
  705 Oak Circle Drive, N.
  Mobile, Alabama 36609
  Phone: (251) 473-7273 or (800) 718-7273 (24 hours a day)

- Penelope House
  Family Violence Center
  Confidential location
  Phone: (251) 342-8994

- Springhill Medical Center
  3719 Dauphin Street
  Mobile, Alabama 36608
  Phone: (251) 344-9630

- Infirmary Health
  5 Mobile Infirmary Circle
  Mobile, Alabama 36607
  Tel: (252) 435-2400

- Providence Hospital
  6801 Airport Boulevard
  Mobile, Alabama 36608
  Tel: (251) 633-1000

4.3 Evaluation of the Report and Engagement with the Parties

4.3.1 Initial Evaluation of the Report

After the University receives a report of sexual misconduct, the Title IX Coordinator or their designee will conduct an initial evaluation of the report to determine whether the conduct alleged, if true, could constitute a violation of this policy.

If the conduct as alleged could not constitute a violation of the policy, the Title IX Coordinator or a designee may refer the report to be addressed under any other applicable University policy or close the matter without further investigation. However, the report will not be further addressed under this policy or the Complaint Resolution Procedures.

If the Title IX Coordinator or a designee determines the conduct alleged, if true, could constitute a violation of this policy, the Title IX Coordinator or their designee will attempt to contact the potential complainant. If the reporting party is not also the potential complainant, the reporting party may have no further involvement in the process.

4.3.2 Contact with the Parties

The Title IX Coordinator, the Associate Title IX Coordinator, or their designee (often a trained support advocate) will contact the potential complainant of the conduct reported. The Title IX Coordinator or their designee will advise the potential complainant of their options under the policy and otherwise, including:

- Voluntarily contacting parents or a relative;
- Seeking legal advice;
- Seeking personal counseling through the University's counseling center;
- Contacting law enforcement with the University's assistance;
- Requesting an investigation and making a formal complaint under the Complaint Resolution Procedures;
- Requesting that no further action be taken and that the potential complainant's identity not be disclosed; and/or
- Seeking interim measures, such as housing or academic assistance.

The Title IX Coordinator or their designee will give the potential complainant a written document that outlines these options and provides contact information for local resources and support organizations.

If a formal complaint is filed, the Title IX Coordinator, or a designee, will contact the respondent of the conduct reported. The Title IX Coordinator or their designee will advise the respondent of the process and options under the policy. There is a presumption that the respondent is not responsible for the reported conduct, pending the outcome of the process.

4.3.3 Interim Measures

Interim measures are temporary measures taken to ensure equal and continuing access to University programs and activities and to ensure the safety of the University Community. They do not constitute a finding of guilt and may be removed if a report or complaint is found not to be substantiated.

After receiving a report and during any investigation under the Complaint Resolution Procedures, the Title IX Coordinator or their designee will impose any interim measures necessary to protect the involved parties from further sexual misconduct, to separate the parties, to protect witnesses, and/or to support the parties pending resolution. These interim measures may include but are not limited to the provision of counseling or support services; reasonable changes in academic, living, transportation, or work arrangements; and/or entry of a mutual “no contact” order or similar order to ensure separation of the parties (and in some cases, non-parties). Either the complainant or the respondent may request interim measures. Interim measures may not unduly burden either party or non-parties. Any non-party issued a “no contact” order may make a written request to the Dean of Students at any time to have the order terminated. The decision of the Dean of Students is final.

In cases where an individualized risk assessment indicates there is reasonable cause to believe the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual misconduct, the University may issue a full or partial suspension, on an interim basis, until the matter is resolved through the Complaint Resolution Procedures. However, the respondent will have the opportunity to meet with the Title IX Coordinator or their designee and be heard either before or within 24 hours after such interim suspension is imposed.

If a complainant or potential complainant has obtained an ex parted order of protection (i.e., a temporary order for shelter and protection against someone who is a danger to another person), a full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, they should provide such information to the Title IX Coordinator or their designee so that the University can take all reasonable and legal action to implement the order concerning those persons and areas the University controls.

Interim measures may be requested by any party at any time. Any person who believes interim measures are being violated should report the alleged violation in the same manner as reporting sexual misconduct as outlined in Section 4.2.

4.3.4 Decision on How to Proceed

In the event a formal complaint is filed under the Complaint Resolution

Procedures, the Title IX Coordinator or their designee will appoint an Investigator and the report will be investigated and resolved by the Complaint Resolution Procedures. The University will make all reasonable and appropriate efforts to preserve a complainant's privacy and will conduct any investigation and resolution with discretion. However, the University cannot guarantee complete confidentiality due to state and federal laws governing the reporting of certain types of misconduct as well as the necessity for information to be disclosed to the respondent and others involved in the investigation.

If the complainant wishes to pursue a formal complaint under the Complaint Resolution Procedures, the complainant must reduce the complaint to writing or describe the complaint so that the Title IX Coordinator or their designee can document it in writing. The written complaint shall include the following:

- The name of the complainant;
- The name of the respondent;
- The details of the alleged sexual misconduct;
- The names of any persons believed by the complainant to have relevant information; and
- Any other information the complainant believes is pertinent to the alleged sexual misconduct.

The written complaint will be provided to the Title IX Investigator (the "TIX Investigator"), as specified in the Complaint Resolution Procedures. If the complainant requests that the report not be investigated and/or is unwilling to make a formal complaint under the Complaint Resolution Procedures, the University will take all reasonable steps to address the report consistent with the request. However, the University's ability to address the reported misconduct may be limited.

The University reserves the right to initiate or continue proceedings under the Complaint Resolution Procedures, despite a potential complainant's wishes to the contrary, when, considering the totality of circumstances, the University determines that not initiating proceedings would be unreasonable. This may occur when a report involves serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. In such a case, the Title IX Coordinator may sign a formal complaint to initiate proceedings against a respondent.

If a complainant initiates a formal complaint under the Complaint Resolution Procedures but then elects to withdraw the complaint, the University may also proceed with the resolution of the formal complaint at its discretion depending upon the facts and circumstances of the incident. Additionally, the University may consolidate multiple formal complaints involving different persons when they arise from the same facts or circumstances.

If the University initiates a formal complaint or continues proceedings under the Complaint Resolution Procedures contrary to the wishes of the complainant, the University is obligated to treat the non-participating complainant as a party and provide notifications to them throughout the complaint resolution process. This requirement is intended to preserve the non-participating complainant's right to choose to participate, not to pressure the non-participating complainant into participating.

The University may dismiss a formal complaint at any time if the complainant would like to withdraw the complaint; the respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination.

4.4 Investigation and Resolution

4.4.1 Complaint Resolution Procedures

All formal complaints of sexual misconduct will be investigated and resolved under the Complaint Resolution Procedures, which, along with this policy, are the exclusive means of resolving formal complaints of sexual misconduct. Provided, however, that if a formal complaint is dismissed, the University may refer the matter for resolution under other policies or procedures, where permitted by law. To the extent this policy and/or the Complaint Resolution Procedures conflict with any other University policy, this policy, and/or the Complaint Resolution Procedures, as the case may be, will control the investigation. Under the Complaint Resolution Procedures, the party making a formal complaint is referred to as the "complainant" and the person accused of misconduct is referred to as the "respondent."

4.4.2 Support Persons

At each stage of the Complaint Resolution Procedures (interviews, meetings, hearings, etc.), the complainant and respondent may be accompanied by a

support person of their choice. The support person's role is to provide support and private counsel to the party. The support person is expected to be discreet with the information they receive during the process, and they will not be permitted to attend, present information, argue, or actively participate in the proceedings unless the support person has also been designated as a party's advisor. The University reserves the right to dismiss a support person who fails to follow this policy and applicable provisions of the Complaint Resolution Procedures, in which case the party will be allowed to select a different support person.

The University's Advocate Program offers trained Support Advocates who are available to serve as support persons for complainants. The Advocates have received in-depth training regarding this policy and the Conflict Resolution Procedure and can provide support and assistance in understanding and navigating the process. Any complainant wishing to utilize a Support Advocate should request the Title IX Coordinator or their designee.

Similarly, the University has a pool of trained support persons, referred to as Respondent Resources, who are available to serve as support persons for respondents. These Respondent Resources have received in-depth training regarding this policy and the Complaint Resolution Procedures and can assist a respondent in understanding and navigating this policy and the Complaint Resolution Procedures. A respondent wishing to utilize a Respondent Resource should request the Title IX Coordinator or their designee.

Each party is also entitled to an advisor of their choice to conduct a cross-examination for the party during the hearing. An advisor does not have to be but maybe, an attorney. If a party does not have an advisor, the University will provide one free of charge. A support person may also serve as an advisor, either by choice of the party or by designation of the University.

4.4.3 General Principles Applicable to the Investigation and Resolution Process

In conducting its investigation and resolution under the Complaint Resolution Procedures, the University will:

- Make reasonable and appropriate efforts to preserve the privacy of the parties involved while recognizing that absolute confidentiality is not possible;

- Provide equal information to all parties about the investigation and resolution process;
- Conduct a thorough, fair, and impartial investigation that provides the parties an equal opportunity to present information and equivalent procedural safeguards;
- Allow all parties to be accompanied to the hearing (if applicable) by an advisor of their choice;
- Keep the parties apprised of the progress of the investigation and anticipated time to resolution;
- Provide the parties an equal opportunity to meet with the TIX Investigator and to be present and testify (if applicable) at any hearing required by the Complaint Resolution Procedures, though not during the deliberative process;
- Provide the parties an equal opportunity to comment on the information developed during the investigation;
- Complete various phases of the process in a reasonably prompt time frame, and in the event of any delays, which may only be for good cause, provide written notice to the parties;
- Avoid conflicts of interest that could call into question the integrity of the process;
- Provide simultaneous written notice to the parties of the outcome of a formal complaint and the outcome of any appeal; and
- If a formal complaint of sexual misconduct is substantiated, take appropriate corrective, disciplinary, and remedial action intended to prevent the recurrence of the conduct and correct its discriminatory effects.

At any point during the investigation, if the University determines that the conduct alleged in the formal complaint is assumed true:

- Does not constitute sexual harassment;
- Did not occur in the University's education program or activity; or
- Did not occur against a person in the United States;

then the University must dismiss the complaint for purposes of this policy.

The University has the discretion to address such conduct under another policy, such as a student code of conduct, faculty handbook, or staff employee handbook.

4.4.4 Sharing of Information

As a general rule, the University will share information about a report or formal complaint, and information received during any investigation, only with those persons who have a need to know and those whose participation is necessary to ensure a full and fair investigation and resolution under this policy and the Complaint Resolution Procedures. However, once a report is made to anyone other than a Confidential Resource, absolute confidentiality cannot be guaranteed. Further, while the outcome of a particular complaint and any related discipline and remedial steps will generally be shared only with the parties, the University reserves the right to share the outcome of a particular complaint more broadly, to the extent such disclosure is permitted by applicable laws, including the Family Educational Rights and Privacy Act (FERPA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Campus Save Act.

4.5 Education

Because the University recognizes that the prevention of sexual misconduct is important, it offers a variety of educational programming, including primary prevention and awareness training for new students and new employees and ongoing awareness programs for all members of the University Community.

Information on specific education programs and training is available from the Title IX Coordinator and is published on the Title IX website: https://www.southalabama.edu/departments/studentaffairs/titlenine/. Education materials and information regarding upcoming workshops and training can be requested via email at titleix@southalabama.edu.

4.6 Policy Review

This policy is maintained by the University's Title IX Coordinator. The Title IX Coordinator will review this policy at least biannually, with the assistance of the University's Title IX Executive Committee. The review will capture evolving legal requirements, evaluate the support and resources available to the parties, and assess the effectiveness of the Complaint

Resolution Procedures. The review will incorporate an aggregate view of reports, resolution, and climate.

4.7 Distribution

This policy will be disseminated widely to the University Community through email communication, the University's website, inclusion in orientation programs for new employees and new students, and other appropriate channels of communication.

5. Procedures

5.1 General Principles:

5.1.1 Applicability

These Complaint Resolution Procedures apply to the resolution of all formal complaints under the Sexual Misconduct Policy. They apply to the resolution of formal complaints against all members of the University Community, and they are the exclusive means of resolving formal complaints of sexual misconduct.

For employees: Consequences for employees found in violation of University policy, based on the clear and convincing standard, can range from a written warning to suspension up to termination of employment.

5.1.2 Definitions

"TIX Investigator" means the individual(s) designated by the Title IX Coordinator or their designee to investigate a particular formal complaint and administer relevant provisions of these Complaint Resolution Procedures. The TIX Investigator may consult with other University administrators and counsel as needed. The TIX Investigator may be a third-party investigator or attorney retained for that purpose by the University. The TIX Investigator will also be trained on issues of relevance to creating an investigative report that fairly summarizes relevant evidence. The training is free of sex stereotypes and promotes impartial investigations.

5.1.3 Promptness, Fairness, and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. All University employees involved in the investigation and

resolution process shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If an involved University employee is unable to apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another suitable individual will be designated by the Title IX Coordinator or the Associate Title IX Coordinator to fill the role.

5.1.4 Training

These procedures will be implemented by University employees who receive training on issues related to sexual misconduct. The Title IX Coordinator, Deputy Title IX Coordinators, Title IX Investigator (s), Title IX Specialist, Decision-Maker (s), Advisors, Support Advocates, Respondent Resources, and the University Disciplinary Committee (UDC) have all been trained on the various relevant aspects of the University's Sexual Misconduct Policy and Complaint Resolution Procedures.

The training includes how to conduct investigations, hearings, appeals, and informal resolutions, as well as how to serve impartially, including avoiding prejudgment of the facts at issue and conflicts of interest and bias. The training is free of sex stereotypes and promotes impartial investigations.

Additionally, decision-makers receive training on relevant technology that is used at any live hearing, relevance, and the permissible use of sexual history during a live hearing.

5.1.5 Participation in Investigations

All members of the University Community are encouraged and expected to fully cooperate with any investigation and resolution under these Complaint Resolution Procedures. In the event a complainant refuses to participate under these Complaint Resolution Procedures, the Title IX Coordinator may sign a formal complaint to initiate proceedings against a respondent under the circumstances specified in Section 4.3.4 of this policy. In the event a respondent refuses to participate, the Complaint Resolution Procedures will be completed despite the respondent's lack of participation and may result in a finding of misconduct in absentia.

5.1.6 Virtual Process

To the extent that the parties are conducting meetings, the University can accommodate virtual processes. Hearings (if applicable) may be held via virtual platforms only with consent from all parties.

5.2 Timing, Notification, and Initiation of Process

5.2.1 Timing of Investigation and Resolution

The University will endeavor to conclude its investigation and resolution of the formal complaint promptly. The complainant (including a complainant who elected not to proceed with filing a formal complaint and a complainant who filed a formal complaint and subsequently withdrew) and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the TIX Investigator in writing explaining how much additional time is needed and why it is needed. The TIX Investigator shall respond to any such request promptly.

Some instances of sexual misconduct may also constitute criminal conduct. In the case where alleged criminal conduct has also been reported to law enforcement, the University may temporarily delay its investigation of the complaint where necessary to avoid interfering with law enforcement. However, the pendency of a criminal investigation does not serve as a substitute for these procedures, and the investigation and resolution process will commence promptly once, in the University's sole discretion, interference is no longer a concern. In addition, because the University's process is separate and distinct from any criminal prosecution, the University's determination will not be held in abeyance due to the pendency of a criminal trial.

5.2.2 Complaints Involving Multiple Parties

In most cases, a formal complaint will involve a single complainant and a single respondent. To the extent multiple complainants are making formal complaints against a single respondent, or a single complainant making formal complaints against multiple respondents, each formal complaint will be addressed separately under this Complaint Resolution Procedure unless the formal complaints arise from the same transaction of facts.

To the extent multiple formal complaints arise from the same transaction of facts, the TIX Investigator, in consultation with the Title IX Coordinator or their designee may merge the formal complaints into a single investigation and resolution process.

Similarly, where the respondent makes a reciprocal allegation of sexual misconduct or where the complainant later makes additional allegations that relate to the original formal complaint, the TIX Investigator, in consultation

with the Title IX Coordinator or their designee, may combine all related and relevant allegations of sexual misconduct into one investigation and resolution process.

5.2.3 Notification of the Respondent and Selection of Process

Once a formal complaint is received by the TIX Coordinator or their designee, the TIX Coordinator will promptly notify the respondent, assign a Respondent Resource to the case, and provide the respondent with the opportunity to review a copy of the written formal complaint. Additionally, the TIX Investigator will provide written notice to both parties that contain:

- Notice of the University's process for resolving the formal complaint, including the informal resolution process;

- Notice of the specific allegations of sexual misconduct, including sufficient details known at the time to allow the parties to prepare a response before any initial interview by the TIX Investigator, which includes, but are not limited to, the identity of the parties involved, the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident, if known;

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process;

- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney;

- Notice that all parties may inspect and review evidence; and Notice of any provisions in the University's student code of conduct, or applicable faculty or staff handbook, that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

The TIX Investigator will then communicate with each party separately to discuss the pertinent avenues for resolution as set forth below. If the parties provide written consent to informal resolution, the TIX Investigator, in consultation with the Title IX Coordinator or their designee, will then determine whether informal resolution is an appropriate means to resolve the formal complaint, instead of the formal process. The TIX Investigator

will then notify the parties of the specific informal resolution process to be used. If any students are parties, the Title IX Coordinator or a designee shall also be notified.

If the scope of the investigation expands, the University will issue a supplemental written notice providing additional details to all parties.

5.3 Informal Resolution

5.3.1 Nature of Informal Resolution

Informal resolution is a process by which the TIX Coordinator or TIX Investigator, working alone or in concert with other appropriate University administrators (such as a supervisor if the parties are employees), attempts to resolve a formal complaint to the mutual satisfaction of all parties. Informal resolution may include, but is not limited to, mediation, agreed separation of the parties, referral of the parties to their respective counseling programs, agreed upon educational or training programs for one or more of the parties, the agreement of a party to apologize for their conduct, and other agreed remedial measures, which may include agreed upon forms of discipline.

Although informal resolution may involve some investigation by the TIX Investigator to understand the background of the complaint, informal resolution is not intended to reach a formal determination as to whether or not sexual misconduct occurred, unless the respondent admits to the conduct at issue.

5.3.2 When Informal Resolution May Be Used

Informal resolution is intended to resolve complaints quickly and collaboratively. However, the TIX Coordinator may determine that informal resolution is not appropriate in certain circumstances, such as where informal resolution has failed between the same parties in the past, where the resolution sought by one party is of a type that cannot be achieved through informal resolution, where the conduct is particularly serious, or where the respondent is accused of a pattern of misconduct.

All parties must agree in writing to use informal resolution. If any party does not wish to use informal resolution, formal resolution will be used. Any party has the right to end informal resolution at any time before agreement on resolution and insist upon a formal resolution. Similarly, if the TIX Coordinator determines that efforts at informal resolution have been

unsuccessful and have no prospect for success, the TIX Coordinator may convert the matter to formal resolution, irrespective of the parties' wishes. Informal resolution will not be utilized in any case in which an employee is accused of sexual misconduct involving a student.

5.3.3 Documentation of Informal Resolution

If the parties reach an agreement on an informal resolution, the TIX Investigator will consult with the Title IX Coordinator or their designee and other appropriate University administrators. This group will review the resolution and may reject it, approve it, or require modifications before approval. In the event the resolution is approved, the TIX Coordinator or TIX Investigator will prepare a written memorandum setting forth the terms of the resolution. The TIX Coordinator or TIX Investigator will present the written memorandum to the parties for their review and signature. Both parties will be provided simultaneous written notification that the case has been resolved under informal resolution. If any students are parties, the Student Conduct Administrator (SCA) shall also be notified. The TIX Coordinator may transmit a copy of the written memorandum to other University administrators or employees whose involvement is necessary to effectuate the resolution and/or for inclusion in appropriate personnel files.

5.3.4 Monitoring of Implementation

Because it is collaborative and must be agreed to by all parties, there is no right to appeal the terms of an informal resolution. In the event the terms of an informal resolution require future action or inaction, the TIX Investigator may monitor the implementation of the informal resolution and maintain jurisdiction over a particular complaint until the terms of the informal resolution are satisfied. In the event the terms of the informal resolution are not satisfied, the TIX Investigator, after consulting with the Title IX Coordinator or their designee, may reactivate the formal complaint and immediately commence its resolution under the formal process.

5.4 Formal Resolution

5.4.1 Nature of Formal Resolution

Formal resolution is a process by which a formal determination is made as to whether sexual misconduct occurred. If a finding is made that sexual misconduct occurred, the formal resolution will also result in a decision

regarding disciplinary action to be taken against the perpetrator, as well as remedial measures that may be necessary to remedy the effect of the sexual misconduct on the complainant. Unlike informal resolution, formal resolution involves an in-depth investigation and determination of facts under a clear and convincing evidence standard. The formal resolution process varies depending on whether the alleged perpetrator is a student, faculty member, or non-faculty employee/other member of the University Community.

5.4.2 Rules of Evidence

Formal rules of evidence do not apply in any of the formal resolution processes specified below. Nonetheless, the information presented that is irrelevant or whose prejudicial effect substantially outweighs its probative value may be excluded from consideration. A complainant's irrelevant sexual history will be excluded from consideration.

5.4.3 Time Frames

The University will endeavor to conduct the formal resolution process within a reasonable time frame. However, the time that it takes to complete the process will be affected by circumstances such as the availability of parties or witnesses, scheduling conflicts, intervening breaks, prior attempts at informal resolution, the complexity of a case, and the need to avoid interference with a pending law enforcement investigation. The parties will receive written notification if extenuating circumstances are anticipated to result in lengthy delays.

5.5 Formal Resolution Processes

5.5.1 Investigator

Complaints under this process will be investigated by the TIX Investigator, or a designee, unless the TIX Investigator is the respondent, in which case the investigator will be appointed by the TIX Coordinator.

5.5.2 Investigation

Once the case is identified for formal resolution, the TIX Investigator will investigate to gather information and statements from witnesses and other sources for eventual review and consideration at a hearing.

The investigation will involve interviews with the complainant, respondent, and witnesses and the collection of non-testimonial information and/or materials, such as emails, text messages, security camera footage, and the like. Witnesses and information and/or materials may be identified and/or submitted by the parties or independently gathered by the TIX Investigator. Both parties will have equal opportunity to present witnesses, including both fact and expert witnesses, together with other inculpatory and exculpatory evidence. The TIX Investigator may decline to interview witnesses or collect information that the TIX Investigator deems irrelevant. The scope of the investigation shall be at the discretion of the TIX Investigator.

Before completion of the investigative report, the TIX Investigator will send to each party and the party's advisor the evidence collected for review in an electronic format or a hard copy, and the parties shall have ten (10) days to submit a written response to the TIX Investigator, which the TIX Investigator will consider before completion of the investigative report. Throughout the investigation, the parties will have those rights specified in Section 4.4 of this policy.

The TIX Investigator will complete the investigation report. Before any hearing, the TIX Investigator will submit the investigation report and any appended information to the Title IX Coordinator, or a designee, for review. At least ten (10) business days before the hearing, the Title IX Investigator, or a designee, shall send to each party, the party's advisor, and the University administrator the investigative report in an electronic format or a hard copy for their review.

5.5.3 Hearing Committee

Complaints are assigned to committees for adjudication based on the relationship of the respondent to the University.

5.5.3.1 University Disciplinary Committee

The University Disciplinary Committee (UDC) shall adjudicate complaints proceeding to a hearing against any University student, including graduate students and College of Medicine students. The UDC consists of two to five students and two to four faculty or staff/administrators and is chaired by a designee of the Dean of Students. The Student Conduct Administrator (SCA) will preside

over the hearing as the Hearing Officer/Decision Maker. In complaints involving a respondent who is a College of Medicine student or a graduate student, one member of the UDC must be a College of Medicine student or graduate student, respectively.

5.5.3.2 Sexual Harassment and Sexual Violence Resolution Committee

The Sexual Harassment and Sexual Violence Resolution Committee (SHSVRC) will be appointed by the President of the University and shall adjudicate complaints proceeding to a hearing against any University faculty member. The SHSVRC consists of three (3) members from departments other than those of the respondent: (1) a department chair; (2) a tenured member of the faculty or the rank of professor or associate professor; and (3) the Vice President for Student Affairs or Dean of Students, or a designee of the same, if the complainant is a student; if the complainant is not a student, another faculty member meeting the above description will be appointed to the SHSVRC. A chair will be selected by the SHSVRC.

5.5.3.3 Human Resources Hearing Committee

The Human Resources Hearing Committee (HRHC) shall adjudicate complaints proceeding to a hearing against any University administrator, non-faculty employee, contractor, or third party. If the respondent is employed by the General Division (Campus) the HRHC will consist of the Sr. Director Benefits, EEO/Employee Relations, the Associate VP, Finance & Administration/CHRO, and the respondent's department head. If the respondent is employed in the USA Health system (including, but not limited to, USAHCA and USAHCM), the HRHC will consist of the Director, HS Employee Relations, a USA Health administrator, and the respondent's department head. A chair will be selected by the HRHC.

5.5.4 Waiver of Right to Hearing

After the investigation, the respondent may accept responsibility for the sexual misconduct and waive the right to a hearing. If the respondent accepts responsibility and waives the right to a hearing, appropriate discipline shall be determined, in consultation with University administrators, by the SCA, SHSVRC, and or HRHC, as the case may be, who will then provide simultaneous written notification of the same to the

parties. Either party who disagrees with the discipline imposed has the right to appeal pursuant to Section 5.1.7.

5.5.5 Hearing

In the event the respondent does not accept responsibility after the investigation, the case shall proceed to a hearing. The hearing shall be administered by the hearing officer who is not a member of the committee adjudicating the complaint. The procedures for the hearing are as follows:

- The parties will have a pre-hearing meeting with the hearing officer, Title IX Coordinator, or their designee to receive an explanation of the hearing process and answers to questions about the process, to discuss options for participation in the hearing, and to coordinate possible hearing dates.
- The parties will receive written notice from the hearing officer of the scheduled hearing at least ten (10) business days in advance unless otherwise agreed in writing by the parties.
- The parties are expected to provide all relevant information and/or materials to the TIX Investigator during the investigation and are expected to immediately deliver any relevant information discovered after the investigation to the TIX Investigator for delivery to all relevant parties.
- At least ten (10) business days before the hearing, the TIX Investigator, or their designee, shall send to each party, the party's advisor, TIXC, and the hearing officer the investigation report in an electronic format or a hard copy, for their review. The hearing officer shall send a copy of the investigation report to the members of the adjudicating committee.
- During the hearing, to the extent any party so requests, the parties will be separated by a divider or curtain or placed in separate rooms with the use of technology, or another similar arrangement, provided that arrangements will be made so that the parties can simultaneously see and hear the party or the witness answering questions.
- The Title IX Coordinator may attend the hearing but will have no formal role.
- Each party's advisor may ask any other party or witnesses all relevant and follow-up questions, including those bearing on

credibility, provided any such questioning or cross-examination is conducted directly, orally, and in real-time.

- No one other than a party's advisor or a member of the adjudicating committee may direct questions to parties or witnesses.
- All parties and witnesses are expected to cooperate and provide truthful information.
- At the close of the hearing, the adjudicating committee will retire for deliberation. During deliberation, the adjudicating committee shall apply a clear and convincing standard to determine what conduct occurred and whether such conduct constitutes sexual misconduct.
- The University must make an audio or video recording of the hearing, or a transcript, but not of the deliberations, and make it available to the parties for inspection and review.
- The adjudicating committee will issue a written decision of finding(s) determined by the majority, under a clear and convincing standard. The written decision will include an identification of the allegations at issue, a description of the procedural steps taken throughout the case, findings of fact supporting the determination, conclusions regarding the application of the Sexual Misconduct Policy, a statement and rationale as to the determination for each allegation, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal.
- The SCA will, within five (5) business days of receiving the adjudicating committee's written decision, provide written notification to the Title IX Coordinator and provide simultaneous written notification to the parties of the adjudicating committee's written decision.
- The Title IX Coordinator, or a designee, shall separately notify the complainant, in writing, of any non-disciplinary remedial measures that will be offered for the complainant's benefit.
- After the hearing process specified by these Complaint Resolution Procedures, including the determination of all appeals provided for hereunder or the expiration of any appeal deadlines without an appeal

being filed, each party and its advisor shall return to the Title IX Investigator or destroy/delete the investigative report and all appended information. Failure to do so by a party or their adviser may be punishable under the Student Code of Conduct, Faculty Handbook, and/or Staff and Employee Handbook, as applicable.

5.5.6 Sanctions

If the adjudicating committee finds the respondent responsible for violating this policy, or if the respondent accepts responsibility and waives his or her right to a hearing, appropriate discipline shall be determined, in consultation with University administrators, by the SCA, SHSVRC, or HRHC, as the case may be, who will then provide simultaneous written notification of the same to the parties. Sanctions may range from remedial education and training to removal from the University Community (i.e., dismissal or termination of employment), or any combination of the same.

5.5.6.1 Faculty

If the SHSVRC recommends termination as a sanction, the recommendation will be referred to the Office of Academic Affairs for handling through the appropriate process as outlined by the Faculty Handbook.

5.5.7 Appeal of the Adjudicating Committee's Written Determination

Each party has the right to appeal the written determination of the adjudicating committee on the grounds set forth below.

The grounds for appeal are limited to the following:

- Material and prejudicial violation of procedural rights that affected the outcome of the hearing; New information, not reasonably available at the time of the hearing, that could have resulted in a different outcome;
- The discipline imposed is too severe or too lenient; and/or
- Conflict of interest or bias by the decision-makers that affected the outcome.

To appeal, the aggrieved party must submit a written statement of appeal within five (5) business days of being notified of the outcome of the hearing to the appropriate University official designated below. The written

statement must include the grounds for appeal and describe the basis for it in detail. In the event the written statement of appeal fails to state a permissible ground for appeal and/or does not describe the basis for the appeal, the appeal may be summarily dismissed.

5.5.7.1 Appeals from Complaints Against Students

Appeals from complaints against students must be directed to the Dean of Students. Within three (3) business days of receiving a valid appeal, the Dean of Students, or a designee, will provide a copy of the written statement of appeal to the other party. Thereafter, the party so notified will have five (5) business days to submit a written response to the appeal.

The Dean of Students, or a designee, shall deliver simultaneous written notification of the outcome of the appeal and the rationale for the result to the parties within ten (10) business days after the deadline for submission of any written response to the appeal. The written determination becomes final upon the earlier of when: (i) the parties are notified of the determination on appeal; or (ii) the time to file an appeal has passed with neither party appealing.

The decision of the Dean of Students is final.

5.5.7.2 Appeals from Complaints Against Faculty.

5.5.7.2.1 Faculty with USA Health.

Appeals from complaints against such faculty must be directed to the Vice President for Medical Affairs, Dean of the College of Medicine. Within three (3) business days of receiving a valid appeal, the Vice President for Medical Affairs, Dean of the College of Medicine, or a designee, will provide a copy of the written statement of appeal to the other party. Thereafter, the party so notified will have five (5) business days to submit a written response to the appeal. The Vice President for Medical Affairs, Dean of the College of Medicine, or a designee, shall deliver simultaneous written notification of the outcome of the appeal and the rationale for the result to the parties within ten (10) business days after the deadline for submission of any written response to the appeal. The written determination

becomes final upon the earlier of when: (i) the parties are notified of the determination on appeal, or (ii) the time to file an appeal has passed with neither party appealing.

The decision of the Vice President for Medical Affairs, Dean of the College of Medicine, is final.

5.5.7.2.2 Faculty with the University – General Division.

Appeals from complaints against such faculty must be directed to the Provost. Within three (3) business days of receiving a valid appeal, the Provost, or a designee, will provide a copy of the written statement of appeal to the other party. Thereafter, the party so notified will have five (5) business days to submit a written response to the appeal. The Provost, or a designee, shall deliver simultaneous written notification of the outcome of the appeal and the rationale for the result to the parties within ten (10) business days after the deadline for submission of any written response to the appeal. The written determination becomes final upon the earlier of when: (i) the parties are notified of the determination on appeal, or (ii) the time to file an appeal has passed with neither party appealing.

The decision of the Provost is final.

5.5.7.3 Appeals from Complaints Against Administrators, Non-Faculty Employees, Contractors, and Third Parties

Appeals from complaints against administrators, non-faculty employees, contractors, and third parties must be directed to the Vice President for Finance and Administration. Upon receipt, the Vice President for Finance and Administration shall notify the President, who will constitute the Sexual Misconduct Appeals Committee within three (3) business days of his receipt of the notice. The Sexual

Misconduct Appeals Committee shall be a three-member panel designated by the President for the specific case appealed. No member

of the Sexual Misconduct Appeals Committee shall be from the same division as the complainant or respondent or will have previously been involved with the case for which they are appointed.

The Vice President for Finance and Administration will provide the written statement of appeal to the Sexual Misconduct Appeals Committee within five (5) business days of its formation. The Vice President for Finance and Administration will also send a copy of the written statement of appeal to the non-appealing party, who will have five (5) business days to submit a written response to the appeal to the Vice President for Finance and Administration, who will promptly provide the written response to the Sexual Misconduct Appeals Committee.

After receipt of the written response by the non-appealing party (or the passing of the deadline for receipt of such response), the Sexual Misconduct Appeals Committee shall convene to review the written statement of appeal, any response, the investigation report (including its appendices), and the written determination of the HRHC. Within ten (10) business days of receiving the written response from the non-appealing party (or from the time for filing a written response expires if no response is submitted), the Sexual Misconduct Appeals Committee will provide simultaneous written notification to the parties of the outcome of the appeal and the rationale for the result. The written determination becomes final upon the earlier of when: (i) the parties are notified of the determination on appeal, or (ii) the time to file an appeal has passed with neither party appealing.

The decision of the Sexual Misconduct Appeals Committee is final.

5.5.8 Violations of Other University Policies by Employees.

The adjudicating committee may determine that a violation of this policy did not occur (or was not proven to the required evidentiary standard) but that the behavior that occurred was unacceptable in the employment context. If the adjudicating committee makes such a finding, the respondent shall be referred to as set forth below for proceedings or additional action as warranted by this or any other University policy, which may result in remediation or disciplinary action up to and including termination.

5.5.8.1 Violations by Faculty with USA Health.

Any referrals of faculty with USA Health under Section 5.5.8 shall be directed to the Office of Academic Affairs for a determination regarding the discipline of the respondent. The University will provide written notification to the parties of the outcome of any matter referred to the Office of Academic Affairs, but the complainant will only be notified of sanctions that directly relate to the complainant. The University shall separately notify the complainant, in writing, of any non-disciplinary remedial measures that will be offered for the complainant's benefit. Unless specifically required by law, neither the complainant, respondent, nor any witness will be allowed to review or appeal the Office of Academic Affairs' written determination.

5.5.8.2 Violations by Administrators or Non-Faculty Employees.

Any referrals of administrators or non-faculty employees under Section 5.5.8 shall be directed to the Associate VP, Finance & Administration/CHRO for General Division Employees (Campus) and to the USA Health Chief Human Resources Officer for USA Health Employees. The (CHRO) will decide regarding discipline of the respondent and any necessary remedial steps to be taken for the complainant. The (CHRO) will provide written notification to the parties of the outcome of any matter referred to the (CHRO), but the complainant will only be notified of sanctions that directly relate to the complainant. The (CHRO) shall separately notify the complainant,

in writing, of any non-disciplinary remedial measures that will be offered for the complainant's benefit. Unless specifically required by law, neither the complainant, respondent, nor any witness will be allowed to review or appeal the written determination of the (CHRO).

5.5.9 Records

All official records created during the formal resolution of a complaint shall be maintained by the University for a period of seven years, including informal resolution records.

5.5.9.1 Complaints Against Students and Faculty

Records relating to complaints against students shall be maintained by the Title IX Office and Deputy Title IX Coordinator for Academic Affairs.

5.5.9.2 Complaints Against Faculty with USA Health.

Records relating to complaints against faculty with USA Health shall be maintained by the Title IX Coordinator for USA Health. Where such a faculty member is found to have engaged in sexual misconduct, a letter will be placed in the faculty member's personnel file indicating that the Title IX Coordinator for USA Health maintains records of the sexual misconduct complaint.

5.5.9.3 Complaints Against Administrators, Non-Faculty Employees, Contractors, and Third Parties.

Records relating to complaints against administrators, non-faculty employees, contractors, and third parties shall be maintained by Title IX Office and the Equal Employment Opportunity (EEO) Manager. When a party is found to have engaged in sexual misconduct, a letter will be placed in the party's personnel file indicating that the EEO Manager maintains records of the sexual misconduct complaint.

5.6 Special Procedures for Educational Participants at USA Health Facilities

Notwithstanding any other provision of this policy to the contrary, this policy and its procedures shall govern the investigation and resolution of sexual misconduct occurring in USA Health's operations only to the extent such sexual misconduct occurs in the context of an education program, such as a clinical experience for, or activity of USA Health, such as clinical experiences for health profession students (i.e. medical student, nursing student, physician assistant student, etc). Sexual misconduct that occurs elsewhere in USA Health's operations is outside the scope of this policy and subject to resolution under other policies and procedures of USA Health unless the sexual misconduct implicates an education program or activity of the University itself.

If the respondent is a non-faculty employee, patient, guest, contractor, or other person affiliated with USA Health, and the alleged sexual misconduct occurred in an education program or activity of USA Health, the following procedures shall apply instead of those outlined in Section 5.5.3.3 with:

5.6.1 Investigator

Complaints under this process will be investigated by the TIX Investigator, or a designee, unless the TIX Investigator is the respondent, in which case the investigator will be appointed by the TIX Coordinator.

5.6.2 Investigation

Once the case is identified for formal resolution, the TIX Investigator will investigate to gather information and statements from witnesses and other sources for eventual review and consideration.

The investigation will involve interviews with the complainant, respondent, and witnesses and the collection of non-testimonial information and/or materials, such as emails, text messages, security camera footage, and the like. Witnesses and information and/or materials

may be identified and/or submitted by the parties or independently gathered by the TIX Investigator. Both parties will have equal opportunity to present witnesses, including both fact and expert witnesses, together with other inculpatory and exculpatory evidence. The TIX Investigator may decline to interview witnesses or collect information that the TIX Investigator deems irrelevant. The scope of the investigation shall be at the discretion of the TIX Investigator.

Before completion of the investigative report, the TIX Investigator will send to each party and the party's advisor the evidence collected for review in an electronic format or a hard copy, and the parties shall have ten (10) days to submit a written response to the TIX Investigator, which the TIX Investigator will consider before completion of the investigative report. Throughout the investigation, the parties will have those rights specified in Section 4.4 of this policy.

Within ten (10) business days of the deadline for receipt by the TIX Investigator of written responses from the parties, the TIX Investigator will complete the investigation report and submit the final investigation report and any appended information to each party and the party's advisor in an electronic format or a hard copy for their review.

Upon transmittal of the final investigation report by the TIX Investigator, the parties shall have five (5) business days to submit written questions that each respective party wants to be asked of any party or witness. The TIX Investigator will pose any questions to the other party or witness, as the case may be, and will provide each party with the answers. Each party will then be provided three (3) business days to submit any follow-up questions, which the investigator will pose to the other party or witness, as the case may be. All questions must be relevant to the allegations being investigated. Questions about the sexual history of the Complainant are generally impermissible and will be excluded under Section 5.4.2. The TIX Investigator will provide a written explanation to the appropriate party of any decision to exclude a question.

After any relevant follow-up questions have been posed and answered, the TIX Investigator will provide the final investigation report, together with

any questions and answers posed by the parties, to the Chief Human Resources Officer of USA Health, or their designee, with a copy to the TIX Coordinator. Upon receipt of the final investigation report, the Title IX Coordinator or designee shall notify the parties of an expected decision date. While the University endeavors to conduct the formal resolution process within a reasonable time frame, the time that it takes to complete the process will be affected by circumstances such as the availability of parties or witnesses, scheduling conflicts, intervening breaks, prior attempts at informal resolution, the complexity of the case, and/or the need to avoid interference with a pending law enforcement investigation. The parties will receive written notification if extenuating circumstances are anticipated to result in lengthy delays.

The Chief Human Resources Officer of USA Health shall then identify an appropriate administrator with supervisory authority over the respondent. Together, the Chief Human Resources Officer and appropriate administrator will review the final investigation report and questions and answers from the parties and issue a written decision of the findings. There will be no live hearing.

The written decision of findings shall include identification of the allegations at issue, description of the procedural steps taken throughout the case, findings of fact supporting the determination, conclusions regarding the application of the Sexual Misconduct Policy, a statement and rationale as to the determination of each allegation, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. Sanctions may range from remedial education and training to removal from the University Community (i.e., dismissal or termination of employment), or any combination of the same.

5.6.3 Appeal of the Written Determination

Either party has the right to appeal the written decision of findings based

only on the following grounds:

- Material and prejudicial violation of procedural rights that affected the outcome of the decision;
- New information, not reasonably available before the decision, that could have resulted in a different outcome;
- The discipline imposed is too severe or too lenient; and/or
- Conflict of interest or bias by the decision-makers that affected the outcome.

To appeal, the aggrieved party must submit a written statement of appeal within five (5) business days of being notified of the decision to the Chief Executive Officer, the Chief Operating Officer, or their designee, of USA Health. The written statement of appeal must include the grounds for appeal and describe the basis for the appeal in detail. In the event the written statement of appeal fails to state a permissible ground for appeal and/or does not describe the basis for the appeal, the appeal may be summarily dismissed. Within three (3) business days of receiving a valid appeal, the Chief Operating Officer, or a designee, will provide a copy of the written statement of appeal to the other party. Thereafter, the party so notified will have five (5) business days to submit a written response to the appeal.

The Chief Executive Officer, the Chief Operating Officer, or their designee, shall deliver simultaneous written notification of the outcome of the appeal and the rationale for the result to the parties within ten (10) business days after the deadline for submission of any written response to the appeal. The written determination becomes final upon the earlier of when: (i) the parties are notified of the determination on appeal, or (ii) the time to file an appeal has passed with neither party appealing.

The decision of the Chief Executive Officer, the Chief Operating Officer, or their designee, as applicable, is final.

5.6.4 Violations of Other University Policies

The Chief Human Resources Officer and appropriate administrator may determine that a violation of this policy did not occur (or was not proven to the required evidentiary standard) but that the behavior that occurred was unacceptable in the employment context. If the Chief Human Resources Officer and appropriate administrator make such a finding, the respondent shall be referred for proceedings or additional action as warranted by this or any other University or USA Health policy, which may result in remediation or disciplinary action up to and including termination.

5.6.5 Records

All official records created during the formal resolution of a complaint shall be maintained by the University for a period of seven (7) years, including informal resolution records.

5.7 Special Procedures for Complaints Against the University President

If a complaint involves alleged sexual misconduct on the part of the University's President, the TIX Investigator will investigate to gather testimony and other information for eventual review and consideration by the University Board of Trustees (Board) Vice Chair or a designee.

Any investigation, hearing, or appeal of alleged sexual misconduct involving the University President shall proceed in the manner set forth above for University administrators, except that the Board Vice Chair or a designee shall serve in the role of the HRHC and the Chair pro tempore or a designee shall serve in the role of the Sexual Misconduct Appeals Committee.

5.8 Special Procedures for Complaints Against the Title IX Coordinator

Any complaint involving allegations of sexual misconduct on the part of the Title IX Coordinator will be handled by this policy, except that any duties ordinarily performed by the Title IX Coordinator will instead be performed by a Deputy Title IX Coordinator appointed by the University President.

5.9 Special Procedures for Complaints Against the TIX Investigator

The University has a TIX Investigator who will normally conduct all required investigations by this policy, regardless of the classification of the respondent. However, if a complaint involves allegations of sexual misconduct on the part of the TIX Investigator, the Title IX Coordinator shall appoint an investigator to investigate the allegations. Otherwise, such complaints will follow the process for employees.

5.10 Objections to Process

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process promptly so that the University may evaluate the matter and address it, as appropriate.

5.11 Vendors, Contractors, and Third Parties

The University does business with various vendors, contractors, and other third parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party respondent may have under these procedures, the University retains all rights it enjoys by contract or law to modify or terminate its relationship with any vendor, contractor, or third-party irrespective of the outcome under this process. Where this policy specifies a period of days by which some act must be performed, the relevant period will be calculated as follows:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government; and
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other periods specified in this policy are subject to modification by the University where, in the University's sole discretion, good cause exists.

The parties will be provided written notice of the modification of any deadline or period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously,"

notice will be deemed simultaneous if it is provided in relative proximity on the same day. That notice doesn't need to be provided at the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be emailed using University email addresses. If a party does not have a University email address or wishes to use a personal email address instead of the University email address, the party must notify the Title IX Coordinator or designee. The University is not responsible for outages, technical errors, or other features of a private email account that may interfere with a person's receipt of the email. Therefore, a party is deemed to have received notice upon transmission of an email to their email account.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined at the sole discretion of the University, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant University officials; approaching holidays or closures; and the number and length of extensions already granted.

6. Enforcement

Individuals found to violate this policy will be subject to disciplinary actions by the University. The discipline imposed will depend on all the facts and circumstances and may include, but not be limited to, one or more of the following: a requirement not to repeat the conduct at issue, requiring training, written or verbal warning/reprimand, demotion, transfer or reassignment, denial of pay increases, probation, suspension (with or without pay and for varying lengths of time), limitation on participation in particular programs and activities, limitation on access to campus, expulsion, dismissal, or termination. Under certain circumstances, acts of sexual misconduct may also result in criminal and/or civil penalties.

7. Related Documents

7.1 Pregnant and Parenting Students

As defined in Section 3, discrimination based on pregnancy and parenting status is a form of sex discrimination prohibited by this policy and subject to the investigation and resolution procedures specified herein. Title IX protects against discrimination related to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. It prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex. Title IX also ensures the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy or parenting-related conditions.

The University of South Alabama is dedicated to creating an environment that is welcoming, accessible, and inclusive for pregnant and parenting students. Students may request reasonable accommodations for pregnancy and parenting-related conditions. More information can be found at:

https://www.southalabama.edu/departments/studentaffairs/titlenine/pregnanc y-parenting.html

7.2 Ala. Code § 13A-6-70 - Lack of Consent

Unless otherwise stated, an element of every offense defined in this article is that the sexual act was committed without the consent of the victim. Lack of consent results from either of the following:

- Forcible compulsion; or
- Being incapable of consent.

A person is deemed incapable of consent if they are:

- Less than 16 years old; or
- Incapacitated.

Consent to engage in sexual intercourse, sodomy, sexual acts, or sexual contact may be communicated by words or actions. The existence of a current or previous marital, dating, social, or sexual relationship with the defendant is not sufficient to constitute consent. Evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device or sexually transmitted disease protection, without additional evidence of consent, is not sufficient to constitute consent.

7.3 Campus SaVE Act

The Campus Sexual Violence Elimination Act, or Campus SaVE Act, is a federal law that promises prompt and effective responses by higher education institutions to incidents of sexual violence. At its core, the Campus SaVE Act increases transparency about incidents of sexual violence, guarantees complainants' rights, sets standards for campus disciplinary proceedings, and requires campus-wide prevention education programs.

To understand the Campus SaVE Act, it's important to first know a little about laws and the judicial process. Every state in the United States has laws against sexual assault, domestic violence, dating violence, and stalking. To find out what the sexual violence laws are in the state where you attend college, check out womenslaw.org.

Additionally, all colleges and universities have a judicial process for sexual misconduct that functions independently from state laws. While laws and judicial processes vary by state, by school, and by crime, the Campus SaVE Act, enforced as of March 2014, represents improvements to the handling of sexual misconduct on every U.S. college and university campus.

More information can be found at:

https://www.mystudentbody.com/hbg/publicpage/library_campussaveact

7.4 The Lowdown: A Student Handbook

The University is committed to informing its student population, as well as faculty and staff, of the University's expectations and resources. This item can be found at the following link:

https://www.southalabama.edu/departments/studentaffairs/lowdown/

7.5 Discretion in Application

The University retains discretion to interpret and apply this policy in a manner that is not unreasonable, even if the University's interpretation or application differs from the interpretation of the parties.

Despite the University's reasonable efforts to anticipate all potential circumstances in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the University retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy at any time and for any reason. The University may apply policy revisions to an active case provided that doing so is not unreasonable.

Student Record Policy

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

I. General Policy

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

II. Definition of Student

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

III. Definition of Education Records

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

IV. Directory Information

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

Any student may request that his/her directory information not be released, by completing a "Request to Prevent Disclosure of Directory Information" form in the Registrar's Office

and returning it to that office.

This request is valid until the student rescinds the request of nondisclosure.

V. Record Retention Location

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

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

VI. Right of Access and Review by Student of His/Her Education Record

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

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

to be education records as defined under FERPA.

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

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

If a student wishes to challenge a record, the student should make that request for challenge of the record known to the record official. The student will be required to complete a form in which the student specifies on the form the nature of the challenge, that is whether the record is misleading inaccurate, inappropriate, etc. If the record official agrees that the record is inaccurate, misleading or inappropriate, the record will be amended and the student will be notified in writing. If the record official does not agree with the student's challenge, the student will be so informed and advised of the right to a hearing. The record official will act as the hearing officer and will designate a date, time, and place for the hearing. The hearing will be held within a reasonable period of time following the request to the record officer. The student will have an opportunity to present information relative to his/her challenge. The record official will have an opportunity to inspect the education record relative to the content of that record and to request information from the student and from the maker of the education record or that portion which is challenged. A decision of the record official, acting as a hearing officer, will be returned to the student within ten (10) University working days following the conclusion of the hearing. If the record official does not allow the requested amendment, the student will be advised that he/she may place a written statement in the file commenting on the contested information and/or stating the nature of the disagreement. The student has the right to file a complaint with the Family Policy Compliance Office.

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

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

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

IX. Releasing Education Records to Third Parties

It is the general policy of the University of South Alabama that the University does not release education records or information relating to a student, to individuals or agencies outside of the University of South Alabama. However, the student may request the release of education records to individuals or agencies outside of the University of South Alabama. In the event that the individual does so request such education records to be released, a written request/authorization from the student must be directed to the proper records official, specifying the records to be released, the reason for the release, the person to whom

records are to be released, and a request by the student for copies of the records that are released if the student so desires. The student has the responsibility of sending a statement to the University, signed by the party who is receiving the information, that the information that is granted to the third party will not be transferred to other individuals or agencies without the student's prior consent. These guidelines must be met prior to the release of educational records by the University of South Alabama.
The University of South Alabama, following a request/authorization, will grant access or will release the education records to the third party. The cost of copying or reproducing education records will be assessed against the student/third party so requesting.

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

1. Any University officials, including members of the faculty and staff, who have legitimate educational interest.
2. Officials of institutions in which the student submits his or her desire to enroll. The student will be notified of the transfer of this information. The student will be sent a copy of the record, upon the student's request, and will be granted an opportunity to challenge the content of the record.
3. Certain representatives of Federal departments or agencies or State educational authorities for purposes of audits, evaluative studies, etc. The data that will be collected by these agencies will be protected in a way that prevents personal identification except when specifically authorized by Federal law. Also, the information will be destroyed once it is no longer needed.
4. Financial Aid Officers.
5. Accrediting organizations.
6. Organizations conducting studies for administrative evaluation tests, etc.
7. Parents of students who are considered to be dependents under the Internal Revenue Code for Federal Income Tax purposes.
8. In accordance with judicial orders or lawfully issued subpoenas.
9. Appropriate individuals, agencies, and institutions in case of an emergency or to protect the health or safety of the student or others.

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

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

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

2023-2024 Personnel Policy for Undergraduate and Graduate Student Employees of the University of South Alabama

The following is the updated 2023-2024 Personnel Policy for Undergraduate and Graduate Student Employees of the University of South Alabama. This policy has been established for undergraduate and graduate student employees **only** and does **not** apply to Graduate Assistantships. The Deans of the Graduate School maintains the Graduate Assistantship Policy. Contact the Dean of the Graduate School at 460-6310 or view the graduate assistantship policy at:

https://www.southalabama.edu/graduatemajors/graduateschool.

I. Introduction

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

It is the responsibility of supervisors to give new student employees the proper orientation, counseling, and supervision that is needed to develop healthy attitudes toward their jobs. Students are to supplement rather than replace University of South Alabama staff. Any questions or concerns related to the guidelines should be forward to the Associate Vice President for Enrollment Services.

II. The Meaning of "Hourly Employment"

Students are employed under "an hour's pay for an hour's work" arrangement. However, a department should not deny payments to students for brief interruptions in their daily schedules, such as rest periods or coffee breaks, if it is the department's policy and practice to permit such interruptions for its regular hourly employees. Students are not compensated under a salary, commission, or fee arrangement. In addition, fringe benefits such as paid sick leave, vacation pay, and holiday pay, which are provided benefits to eligible regular employees, do not apply to student employment. Student assistants are not covered by Social Security as long as they are enrolled at least half-time and regularly attending classes. Student employees are not covered by Workers' Compensation insurance. This should be explained to students when hired.

Student employees are free to apply for Unemployment Compensation at www.labor.alabama.gov. When a student employee separates from employment, for any reason, the student employee's department must provide the Notice of Availability of Unemployment Compensation to individuals who separate from employment. The Notice of Availability of Unemployment Compensation may be in

the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation. The notice may be found here:

https:/www.southalabama.edu/departments/enrollmentservices/resourcesnoticeofavailabilityofune mploymentcompenstation.pdf

The decision regarding eligibility for Unemployment Compensation is made solely by the Alabama Department of Labor.

III. Hourly Wage Rates

Wages paid to students working under the student employee program must be paid the minimum wage **($7.25/hour)**; however, said hourly wage should not exceed **$5.75** per hour over the minimum wage for undergraduate student employees and **$10.25** per hour over minimum wage for graduate student employees without permission from the Associate Vice President for Enrollment Services. A written justification along with the Student Personnel Action form **MUST** be sent to the Office of Enrollment Services **first** for hourly wages exceeding **$13.00** for undergraduate student employees and**$17.50** for graduate student employees. **A paper student personnel action form needs to be completed when requesting a student to be paid over the allowed amount with written justification.** Once the written justification and student personnel action form has been approved by the appropriate office (Provost and Executive Vice President, VP for Student Affairs, or VP for Health Sciences), Enrollment Services will deliver directly to the Payroll Office.

Medical Affairs and Dean of the College of Medicine, Enrollment Services will deliver directly to the Payroll Office.

Wages under $13.00/hour for undergraduate employees and under $17.50 for graduate employees can be sent directly from the departments to the Payroll Office as long as it does not require a signature by the Grants and Contracts Office **(Student Personnel Action Forms with FUND # beginning with 2)**. Signature is required for all grants except Federal Work Study.

Students employed under the Work-Study program will be paid at least minimum wage as required under the federal guidelines to participate in the program. Employment under the Work-Study program is determined by the financial need of the family. The University of South Alabama is an equal opportunity employer and shall not discriminate on the basis of race, age, color, religion, national origin, disability, disabled veteran, Vietnam Era Veteran status, or sex.

IV. Mandatory Direct Deposit of Paychecks

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

Failure to establish a direct deposit account will result in termination of the student appointment.

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

V. Appointments

Each department should have on file a job description for each student employee position, including Work-Study. For student employees, the rate of pay can be based on job requirements and skills needed, but should not normally exceed minimum wage by more than **$5.75** per hour for undergraduate student employees and should not exceed **$10.25** per hour over minimum wage for graduate student employees. **ALL STUDENT PERSONNEL ACTION FORMS MUST REFLECT THE STUDENT I.D. NUMBER. The effective date on the Student Personnel Action Form should be the first day the student actually starts to work.**

At the time of appointment, the student employee must:

- Be enrolled at least half-time **(undergraduate 6 hours, and graduate 3 hours)**

  NOTE: Summer semester includes credit hours taken during the May semester and summer semester (June-July).
- Be a degree seeking student
- Have completed I-9 (refer to section **VIII**)

Work-Study student employees must be enrolled half-time (6+ credit hours as undergraduate student and 3+ hours as a graduate student.

If a graduate student employee is in their final semester, they may continue employment as long as they are registered in a minimum of 1 credit hour.

Student employees currently hired in a department have the option not to enroll for one semester each academic year (fall-summer). During this time, student employees may work up to a maximum of 56 hours per pay period with an average of 28 hours per week during the pay period. *This does not apply to students who have not been enrolled for two consecutive semesters.

- **Example: A student was not enrolled in spring semester or summer semester but wishes to use the following fall for their semester to opt out of enrollment.**

A student must be enrolled in the prior semester and registered for the upcoming semester before they are allowed to opt out a semester of being enrolled.

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

Students admitted and registered to attend the University of South Alabama for the first time are not eligible to work as student employees until the first day of the semester.

Returning students who have applied for readmission and students who withdrew during a semester cannot begin working for the upcoming semester until the student has registered for classes for the upcoming semester. The student may not begin work until the first day of classes.

- **Example 1:** Student withdraws during spring semester and has to cease work immediately. Student registers for classes for summer semester but cannot begin working until after spring exams are over and until the first day of the semester.
- **Example 2:** Student has not been enrolled for several semesters and has applied for readmission and registered for classes for summer semester. The student cannot begin working until **after exams are over** for spring semester and until the first day of the semester.

It is recommended that student employees work no more than eight hours per day. Under special circumstances the supervisor may allow students to exceed the eight-hour limit. The maximum number of hours a student employee is allowed to work is 20 hours per week when classes are meeting. If a student holds more than **one** student employee job, the maximum combined hours a student may work between the jobs is **still** 20 hours per week, not to exceed 40 hours per pay period. If a department feels it is necessary to have a student work more than 20 hours per week or more than 40 hours per pay period, written approval must be granted in advance by the Provost and Executive President or their Vice President.

If approved, the student may work up to a maximum of 28 hours per week or a maximum of 56 hours per pay period. A list of students with their JAG numbers and copy of written approval must be submitted to the Office of Enrollment Services.

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

Students who are participating in a paid internship program through the University of South Alabama while taking classes are allowed to work up to 20 hours per week or 40 hours per pay period. However, students who are participating in an internship program through the University of South Alabama and are not enrolled in any other classes may work up to 28 hours per week or 56 hour per pay period.

Work-Study student employees are allowed to work a maximum of twenty hours per week. International student employee limitations are defined in Section VII.

Work-Study student employees generally are not allowed to work between semester or other periods of non-enrollment.

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

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

Students who are enrolled in on-line classes are only allowed to work 20 hours per week not to exceed 40 hours per pay period. Students who enroll in less than 6 hours for undergraduate or 3 hours for graduate on-line or campus classes must have written approval in advance by the Provost and Executive Vice President or their Vice President. If approved, the student may work up to a maximum of 28 hours per week or a maximum of 56 hours per pay period.

A list of students with their JAG numbers and a copy of the written approval must be submitted to the Office of Enrollment Services.

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

Students **may not** continue to work after they graduate.

The international student employee must meet Department of Labor and Immigration regulations regarding citizenship or alien status. Documentation proving satisfaction of regulations must be provided to the Payroll Office. Documentation includes I-94 card, passport with expiration date, visa and the form I-20. Illegal aliens will not be employed.

Each department must submit a new Student Personnel Action appointment form when a student is hired. The student employment date will only be required at time of termination unless the student is a work study student, in which case an end date is required for each year. See Section VIII for instructions on the mandatory I-9 policy. In addition, Payroll must be notified (for FICA withholding purposes) when a student employee is not enrolled. The original or a copy of the social security card must be presented to the Payroll Office for social security number and name verification. When employment ends for the student a termination PA must be completed. (See Section XIII)

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

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

Departments and divisions should observe the University and state laws regarding **nepotism**. Students who have a relative working in the same department **cannot** be supervised or take directions from their relative. Refer to Section 2.1.4 of the Staff Employee Handbook for more information.

VI. Breaks and Lunch

When working conditions warrant and the student employee's supervisor agrees, a student employee may take the following:

- A one 15-minute unpaid break if the student assistant works at least a 4-hour shift.
- Two 15-minute unpaid breaks if the student assistant works a full 8-hour shift.

A student assistant who works a full 8-hour shift may be provided an unpaid meal period. Length of meal periods is at the discretion of the supervisor.

VII. International Student Employment

United States immigration regulation ***8 CFR 214.2(f)(9)(i)*** limits the employment eligibility of international students. International students who maintain their F-1 or J-1 immigration status are eligible to work part-time on the premises of the institution that issued their current, valid I-20 or DS-2019. On- or off-campus employment must be "incident to status" and cannot affect the international student's course work or studies. F-1 students do not require authorization or updates to their SEVIS record (I-20) from the Office of Immigration prior to accepting on-campus employment. However, J-1 students require authorization and updates to their SEVIS record (DS-2019) from the Office of Immigration prior to accepting on-campus employment. International students may only work "on campus" (academic department, bookstore, cafeteria, Aramark, Starbucks, etc.) a maximum of 20 hours per week while school is in session. According to University of South Alabama policy, on-campus student employees may work up to a maximum of 56 hours per pay period with an average of not more than 28 hours per week during the pay period between semesters and during fall and spring breaks as long as students who eligible and demonstrate an intent to register for the subsequent academic semester. For any international student awarded a scholarship, fellowship, or assistantship, there is **no exception** to the overall 20 hours per week cap for on- **or** off-campus employment. International students may be subject to U.S. tax withholdings and should speak with USA Payroll to discuss their requirements. International students with questions regarding their eligibility for on- or off-campus employment should be referred to the Office of Immigration.

On-campus employment must be performed on the school's premises (including on-campus commercial firms that provide services for students on campus, such as, the bookstore or cafeteria), or at **off-campus** locations that are approved by the Associate Vice President for Enrollment Services as educationally affiliated with the University of South Alabama. Employment with privately-owned sporting camps operated on the university premises as coach-owned LLC do not constitute eligible on-campus employment.

VIII. Mandatory I-9 Policy

All new student employees are required by the provisions of the Immigration and Reform and Control Act of 1982, to complete a government form I-9.

1. The hiring manager or designee is to advise the new employee to report to the Payroll Office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at the hospitals may go to their respective Human Resources Office.
2. Upon completion of Section I (or Sections I and II) the new student employee will be given an I-9 completion receipt to take to the hiring department. **The student employee is not allowed to begin work until they provide the hiring department with this receipt.**
3. Those who do not provide acceptable documentation as required for Section II of the I-9 form on the first day of employment, are required to return to the Payroll Office in person within three business days of the first day of work with acceptable documentation.

The Payroll Office will notify hiring managers/designees of any new student employees who fail to comply within three business days and advise the department that the new student employee is to be terminated immediately. The student employee cannot report to work for a fourth working day with adherence to the federal act.

IX. On-the-Job Injury (OJI)

The University of South Alabama strives to protect its employees from undue financial hardship resulting from qualified job-related injuries. Student employees are eligible for benefits provided by the OJI program. The injury must occur in the course and scope of duties as a University employee. For additional information and instructions on how to apply, please visit the University's Accidents While on the Worksite website at https://www.southalabama.edu/departments/financialaffairs/hr/accidents.html.

X. FICA Taxes

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

XI. Graduation

A student employee cannot work after they graduate from the University of South Alabama. Students must cease employment on the last day of finals during the student's last semester. If a student chooses to continue their education at the University of South Alabama, they must be degree-seeking and cannot begin employment until the first day of classes.

XII. Voluntary Services

Student employees will be allowed to participate in voluntary services under the following conditions:

- The volunteer service is not something in which the department would have otherwise paid an employee or student worker.
- The volunteer service is not something an employee or student employee is normally paid to perform.
- The volunteer service is not related to the student worker's job duties.
- The volunteer service does not conflict with the student employee's job.

XIII. Pay Policy and Procedure

Student employees must be paid through normal student personnel/payroll procedures initiated by completing an Electronic Personnel Action Form (EPAF). A paper personnel action form must be used if an EPAF is not submitted and approved before the pay period deadline.

A Termination/Resignation Student Personnel Action Form must be completed and submitted to the Payroll Office when a student is no longer employed with the University of South Alabama or has graduated.

Students should not be paid by a requisition. Exceptions to this policy must be approved by the Associate Vice President for Enrollment Services.

Students are paid every two weeks. Payroll authorization (electronic time sheets) must be approved by the student and supervisor (except for off-campus work-study STAY students) and received by the Payroll Office before 9:00 a.m. on Monday before payday. Changes to the timesheet deadline will be posted on the Payroll website www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html. Student employees must have direct deposit and check stubs can be accessed through their PAWS account.

If the hiring department fails to meet deadlines for the Electronic Personnel Action Forms (EPAFs) and/or timesheets, the student employees' pay will be deferred to the following pay date. No manual checks will be issues. Student employees must complete their electronic time on Web Time by the Payroll deadlines. Non-compliance of student regulations may result in termination of the student appointment.

See Section IV for the mandatory direct deposit for paychecks requirement.

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

XIV. Supervision

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

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

XV. Grievances

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

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

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

XVI. Terminations

Student employees are considered to serve at the pleasure of the University of South Alabama and are "at will" employees.

Ending Employment:

The following constitute ending employment with the University of South Alabama:

- The student graduates

- The student is no longer enrolled
- The student resigns from employment
- The department no longer needs the student's services

A termination/resignation student personnel action form SPAF must be completed for the above occurrences.

https://www.southalabama.edu/departments/eforms/enrollmentservices/studentpaform.pdf

Disciplinary:

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

Grounds for immediate termination would include, but not be limited to

- Student who falsifies their time sheet.
- Theft or misuse of university property.
- Disclosure of confidential records which the student may be privileged to in the scope of their student employment

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

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

XVII. Child Labor

All departments hiring student employees must post the following script regarding Child Labor. A printable copy is available at www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html

Per Alabama child labor laws: Workers under 18 cannot do the following: work in or around steam boilers; operate any power-driven woodworking, bakery, or paper-products machinery; operate any paper cutting, stapling, corrugating or punching machines; operate any stamping machines use in sheet metal or tin ware, or in paper or leather manufacturing or washer or nut factories; operate any power-driven metal forming, cutting, straightening, drawing, punching or shearing machines; assemble, adjust, clean, oil or service machinery in motion or serve as a model in a nude or nearly nude condition (as defined by Alabama law). Certain time and hour restrictions apply to any models under age 18.

XVIII. Summary

The basic guidelines for student employees are:

1. The policy must be reviewed with the student at time of employment.
2. As hourly employees, student assistants must be paid only for hours actually worked.
3. The hourly pay rate should not normally exceed the current minimum wage ($7.25/hour) by more than $5.75/hour for undergraduate student employees or $10.25/hour for graduate student employees. A written justification along with the Student Personnel Action form MUST be sent to the Office of Enrollment Services first for hourly wages exceeding $13.00/hour for undergraduate student employees and $17.50/hour for graduate student employees.
   Once the written justification and student personnel action form has been approved by the appropriate office (Provost and Executive Vice President, Vice President for Student Affairs, and Vice President for Health Sciences), the Office of Enrollment Services will submit to the Payroll Office.
4. Student employees are limited to a 20 hours per week when classes are meeting. If a student holds more than one student employee job, the total maximum hours to work between the jobs is still 20 hours per week.
5. International student employees cannot work more than 20 hours a week during the fall and springs semesters. Prior to employment, check with the Office of Immigration for any further limitations or exceptions.
6. Student employees must be enrolled at half-time and be a degree seeking student.
7. Student employees must meet Department of Labor and Immigration regulations.
8. The University of South Alabama's policy and state laws regarding nepotism must be followed.
9. Student employees may work (maximum of 56 hours per pay period with an average of 28 hours per week during a pay period) and not be enrolled for one semester each academic year (Fall-Summer). This does not apply to International students during the fall and spring semesters.
10. Student employees may not work after they graduate from the University of South Alabama. Student employee must cease employment on the last day of finals during the student's last semester. If a student chooses to continue their education at the University of South Alabama they must be degree-seeking and cannot begin employment until the first day of classes. If a graduate student employee is in their final semester, they may continue employment as long as they are registered in a minimum of 1 credit hour.

11. Student employees who are enrolled in on-line classes are only allowed to work 20 hours per week not to exceed 40 hours per pay period. Students who enroll in less than 6 hours for undergraduate or 3 hours for graduate on-line or campus classes must have written approval in advance by the Provost and Executive President or their Vice President. If approved, the student may work p to a maximum of 28 hours per week or a maximum of 56 hours per pay period. A list of students with their JAG numbers and a copy of the written approval must be submitted to Office of Enrollment Services.
12. Termination/Resignation Electronic Personnel Action Forms (EPAFs) or a paper personnel action form if electronic not available for all jobs must be completed and submitted to the Payroll Office when a student is no long employed with the University of South Alabama or has graduated.
13. Students who are working and not enrolled at the University are not eligible to utilize the University of South Alabama's Student Health and are not exempt from FICA.
14. Students enrolled less than half-time are subject to FICA taxes.
15. Student employees are free to apply for Unemployment Compensation at www.labor.alabama.gov. When a student employee separates from employment, for any reason, the student employee's department must provide the Notice of Availability of Unemployment Compensation to individuals who separate from employment. The Notice of Availability of Unemployment compensation may be in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation. The notice may be found here: https://www.southalabama.edu/departments/enrollmentservices/resources/noticeofavailabilityofunemploymentcompensaton.pdf
    The decision regarding eligibility for Unemployment Compensation is made solely by the Alabama Department of Labor.
16. All new employees are required by the provisions of Immigration and Reform and Control Act of 1982, to complete a government form I-9 PRIOR TO beginning employment. Complete information including the I-9 New Hire Notification form is located at: www.southalabama.edu/financialaffairs/payrollaccounting/i9.html

Any questions or concerns related to these guidelines should be forward to the Associate Vice President for Enrollment Services.

www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html

revised 7/29/23

Policy of Non-Discrimination & Equal Access

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

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

Consistent with these laws and University policy, the University does not discriminate on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status, or any other applicable legally protected basis in admission policies and practices, educational programs, activities, or employment practices.

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

Any questions relating to accessibility should be directed as follows: for faculty/staff, to the Senior Manager, Benefits, EEO & Employee Relations, Human Resources, TRP, Building III, Rm. 2200, 650 Clinic Drive, 460-7892, or for students, Director, Center for Educational Accessibility & Disability Resources, Educational Services Building, 320 Student Center Circle, Suite 19, 460-7212.

Sale of Academic Materials

In order to comply with all federal copyright laws, state ethics laws and other state laws, the following policy is effective immediately and supersedes the policy distributed in January 1995. The sale of academic materials, including texts, supplementary texts and other supplementary materials directly to students by either an individual faculty member or staff employee or by the academic department is prohibited. All academic materials as indicated above must be sold through the Bookstore.

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

Copyright Policy for Students

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

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

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

Works for Hire: Student Works created by students in the course of their employment with the University shall be considered to fall within the scope of Work for Hire in accordance with the section of this policy on

Work for Hire made by staff. Students have limited rights to use materials generated in the classroom and laboratory, and other academic materials generated by students in the instructional process for personal, and educational purposes. Students may not use these materials for commercial gain.

As provided by the University policy or as agreed to mutually, rights in student works may be transferred between the student and the University. In such cases, a written Assignment Agreement shall specify the respective rights and obligations of the parties. The parties may also negotiate for joint ownership of such works, with the approval of the appropriate University official or body. The USA Copyright Policy can be found online at: https://bit.ly/3gzrzOB

Speech, Expressive Activities, and Use of University Space, Facilities, and Grounds

1. Purpose

The purpose of this policy is to promote the free exchange of ideas and the safe and efficient operation of the University.

2. Applicability

Access and use of facilities managed by USA Health or University of South Alabama Health Care Authority are addressed elsewhere in USA Health policies.

3. Definitions

Expressive activities: does not include expression that relates solely to the economic interests of the speaker and its audience and proposes an economic transaction. It includes, but is not limited to:

- Meetings and other group activities of registered USA student organizations;
- Speeches, performances, demonstrations, peaceful assemblies, rallies, vigils, and other similar events by students, employees, and visitors;
- Carrying signs or hanging posters;
- Circulating petitions;
- Distribution of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution and applicable state law.

4. Policy Guidelines

4.1 Non-Interference with Expressive Activities

The University shall not permit members of the campus community to engage in conduct that materially and substantially disrupts another person's protected expressive activity or infringes on the rights of others to engage in or listen to a protected expressive activity that is occurring in a location that has been reserved for that protected expressive activity. "Material and substantial" disruption occurs when a person:

- Significantly hinders the protected expressive activity of another person or group, prevents the communication of a message of another person or group, or prevents the transaction of the business of a lawful meeting, gathering, or procession by engaging in fighting, violence, or other unlawful behavior; and
- Physically blocks or uses threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in a protected expressive activity. Conduct protected under the First Amendment to the United States Constitution or Article

I, Section 4 of the Constitution of Alabama of 1901, including, but not limited to, lawful protests and counter-protests occurring in outdoor areas of campus generally accessible to members of the public, are not considered material and substantial disruptions except during times when those areas have been reserved in advance for other events.

Likewise, minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration are not considered material and substantial disruptions. Any member of the campus community who materially and substantially disrupts the free expression of others on campus may be subject to disciplinary action, up to and including removal from the University community and/or termination of employment.

4.2 Anti-Harassment Statement

The University shall prohibit any expression that is so severe, pervasive, and objectively offensive as to effectively deny a student, administrator, faculty, or staff member access to an educational opportunity or benefit provided by the University.

4.3 University Neutrality

The University supports free association and will not deny a student organization any benefit or privilege available to any other student organization or otherwise discriminate against an organization based on the expression of the organization. University students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature. The University will not require students, administrators, faculty, or staff to publicly express a given view of a public controversy. The University will also not create free speech zones or other designated outdoor areas of campus in an effort to limit or prohibit protected expressive activities by campus community members.

The University shall be open to any speaker whom the University's student organizations or faculty have invited, and the University will make all reasonable efforts to make available all reasonable resources to ensure the safety of the campus community. The University will not charge security fees based on the protected expressive activity of any member of the campus community or the member's organization, the content of the invited guest's speech, or the anticipated reaction or opposition of the listeners to the speech.

5. Procedures

5.1 General Requirements

5.1.1 Indoor Expressive Activities

5.1.1.1 Non-Members of the Campus Community

Pursuant to the University's Community Reservations Policy, non-members of the campus community may use or reserve only those indoor facilities of the University that are specifically identified in the Community Reservations Policy as available for use. Non-members of the campus community may not use or reserve any other University indoor facility.

5.1.1.2 Members of the Campus Community

Members of the campus community and registered student organizations must schedule all non-academic events to be held inside University facilities through the events management software (EMS) system.

5.1.2 Procedures/Deposits

Any procedures, deposits, forms, etc., that are required by the building requested must be completed at least five (5) working days prior to the event. The event must be listed on the University Calendar through the Office of Special Events. Only University-sponsored events may be advertised in University publications without charge.

5.1.3 Sound Equipment and Amplification

No musical instrument or sound amplification equipment of any kind, including stereo turntables, stationary, or mobile public address systems, are allowed on concourses, streets, or in areas adjacent to occupied buildings or around the Student Center unless otherwise allowed by the Dean of Students or a person designated by the Vice President for Student Affairs.

5.1.4 Litter

Any litter generated by any material being distributed must be collected and properly disposed of by the person or organization distributing the material. Failure to do so may result in charges to the responsible organization or department for the cleaning services. Placement of printed materials on motor vehicles is prohibited.

5.1.5 Interference with University Operations and Traffic and Protection of University Buildings and Property

All persons engaging in activities on University property are subject to and must comply with all University policies and procedures. Any individuals engaging in activities in University spaces may not block or otherwise interfere with the free flow of vehicular, bicycle, or pedestrian traffic. The right of way on streets and sidewalks must be maintained. Persons may not block or interfere with entrances and exits to campus buildings, and shall not prevent, obstruct, or interfere with regular academic, administrative, student, employee, or other approved activities at the University. University property must be protected, and any alteration, damage, or destruction of University facilities, property, or outdoor landscaping is strictly prohibited. Open flames, fires, or pyrotechnics are not permitted on any University property unless previously approved by the University Fire Marshal.

5.1.6 Safety and Security

The safety and well-being of members of the campus community and visitors to the University must be protected at all times. All persons engaging in activities on University property shall not engage in physically abusive or threatening conduct toward any person or group and shall always comply with the directions of the University of South Alabama Police Department. The University reserves the right to impose reasonable restrictions on events occurring on campus to ensure the safety of the University, including the use of security for campus events and modifications to the time, place, or manner of campus events to ensure the safety of the participants and of the campus as a whole.

5.1.7 Outdoor Expressive Activities

5.1.7.1 Non-Members of the Campus Community

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

Reservations may be made with the Director of the Student Center. The Director of the Student

Center may deny a reservation for the following reasons:

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

5.1.7.2 Members of the Campus Community

For members of the campus community (i.e., students, administrators, faculty, staff, and invited guests of University students, administrators, faculty, and staff), all outdoor areas of the University campus are open for expressive activities except for the following:

- Areas within 100 feet of academic buildings (between 7 am – 10 pm); and
- Areas within 100 feet of residential housing buildings.

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

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

The Director of the Student Center may deny a reservation for an outdoor area of campus for the following reasons:

- The space is already reserved for another event;
- The activity will attract a crowd larger than the venue can safely contain;
- The activity will significantly and substantially disrupt University operations (including classes);
- The activity is a clear and present danger to public safety; and
- The activity is unlawful.

5.2 Indoor Posting

This policy applies to materials hung in or affixed to the inside of University buildings or bulletin

boards. Individuals authorized by the University to do so may remove materials posted that are not in accordance with this policy. Questions regarding this policy should be directed to the Associate Director of the Student Center.

5.2.1 Reservation Process

Reservations for all flyers, posters, and banners should be made at the Student Center Information Desk located on the second floor or the Student Center Services Office on the first floor (unless a different group has approval authority as indicated below in Section 5.2.3). Groups or departments that have their own bulletin board do not need to make reservations for postings on their own board. All reserved flyers, posters, and banners must bear the stamped reservation date of the Student Center Office except those utilized in spaces designated for a specific organization or department.

5.2.2 Criteria

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

5.2.3 Guidelines

A flyer is any paper not exceeding the size 8.5 x 11 inches. A poster is any paper that is not a flyer and does not exceed the size 24 x 17 inches.

- All flyers/posters must be approved and stamped by the Student Center Information Desk, except as noted below. The Student Center Information Desk, or other reviewing body noted below, will only review flyers/posters for compliance with the criteria set forth in Section 5.2.2, “Criteria.”;
- Up to 50 flyers/posters allowed for USA student organizations;
- Up to 15 flyers/posters allowed for individuals or non-USA groups;
- Not more than 1 flyer/poster per bulletin board per individual / group;
- No flyers/posters are allowed on painted surfaces, on the outside of any building, doors, or windows, or on trees;
- No posters are allowed on painted surfaces, doors, or glass. Special regulations governing student campaigns may be adopted by the SGA Election Committee;
- All sheet signs must be approved by Student Government Association in accordance with the guidelines for sheet signs set forth below in Section 5.3.1;
- Items must not be hung in a manner which would obscure previously posted (and current) flyers;
- Materials may be posted until the event is completed or for a maximum of 30 days. The Student Center staff will remove posters on the last day of each month. All groups are encouraged to remove their own materials in a timely

fashion and to remove other dated material when posting their own; and

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

Flyers and posters may be posted in the following building and locations:

- Administration bldg: Bulletin board in basement. No flyers/posters on first floor;
- Classroom bldg: Approved bulletin boards;
- MCOB: Approved bulletin boards;
- HPELS: Approved bulletin boards College of Medicine: student lounge bulletin board;
- Library: bulletin board in front lobby;
- Life Sciences: Approved boards on each floor;
- Humanities: in hallway joining two wings;
- USA Mail Hub: approved bulletin boards;
- Shelby Hall: only electronic advertisements;
- Student Recreation Center (must be approved by Director of Campus Recreation);
- Student Center: Approved bulletin boards; and
- Student Center Mall: Between two front doors.

If in doubt, please check with the appropriate building staff to determine acceptable locations for posting of flyers/posters. Failure to comply with the above rules may result in the suspension of poster privileges for offending organization(s) and/or individuals.

5.2.4 Special Rules for Posting in the Student Center

These rules for posting in the Student Center apply to all members and non-members of the campus community, including, but not limited to, students, recognized and registered student organizations, academic and administrative departments, and non-USA affiliated groups and individuals, unless indicated otherwise.

- A maximum of four flyers may be posted in the Student Center per unique event, with only one such flyer permitted per bulletin board;
- Banners may only be hung from 2nd floor lobby rail and only by registered student organizations; and
- Banners may not exceed 3 feet in width and 10 feet in length. Banners exceeding these dimensions will be taken down by Student Center staff.

Groups wishing to hang banners must reserve a location with the Director of the Student Center

located in RM 150.

5.3 Outdoor Signage / Chalking

Outdoor signage, including, but not limited to, sheet signs, yards signs, and directional signs, and chalking by members of the campus community are permitted under this policy, subject to the limitations set forth herein. All other solicitations, promotions, advertisements, displays, sheet signs, yard signs, directional signs, or chalking on campus are prohibited. Individuals authorized by the University to do so may remove signage/chalking that is not in accordance with this policy.

5.3.1 Sheet Signs

Sheet signs advertising an event may be hung seven days prior to the specified event and must be removed within three days following the event. All other sheet signs may be posted for a maximum of 30 days. Each sheet sign must indicate the name of the associated University group or individual and the date that the sign was posted. Sheet signs must be hung between two trees (not on or between buildings or structures), must be hung with biodegradable cord, and may be placed anywhere on campus except Moulton Tower, Alumni Plaza, the area in front of the McQueen Alumni Center, and the area between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road, and Areas between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and University Boulevard and to the portal of Stadium Drive and the public sidewalks. (For reference, the areas between the public sidewalks along Old Shell Road and University Boulevard and the red line depicted on the map available here: https://www.southalabama.edu/departments/studentaffairs/resources/usaperimetermap.pdf are restricted areas as described in this section.)

Sheet signs must not obstruct or impair visibility related to roadways or the ingress and egress to a building or area of campus. Any sheet signs that are not in full compliance with this policy are subject to removal and disposal without notice.

5.3.2 Chalking

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

5.3.3 Yard Signs / Displays

Non-commercial yard signs or displays (no larger than 18 x 24 inches) or other displays placed in the ground with a stake or similar device may be placed only in outdoor areas of campus where members of the campus community are commonly allowed. They cannot be placed in flowering or non-flowering landscaping beds, tied to trees, or placed in the area immediately around the Mitchell Center, Moulton Tower, or Alumni Plaza or within the area between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and Areas between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and University Boulevard and to the portal of Stadium Drive and the public sidewalks. (For reference, the areas between the public sidewalks along Old Shell Road and University Boulevard and the red line depicted on the map available here: https://www.southalabama.edu/departments/studentaffairs/resources/usaperimetermap.pdf are restricted areas as described in this section.). The total number of related yard signs allowed on campus per event may not exceed twenty (20).

Yard signs may be reasonably displayed 72 hours before an event and must be removed within 24 hours of the event. Signs must be dated.

5.3.4 Special Rules for Directional Signage

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

5.4 Solicitation

In addition to the rules set forth above, the University regulates the use of its facilities for solicitation of money by students, student organizations, employees, departments, other affiliates, and visitors. Solicitation by placing flyers on vehicles by USA or non-USA groups or individuals is strictly prohibited. Door-to-door solicitation is not allowed.

5.4.1 USA-Affiliated Groups

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

Each event must follow the polices, rules, and regulations of the University and the laws of the State of Alabama or other governing body. Solicitation privileges may be revoked for violation of polices, rules, and/or regulations or for conduct that may be characterized as unlawful harassment or is otherwise in violation of University policy or applicable laws, rules, or regulations.

5.4.1.1 Solicitation in the Student Center

Solicitation in the Student Center. The USA Student Center requires any organization requesting space for solicitation in the Student Center to contact Student Center Services (460-6077) to make a reservation. Designated spaces are limited and restricted to the use of that space only. All organizations using designated solicitation space must adhere to all reservation policies of the Student Center.

5.4.2 Non-USA Groups

Non-University groups, individuals, or businesses are not permitted to solicit or distribute business-related materials, including, but not limited to, advertising, in University buildings or on the grounds except at designated places during designated times. Please contact Student Center Services at 460-6077 for more information about designated times. Any business, company, or service attempting to recruit for student employment must obtain approval from USA Career Services (460-6188) to reserve vendor space.

6. Enforcement

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

the University.

Any violation or alleged violation of this policy must be reported to the Vice President for Student Affairs, whose office will coordinate management of the violation or alleged violation and document all relevant details of its resolution. Annual reports as required by Alabama law will be published on the University's website beginning September 1, 2021. University employees will not consider the viewpoint of expressive activities when enforcing this policy. In the event any University policies are inconsistent with this policy on speech, expressive activities, and the use of University space, facilities, and grounds, this policy shall control.

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

7. Related Documents

The Lowdown

Community Reservations Policy

Community Reservation Policy

1. Purpose

Community Reservation Policy was created to set guidelines for non-USA persons and/or groups to lease space at the University.

2. Applicability

This Policy applies to all University Divisions as well as any individual or group who is not faculty, staff, student or student organization that wishes to lease space on any University property for an event.

3. Definitions

Not Applicable.

4. Policy Guidelines

In order to lease event space at the University of South Alabama, Non-USA person(s) or group(s) must secure formal sponsorship for that activity from an active, recognized University of South Alabama student organization or a University of South Alabama academic or administrative department. The documentation required by the University from the non-USA group or individuals can be found at: http://eventrequest.southalabama.edu. The Non-USA groups or individuals are responsible for any applicable usage fees, personnel fees and insurance coverage, as well as the cost of any public safety staffing which is deemed necessary at any time by USA.

Any University of South Alabama student organization or University of South Alabama department participating as a sponsor of the Non-USA event must have no less than one (1) authorized representative present for the duration of the event. Additionally, the sponsoring department or group will be held responsible for any unpaid costs or property damage associated with the event.

This policy must be read in conjunction with all other University of South Alabama policies governing same, including but not limited to the policy entitled Use of University Space, Facilities, and Grounds, the link to which is: Use of University Space, Facilities, and Grounds Policy in the Lowdown.

The Mitchell Center is a venue and does not fall under this policy. Some facilities may have additional reservation policies. For information on reservation policies for the Mitchell Center, see the link below in section 7 under “Related Documents”.

5. Procedures

Not Applicable.

6. Enforcement

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

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

7. Related Documents

Mitchell Center Events:

https://www.southalabama.edu/departments/mitchellcenter/mitchellcenter/index.html

Community Reservation Policy in The Lowdown

The Lowdown, 2023-2024, page 157

USA HOUSING

GENERAL INFORMATION

Campus Mail Box

Residents will have a campus mail box located at the USA Mail Hub on the ground floor of the Student Center. Payment for this box is included in the housing fees. All students who live on campus are required to have an active campus mail box to receive mail. Residents will receive a box number via the housing portal along with their housing assignment. Mail is not delivered to the residence hall rooms. Additionally, all packages must be signed for and picked up at the USA Mail Hub. USA Mail Hub window service hours are Monday - Friday, 7:30 AM - 5:30 PM, except on holidays. The window is closed on Saturdays and Sundays.

Information and Meetings

Residents are responsible for any information covered in or announced at community, building, and floor meetings as well as all information posted in residents' buildings or emailed to residents. Residents should monitor their JagMail for meeting notices, as some informational meetings are planned in advance and necessary to relay vital USA Housing information.

Internet

The University provides student access to computer resources through the email systems, University system web servers, and departmental labs located throughout campus. Students using these resources must adhere to all policies of the University, as well as the Alabama Research and Education network and state and federal laws regarding the use of computers and computer networks. Students found in violation are subject to University disciplinary action and/or criminal charges. University internet service privileges can be denied to anyone using University equipment or services for illegal or unethical purposes. Any such behavior will be reported to appropriate University officials or law enforcement agencies. Please see the CSC Information Technology Policies and Code of Student Conduct in The Lowdown. For more information about USA Housing's internet services and/or University recommended routers, visit our Internet Services page. For more details about internet usage and connections, contact the Computer Services Center at (251) 460-6161.

Laundry Facilities

Washers and dryers are located in the Beta/Gamma Commons, the Delta Commons, at the end of Deltas 3, 4, and 6, and on the first floors of Stokes Hall, Azalea Hall, Camellia, and Epsilon 1-2. These facilities are for current residents only. All Fraternity & Sorority houses have a laundry room within the building that should only be used by residents assigned to that building. Remote monitoring of units in each community laundry room is available through the LaundryView app/monitoring system.

Maintenance & Facilities

The University has a professional staff of custodians, mechanics, painters, plumbers, carpenters, and electricians that work to preserve the integrity of the residential environment. USA Housing Facilities staff are available twenty-four (24) hours a day and seven (7) days per week. To report routine *(non-emergency)* facility / maintenance concerns, contact the Housing Facilities Office at fixit@southalabama.edu or (251) 460-7655, Monday - Friday, 8 AM – 5 PM (CST).

For After-Hours Emergencies: Contact your Community Office to speak with the RA On-Duty. The RA On-Duty will be able to access the on-call USA Housing Facilities staff member for you. The following are considered emergencies:

- Doors that do not lock, unlock or secure properly
- Lost key or a key stuck inside the lock
- Loss of heat, air conditioning, or water
- Flooding
- Clogged toilet and no public restroom available
- Broken window
- Equipment fire
- Electrical outlets sparking

Meal Plans

All students living in University housing are required to purchase a meal plan. During the fall and spring semesters, freshmen *(residents with 29 credit hours or less)* may select any of the Jag Pass residential meal plans. Sophomores *(residents with credit hours between 30-59)* may select any of the Jag Pass residential meal plans OR the ten (10) meals per week with $500 Bonus Bucks plan. Juniors, seniors, and graduates *(residents with 60 credit hours or more)* may select from any of the residential meal plans. Credit hours must be accepted and approved by the Office of the Registrar. All summer semester residents are required to purchase an offered summer meal plan.

Students can change their meal plan through the second week of classes starting for both Fall 2023 and Spring 2024 terms by following the steps below:

- BEFORE MOVE-IN: Change your meal plan by returning to the 'Meal Plan Selection' step of your housing contract.
- AFTER MOVE-IN: Change your meal plan by emailing your name, Jag Number, and requested meal plan to housing@southalabama.edu

For further information concerning the meal plan, please contact USA Housing at (251) 341-4663 or visit our Rates page *(click to expand 'Meal Plan Rates')*.

Motorized Vehicles, Parking, and Traffic

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

Pest Control

Pest control services are performed upon request. Residents who notice the presence of pests should submit a Fix-It Request through MyUSAHousing or call the Housing Facilities Office at (251) 460-7655 to request service. Where feasible, service will be rendered by the end of the following business day. Students must allow facilities and service personnel to enter their room for treatment purposes unless prior medical exceptions have been requested and approved.

Utilities

All utilities in the residence halls are maintained by University personnel. Keep in mind that, like in a home, there may be an occasional interruption in electrical power, air conditioning, heat, hot water, internet and/or cable TV due to mechanical failure, necessary repairs, and/or forces of nature. Facilities crews will work as quickly as possible to restore utilities. Should an interruption take place in your room or apartment, please notify your Community Desk/Office or RA immediately. In order to keep utilities working at an optimum level, please do the following: keep all heating and cooling vents uncovered; in rooms with individual heating and cooling units, do not block the vent (above, front, and below) with bedding, furniture or other items; do not tamper with the cable television jacks or wiring; and do not tamper with electrical fixtures or plumbing fixtures. Please refer to the 'Fix-It' section on the Housing website for reporting procedures.

Behavior and Conduct

Student behavior is expected to be lawful and in accordance with all University rules, policies and procedures, including those found within the Housing Community Standards, The Lowdown, and the Housing Contract Terms & Conditions. Housing regulations and standards are applicable to University housing students and their guests. Residents are responsible for and will be held accountable for the behavior of their guests and visitors at all times. All residents are responsible for informing USA Housing staff *(i.e. Coordinator of Residence Education, Area Coordinator, Community Director, or Resident Assistant)* of any Community Standard violation(s) occurring in their rooms or in their presence.

Participating in any violation of Housing and/or University policy, including inciting, assisting, or encouraging the violation of Housing and/or University policy is prohibited. Prohibited conduct also includes failure to comply with an administrative request or sanction and failure to evacuate a hall when an alarm sounds. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in The Lowdown.

Entry by University Staff

USA Housing reserves the right to enter a resident's room with or without the resident's consent and/or presence in order to provide services, to make necessary repairs, inspect rooms for health and safety purposes, inspect for damages, and if necessary, to check for compliance with University rules, regulations, and policies. University staff will conduct any necessary room entries with as little disturbance as possible. Where feasible, service will be rendered by the end of the following business day.

Noise

All persons who are present in University housing should conduct themselves in such a manner as to allow others the quiet enjoyment of the residence halls. Standard Daily Quiet Hours: Students are expected to uphold and support daily Quiet Hours between the hours of 8:00 PM and 8:00 AM *(7 days a week)*. During this period, students and visitors are expected to keep noise levels at a minimum and respect the rights of others.

Loss Of/Damage To Personal Property

Residents should report any problems or concerns to their **Community Desk/Office**. The University is not responsible for personal property damage or loss. Residents are encouraged to check their family's renter's insurance policy or purchase renter's insurance individually. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in **The Lowdown**. Door opening/closing mechanisms and locks are not to be tampered with in any way. All residents are required to keep their doors locked at all times.

Priority Room Selection for Upcoming Year

USA Housing encourages all current residents to participate in the Priority Room Selection process as published on the Assignment page for **Current Residents**. This process affords current residents the opportunity to reserve a space in University housing for the upcoming academic year prior to new / incoming student assignments being made. USA Housing will communicate details about Priority Room Selection via JagMail and will update information on the **USA Housing website** accordingly.

Fall Closing

The residence halls close for fall semester beginning Friday, December 15, 2023, at 12:00 PM *(noon)* and remain closed until they re-open for Spring 2024 semester on Friday, January 5, 2024, at 9:00 AM. Current residents enrolled for Spring 2024 classes may register for Winter Break Housing. Winter Break Housing requests must be submitted by Friday, December 8, 2023. Please log on to your **MyUSAHousing** portal to learn more or register for Winter Break Housing. Residents will be notified of fall closing deadlines via JagMail prior to the end of fall semester *(also available on the Academic Calendar)*.

Spring Closing

The residence halls close for spring semester beginning Friday, May 3, 2024, at 12:00 PM *(noon)* and remain closed until they re-open for summer semester move-in on Tuesday, May 28, 2024, at 9:00 AM. ALL residents who are not approved for Late Stay or Break Housing should check out of their spring housing assignments within the twelve (12) hours following their last exam. Residents will be notified of spring closing deadlines via JagMail prior to the end of spring semester *(also available on the* **Academic Calendar***)*. Students who vacate their rooms without checking out properly may have their belongings discarded from the room and be subject to additional charges *(see VI.1. Abandonment and IV.6. Check Out Procedures)*.

Unforeseen Change of Circumstances/Exemptions

USA Housing staff members are available to help students with any problems or difficulties they may have during their stay in University housing. Occasionally, serious unforeseen events or problems can affect a student's ability to live on campus. Documentation of an unforeseen event that has changed your circumstances significantly enough to prevent you from residing on campus should be taken to the Housing Central Office *(Delta Commons Room 100)* to discuss your situation and options. Students are encouraged to refrain from entering into other living arrangements/agreements until informed of a decision on the housing contract cancellation request. Moving out or signing another housing agreement will not release a resident from his/her contractual obligation to the University.

Missing Student Policy

If a member of the University community has reason to believe that a student is missing, he or she should immediately call the University Police Department at (251) 460-6312. The University Police Department will initiate an investigation, collect all pertinent information regarding the missing person, and maintain all necessary data for the University. If the student reported missing is also an on-campus resident in USA Housing or the Central House on Stadium (previously The Grove), personnel from those areas may assist by:

- Conducting a health and safety check of the student's room/apartment.
- Attempting to contact the student via cell phone, email, or other means available.
- Seeking out and identifying other person(s) who may be familiar with the missing student's whereabouts.

In accordance with the Higher Education Opportunity Act of 2008 for "on-campus residential students'' (for the purpose of this policy, this includes the Central House on Stadium complex), the University has implemented the following "Missing Student" notification policies and procedures:

The University requests that students who reside in on-campus housing identify, confidentially, an individual they desire to be contacted if said student is determined to be missing. This confidential contact information is kept separate from any other emergency contact information and is accessible only by authorized campus officials and law enforcement during a missing person's investigation. You can register your contact information by going online to your student account on the PAWS system at: **http://www.southalabama.edu/paws/**

After investigating a missing person's report, should the University Police Department determine that a resident student appears to be missing, within 24 hours of that determination, USAPD will notify the student's designated "missing student" contact and the Mobile Police Department of the ongoing investigation. If the missing student is under the age of 19 and is not an emancipated individual, USAPD will also notify the student's parent or legal guardian immediately after determining that the student has been missing for 24 hours. If circumstances dictate, USAPD may also enter a Missing Person's report into NCIC.

Sheltering Places for the Residence Halls

In the event that Tornado/Severe Weather Sirens are sounded and the University's residents should need to shelter, please seek out the following sheltering places:

- **Beta/Gamma:** Take shelter within bathrooms, as there are no windows in this area and it is an interior room.
- **Delta 3-6:** Take shelter within bathrooms, as there are no windows in this area and it is an interior room.
- **Epsilon 1 & 2:** Take shelter in the 1st floor hallways and away from the exterior doors and the doors leading to the entrance of the hallways.
- **Fraternity & Sorority Housing *(except Sigma Chi)*:** Take shelter in both the Left and Right room corridors on the 1st floor. The corridor behind the stairwell may be utilized as well.
    - **Sigma Chi** will use the interior side of the Men's Study room for shelter.
- **Stokes Hall:**
    - 1st floor residents should seek shelter in the interior bathrooms.
    - 2nd-4th floor residents should seek shelter on the 1st floor hallways (1200 wing and 1300 wing) avoiding exposed areas where windows are visible
- **Azalea Hall:**
    - 1st floor residents should seek shelter in the interior bathrooms.
    - 2nd-4th floor residents should seek shelter on the 1st floor hallways (1200 wing and 1300 wing) avoiding exposed areas where windows are visible
- **Camellia Hall:** All residents should seek shelter in the 1st floor storm shelter. Residents should use the stairwell to reach the 1st floor instead of the elevator, careful to avoid exposed areas and windows.

How to Prepare for a Potential Power Outage

Please remember that during severe weather, there is a possibility for electrical outages and other impacts to campus. During an electrical outage, all lighting, power outlets, air conditioning, heating, and the internet could be affected *(including laundry rooms)*.

- Computers and other electronic equipment are sensitive to electrical outages. We recommend unplugging this equipment before the potential outage.
- For rooms with stoves/ovens: Remember to check that all cooking appliances are turned oç before the potential outage and ensure that no items are left inside or on top of the unit.

Download the LiveSafe App

All residents are encouraged to **download the University's LiveSafe app** which will provide severe weather notifications to their mobile device.

USA's residence halls have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surrounding in which the community exists. The in-hall staffs lead their communities in upholding community standards.

RIGHTS & RESPONSIBILITIES

USA Housing is committed to providing students with an inclusive and welcoming environment that promotes academic success, personal growth, and connection to community. As a member of the living on-campus community, you have rights and responsibilities related to your interactions with other members of our residential community:

- The right and responsibility to be treated and also to treat others with fairness, civility, and mutual respect.
- The right to a safe and secure room or apartment, free from instances of harassment, bias, prejudice, or discrimination, and without reasonable fear of harm, intimidation, or distress.
- The right to report instances of harassment, bias, prejudice, or discrimination.
- The right to exercise individual freedoms regardless of ability, age, race, sec, national origin, religious affiliation, gender identity/ expression, sexual orientation, or political affiliation.
- The right to learn, study, and sleep in your room free of interference.
- The right to adequate privacy and the responsibility to respect the privacy of others.
- The right to have your property respected, and the responsibility to respect and maintain the condition of the physical facilities, equipment, and property of others.
- The right to have direct access to Area Coordinators (ACs), Community Directors (CDs), and Resident Assistants (RAs) who can provide assistance, guidance, and support as needed, and to utilized those staff should violations of the roommate agreement, Guide to Residential Student Living at South, or the Lowdown occur in order to seek options for a timely resolution.
- The right to have living space concerns addressed with you directly and the responsibility to communicate with your roommate(s) and update your roommate agreement should a change in your preferences or circumstances occur.
- The responsibility to ensure the safety of our community by maintaining cleanliness, social distancing, and by following all guest policies.
- The responsibility to comply with reasonable requests made by community staff or university officials.
- The responsibility to hold yourself and your roommate(s) accountable to all expectations and standards set for the space through your roommate agreement and to the expectations for all members of the USA Housing communities.

COMMUNITY STANDARDS

USA Housing wants all residential students to have an enjoyable yet safe experience in the residence halls. The Community Standards below are designed to help students get the most out of living on campus while providing a set of guiding principles and policies that every on-campus student should live by. Housing staff will review the Community Standards and Policies further at the mandatory first floor meeting. We also encourage students meet their Resident Assistant ("RA"). RAs have been selected and hired as a peer leader to support students. Students should plan to meet their RA on their very first day. If you have any questions please feel free to email us at housing@southalabama.edu.

Go Jags!

I. University and Housing Standards

I. BICYCLES AND OTHER NON-MOTORIZED VEHICLES

All bicycles must be registered with the USA Police Department, (251) 460-6312. Bicycle registration may be completed online without charge by clicking here. Students will be contacted once the permit is ready for pick-up. All bikes should be locked to a bike rack outside. All bicycles that are not properly registered with USAPD and/or bicycles that are locked to anything other than the provided bike racks are subject to immediate removal and disposal by USA Housing staff. Bikes that are subject to immediate removal may be held up to ten *(10)* days. A bicycle may only be stored in a resident's room if it does not block the exits and it is acceptable to the resident's roommate(s) - excluding e-bicyles and the charging of e-bicycles *(see Section IV.IV for more information)*. Bicycles remaining on the bike racks more than ten *(10)* days after the end of spring semester may be considered abandoned and are subject to removal and disposal, unless registered to a summer resident. If you believe your bike has been removed by University officials, please contact (251) 460-7655 immediately. Bicycles, skate boards, rollerblades, and similar wheeled devices are not permitted to be ridden insides the residence halls.

II. EMAIL

All admitted students receive an official University email address – JagMail – which is the official communication plan and the primary channel for receiving official University and Housing information by students. Students are responsible for activating and routinely monitoring their JagMail accounts. The University and the Department of Housing will use JagMail to send official communication to students, such as assignment details, important dates and reminders, and information regarding your room *(i.e., facilities)*, as well as all urgent notices. For more information about your University email account, students should contact the Computer Services Center by phone at (251) 460-6161 or email helpdesk@southalabama.edu.

III. TRASH

Residents are expected to dispose of all trash *(including vehicle trash)* in the dumpsters located in the parking lots or in other appropriate receptacles. Residents found responsible for disposing of trash in inappropriate locations may be assessed a fee to remove the trash. The student may be charged $50.00 for a first offense and $100.00 for each offense thereafter. Please be advised that Housing staff does not dispose of students' personal trash.

IV. LAUNDRY

Students are expected to use their assigned building's laundry room. Any student who misuses, damages, or vandalizes any laundry facility will be subject to the Housing Student Conduct Process, and sanctions may include restitution, fines, or work required sanctions. Additionally, access to the laundry facilities by individuals who are not assigned to University housing during the time of use is considered trespassing and may result in restitution, removal from the community, and/or criminal charges. Please remember that all students are expected to remain with their laundry at all times when using the laundry facilities, as USA Housing is not responsible for lost, stolen, or damaged laundry items. Any laundry items left unattended overnight may be relocated to a lost and found area in the laundry room. Items from this area will be removed once a week by USA Housing staff members and discarded. We recommend that students remain with their clothing items at all times.

If laundry items are lost, stolen, or damaged in a laundry room, students may files a claim through CDC ServiceWorks, the on-campus laundry vendor. Students are able to submit a police report through USAPD. Additionally, students may submit a claim through their renter's insurance.

Please also refer to our Laundry Services page for more information.

V. MOTORIZED VEHICLES, PARKING, AND TRAFFIC

No parking/driving is allowed on the grounds/grass around the residence hall buildings. Parking is only allowed in the parking lots. Please do not pull up on the grass to unload or load items. Individuals parking on the grounds or sidewalks in the residence hall areas are subject to being towed and/or parking fines. Additionally, driving/parking on the grass in the residential areas may damage your vehicle or the University sprinkler system. You are responsible for costs of repair of any damage to University property caused by you or your vehicle. Excessive noise, loud music, loitering, or speeding through parking lots is prohibited. No parking is allowed on any red or yellow painted curbs or pavement. Students must comply with all campus traffic regulations. Visitors must obtain a visitors parking permit from Parking Services. Motorcycles and other gasoline powered vehicles are not allowed within ten *(10)* yards of the buildings. Motorcycles must be parked in the paved parking lots adjacent to the buildings. Motorcycles may not be parked in walkways, chase ways or stairways; violators will be ticketed.

VI. REFRIGERATORS/MICROWAVES

Students are responsible for cleaning their room/apartment, refrigerator/freezer and microwave *(if applicable)*. Please do not use a sharp object when cleaning or defrosting appliances. Students will be financially responsible for the replacement costs of damaged or missing refrigerators/freezers and microwaves. Electrical appliances must be used and maintained in accordance with manufacturer specifications in safe working condition and should require no more than 800 watts. RAs may ask residents to remove any items causing energy overload to the break system.

Due to energy restrictions, deep freezers or additional full-size refrigerators are prohibited. Microwaves are permitted up to an 800 watt unit. Students may bring their own mini-fridge as long as it does not exceed four cubic feet. In addition to size requirements, students must use a power-strip with a built-in circuit breaker. If a student's refrigerator exceeds four cubic feet, or they are not using an approved power-strip with circuit breaker, the student will be given twenty-four (24) hours to correct the situation. Failure to correct the situation within twenty-four (24) hours will result in the refrigerator unit to be confiscated by USA Housing residence hall staff. Additionally, the responsible resident will be held responsible for restitution, including after-hours facility costs to address tripped breaker systems.

VII. SECURITY

Tampering with or modifying any equipment used for security purposes *(i.e. security cameras, doors, card access hardware)* is strictly prohibited. USA Housing staff members are responsible for monitoring security and assisting students in the event of an emergency. Please note that students are expected to keep their doors and windows locked at all times. If you see anyone tampering with security equipment, please contact the **RA, Community Desk/Office**, or **USAPD** immediately. Any University resident who violates this policy will be subject to the Housing Student Conduct Process. Sanctions may include cost to repair damages, fines, and removal from the residential communities. Fines for propping or tampering with doors start at $50.00. See Section IV.11 for more information.

VIII. UTILITIES

Furthermore, individuals and/or organizations are prohibited from using exterior utility connections for personal and/or organizational service use *(i.e. car washes, etc.)* at all University housing facilities unless approved in advance and in writing by the Director of Housing or designee.

IX. VISITORS

While in USA Housing, all visitors must be escorted at all times by the resident they are visiting. The escorting resident must reside in the building being visited. Residents and guests must be able to provide official photo identification if asked by a Housing or other University official.

II. Respect for Persons

I. BEHAVIOR AND CONDUCT

Residential students are expected to uphold all University and Housing policies. Additionally, students are required to escort their guests at all times while in the residential communities. Students who fail to uphold the University and Housing standards may be subject to the Housing Student Conduct Process and any other sanctions deemed appropriate by the case manager. Residents may be subject to the Housing Student Conduct Process and any appropriate sanctions as a result of their guests' actions. Guest privileges can be suspended at any time.

II. COMMUNICATION

In an effort to provide our students a safe, secure and comfortable environment to achieve success, USA Housing encourages all residents to maintain a sense of respect and civility toward each other and the staff

in all forms of communication. Students are expected to maintain respect and civility toward all members of the residential community. Students who fail to uphold this standard of respect for others may be subject to the Housing Student Conduct Process.

III. VISITORS & GUESTS

A guest is defined as any person who is not assigned to your room. Residents are expected to talk with their roommate(s) in advance and agree on guests, overnight stays, and other visitation issues *(see our **Roommates** page)*. USA Housing staff is available to assist residents with these conversations and to support residents in maintaining their safety and comfort. Guests, including residents from other University housing, are permitted during the approved University visitation hours *(see below)*. A maximum of three *(3)* guests are allowed per resident per visit at any time during visitation hours.

- Sunday - Thursday, 10:00 AM-12:00 AM *(midnight)*
- Friday - Saturday 10:00 AM - 2:00 AM

A resident is permitted to have a guest stay overnight in his or her room for a maximum of forty-eight (48) hours if that guest is registered with and approved by the Community Director or Area Coordinator in advance. Only one overnight guest is permitted per resident per night, and excessive numbers of requests by the same resident may be denied. A resident must have written consent from his or her roommate prior to permitting an overnight guest and prior to use of the roommate's bed for a guest. **Click here to complete your Overnight Guest Request Form.** Children under the age of 17 are not allowed to remain in University housing overnight. Students with unregistered guests may be subject to the Housing Student Conduct Process and assessed a per-night charge for the guest. All guests/visitors are required to have official photo identification *(i.e., driver's licenses, state ID, University ID)* with them at all times and present it to USA Housing staff or other University officials upon request. While in University housing, guests must comply with all University and Housing policies and community standards, as well as all applicable federal and state laws. Residents are responsible for the conduct of their guests and may be subject to financial and other sanctions through the Housing Student Conduct Process and/or University judiciary system, as well as the legal system, if the community standard for guests is violated. Guests may not be left unattended in a room without prior written permission from the Coordinator of Residence Education or Area Coordinator. Guests who violate visitation hours or other applicable policies may be subject to trespass warrants or other action taken by the USA Police Department. Guests may also lose the privilege of visiting University housing. USA Housing reserves the right to limit or revoke visitation within each residential community.

IV. GUEST PARKING

All University residential parking lots are closed to non-resident vehicles when visiting hours have ended: Sunday-Thursday, 12:00 AM *(midnight)*, and Friday-Saturday 2:00 AM. Non-resident vehicles found in the University residential parking lots after hours, including Gamma and Fraternity/Sorority lots, are subject to towing unless the guest is registered and approved by the Community Director or Area Coordinator. Visitors *(i.e., individuals not affiliated with the University)* must obtain an official visitor parking pass from Parking Services. The pass must be displayed from the rear-view mirror with the front of the pass facing outward. The pass number must be clearly visible *(contact **Parking Services** for further detail)*.

V. ROOMMATE HARASSMENT

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

VI. NOISE

All persons who are present in University housing should conduct themselves in such a manner as to allow others the quiet enjoyment of the residence halls.

- Standard Daily Quiet Hours: Students are expected to uphold and support daily Quiet Hours between the hours of 8:00 PM and 8:00 AM *(7 days a week)*. During this period, students and visitors are expected to keep noise levels at a minimum and respect the rights of others.
- Final Exam Quiet Hours: Each residential community endorses and affirms 24-hour Quiet Hours beginning on the last day of classes through the last day of finals.
- Courtesy Hours: Courtesy Hours require that all sound be kept to a reasonable level in an effort to avoid disturbance of other residential community members and ensure a pleasant living environment for all residents, free from unnecessary distractions or disturbance. For this purpose, 24-hour Courtesy Hours will be enforced daily throughout the entire academic term. Please note that you may be asked to use a headset or to remove stereos, TVs or musical instruments from the room if the use of such equipment is causing a disturbance to other members of the community. Students who fail to uphold quiet hours or support courtesy hours may be subject to the Housing Student Conduct Process and sanctions may include educational sanctions, fines, and in extreme cases, relocation.

VII. SOLICITATION

Solicitation is prohibited in the residential areas. This includes, but is not limited to, door-to-door marketing or recruiting for business purposes, organizations, events, flyers, pamphlets, or leave-behinds. In addition, vendors/ students are not allowed to go to students' doors to offer their product or service. Campus-wide student elections are the only exception and require written permission from the Vice President of Student Affairs. Call your **RA or your Community Desk/Office** immediately to report solicitors. Anyone who is found soliciting on campus may be reported to USA Police as well as the General Counsel's Office.

VIII. RECORDING DEVICES/CAMERAS

Exterior camera/doorbells/recording devices are prohibited.

III. Alcoholic Beverages and Controlled/Prohibited Substances

I. ALCOHOLIC BEVERAGES

Alcoholic beverages and controlled/prohibited substances *(other than prescription medications for which a student has a valid prescription)* are strictly prohibited in University housing. For more information, please refer to 'III.2. Drug Use' below and the Code of Student Conduct, 'Prohibited Conduct,' in **The Lowdown** *(also see the following standard concerning additional alcohol related issues: II.1. 'Behavior and Conduct')*. Alcohol containers or paraphernalia may not be used as decorative items, including but not limited to shot glasses, wine glasses, and bottles used as vases. Residents are responsible for policy violations which take place in their room and/or apartment, including those of their guest*(s)*. Any University housing student found responsible for violating the University policies for alcohol or controlled/prohibited substances will be subject to disciplinary action and may be removed from University housing for the first offense, whether violations occur in Housing or elsewhere. *Note: Students removed from University housing due to disciplinary infractions are not entitled to a credit refund of fees and/ or charges already paid or payable; no cancellation fee will be charged.*

II. DRUG USE

The possession and/or use of illicit drugs on the campus of the University of South Alabama, including Central House on Stadium *(formally The Grove)*, is illegal under both state and federal law. Any student who violates the University illegal substance and drug policy is subject to the Student Conduct Process.

III. "IN THE PRESENCE OF"

Underage students are responsible for visiting rooms where they become in the presence of alcohol or drug violations.

IV. Respect for Health, Safety, and Welfare

I. CLEANLINESS

Each student is responsible for the cleanliness of his/her own room or apartment. Residents are required to maintain a reasonably clean bedroom and any common areas including routinely emptying trash, cleaning floors, showers, sinks/vanities, and toilets. USA Housing staff will conduct monthly Health & Safety checks of rooms to verify compliance. Rooms must be left reasonably clean upon check-out; failure to do so will result in assessment of a cleaning fee *(see IV.5. 'Health & Safety Inspections' for more details)*.

II. CONFISCATION OF PROPERTY

If USA Housing staff or other University officials view an item in a resident's room that violates USA Housing community standards or other University policies or applicable laws, an incident report will be submitted to authorities. Depending on the nature of the violation, the item may be confiscated, the student may be obligated to remove the item immediately, the student may be subject to the Housing Student Conduct Process and/or the student may be referred to the Dean of Students Office or other appropriate authorities. These items include, but are not limited to, alcohol and/or empty alcoholic beverage containers; candles; unauthorized appliances; weapons, toy weapons, or replicas of weapons; and/or illegal substances or paraphernalia. Weapons or illegal substances or paraphernalia will be turned over to USAPD.

III. FIRE AND SAFETY EQUIPMENT

The misuse or vandalism of any fire safety equipment or devices is a violation of state and local law. Use of fire alarms and/or fire extinguishers at unauthorized times is prohibited. In addition, smoke detectors are located in every room for your protection. Occasionally, the smoke detectors are activated by interior or exterior room conditions. Although the alarms are sometimes an inconvenience, the value of the system to human life is immeasurable. Do not attempt to tamper, disconnect, or vandalize the smoke detectors or sprinklers; students found responsible for such tampering will be subject to the Housing Student Conduct Process. Please report any problems or concerns regarding fire safety equipment to the Community Desk/Office as needed. The cost of damages and repairs due to misuse and/or vandalism of fire safety equipment *(i.e., smoke detectors, fire extinguishers, etc.)* will be charged to the responsible student. Also, the cost of damages and repairs due to careless acts and/or community standard violations will be charged to the responsible student. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in The Lowdown.

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

IV. HOVERBOARDS/ELECTRIC SCOOTERS/E-BICYCLES

Hoverboards, electric scooters, e-bicycles and other similar devices are not allowed in USA owned or leased housing facilities. Charging of hoverboards electric scooters, e-bicycles, or similar devices and also the storage of any in any hoverboards electric scooters, e-bicycles, or similar devices within any University facility is also prohibited. Students who violate this policy will be subject to the Student Conduct Process.

V. HEALTH & SAFETY INSPECTIONS

USA Housing staff will conduct Health & Safety Inspections approximately three *(3)* times a semester to ensure that minimum health, safety, and facilities standards are being maintained. If standards are not met, the student is required to address the concern*(s)* and complete corrective action within twenty-four *(24)* hours of notification of the violation or the student may be required to meet with a USA Housing staff member. A follow-up inspection will take place to ensure the issue has been resolved. If the issue*(s)* still exists, the student will be subject to the Housing Student Conduct Process. Reasonable standards of cleanliness are expected while inspecting each of the categories below; however, USA Housing staff

is primarily focusing attention on facilities, health, or safety related concerns. While searching for community standard violations is NOT the goal of an inspection, violations will be addressed as they are found. Areas of inspection will include, but not be limited to, the following:

- Exterior Area / Doors
- Floors
- Windows / Blinds
- Air Conditioner / Heater
- Bathroom Sink / Counter
- Kitchen Sink / Counter
- Toilet / Tub
- Walls/Ceilings
- Closet
- Smoke Detector
- Fire Extinguisher/Sprinkler Heads
- Lights
- Dehumidifier
- Overall Condition

VI. PETS

The only pets permitted in University housing are harmless varieties of fish, other than as indicated herein. No other pets are allowed on either a permanent or visitation basis *(i.e., no cats, dogs, hamsters, reptiles, birds, rodents, amphibians, etc.)*. If a pet is found in University housing, it must be removed immediately. Students who need the assistance of service or emotional support animals must register with CEADR Office prior to the animal arriving on campus. Students with service animals or assistance *(emotional support)* animals will be required to follow the **Center of Education Accessibility & Disability (CEADR)** guidelines. Students will be held responsible for any damage caused by such animals.

USA Housing's animal policy states that residents are not permitted to keep or allow any unauthorized animals in any on-campus residence hall. This includes keeping or watching a pet for a family member or friend. This also includes animals who are 'just visiting' with the resident, regardless of the length of stay or visit. Additionally, residents are prohibited from keeping animals who are approved for a different resident. The fostering of animals is prohibited. If an unauthorized animal is found, the resident will face a $100.00 fee per day until the animal is removed. Upon 3 instances of non-compliance, students will be referred to the Student Conduct Process where sanctions may result in removal from on-campus housing with Housing financial policies still applied.

Approved animals living on-campus for CEADR-approved related needs must follow all "owner responsibilities" outlined in the **Service and Assistance Animal Policy**. Failure to comply with outline "owner responsibilities" will result in a $100.00 fine and potential removal from on-campus housing for repeated occurrences.

VII. POTENTIAL THREAT TO SELF OR OTHERS

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

VIII. SMOKING/TOBACCO USE

Smoking or the use of any type of pipe, cigar, cigarette, e-cig, vape pen, or similar product that creates a cloud of smoke or vapor is prohibited on all property owned *(e.g., structures, land and vehicles)* and/or in the possession of *(e.g., leased and/or rented by)* the University of South Alabama. This includes all residential areas and residence halls, both in common areas and individual rooms. If a pipe, cigar, cigarette, e-cig, vape pen, or similar product that creates a cloud of smoke or vapor is found, it is subject to confiscation. The presence of tobacco smoke, e-cig vapor, cigarette butts, ashtrays with ashes, and other remnants often associated with smoking or smokeless tobacco are considered evidence that the tobacco policy is being violated in the room. Anyone present in a room when someone is smoking, or one of the above listed devices are found, will be in violation of this policy.

Note: Personally owned vehicles are excluded. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors. Tobacco products include any products containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Nicotine products include any products containing nicotine for human consumption used in any type of electronic smoking device, including, but not limited to, e-cigarettes and vaping. Also prohibited are hookah products used to produce smoke and/or vapor from the burning of tobacco, shisha and other plant matter.

Smoking includes inhaling, exhaling, burning, or

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

IX. WEAPONS

All weapons are prohibited in University housing buildings and parking lots and on University property. This includes, but is not limited to, bullets, ball bearing bullets, bullet balls, pellets, firearms, guns, knives (*see below IV.10. "Knives"),* paintball guns, air guns, stun guns, Tasers, hunting bows, archery bows, swords, brass knuckles, martial arts weapons, and replicas of such weapons, including toy and water guns. Fireworks and pyrotechnic devices and materials are also prohibited on University property. Students who violate this community standard may be subject to the Housing Student Conduct Process. In the event that a student violates this community standard, USAPD will be contacted and may confiscate the offending item. The student may also be removed from the community and/or subject to criminal charges. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in **The Lowdown**. Students may register and store weapons with USAPD – please contact USAPD for more information on this process.

X. KNIVES

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

XI. WINDOWS/RAILINGS/BALCONIES/ ROOFS

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

In Beta/Gamma, chaseway doors should not be propped open and must be closed at all times. Any chaseway door found propped open will result in a charge. For interior-style residence halls, floormats are not permitted in the hallway/doorway and are subject to confiscation due to being a tripping hazard. Exterior door decorations must be approved by USA Housing staff. Unauthorized decorations may be removed by USA Housing staff. A resident may place a message board on the exterior of their room door as long as the message board does not cause damage to the door. Posted materials, displays, or advertisements that are in conflict with University guide-lines are prohibited. Inappropriate displays or materials will be subject to immediate removal.

Stairwells and hallways are not storage areas. Personal belongings may not be stored there and will be removed by USA Housing staff.

V. Cooking

I. ROOMS WITH KITCHEN/KITCHENETTE

Students assigned to a room type without a kitchen may use the following appliances so long as the appliance has an automatic shut-off feature: microwaves, pop-up toasters, rice steamers, crock-pots, electric kettles *(without an open element)* and coffee pots. This includes rooms in the following residence halls:

- Azalea Hall
- Camellia Hall
- Epsilon 1-2
- Deltas 3-5
- Stokes Hall
- Gammas 0-4

Students assigned to a room type that does

include a kitchen will have "conventional cooking" privileges (including toaster ovens, electric fryers, electric grills, and all other appliances allowed for non-kitchen room types). Do not leave items unattended on the stove or in the oven at any time. This includes rooms in the following residence halls:

- Beta 1-5
- Gamma 5-9
- Delta 6
- Fraternity & Sorority chapter houses in the kitchen facilities only

Residents with non-permitted appliances may be subject to the Housing Student Conduct

Process. The resident will be instructed to remove the item*(s)* immediately. Gas grills are prohibited, as is the use or possession of lighter fluid. Grills may not be stored in the rooms, chase ways, stairways, walkways, or any other interior space within University housing. Outdoor grills are available in many residential communities.

VI. Respect for USA Housing

I. ABANDONMENT

Personal belongings which are left behind when a student vacates their University housing assignment are considered abandoned property and may be removed from University housing rooms/areas and discarded if arrangements are not made to pick them up within twenty-four (24) hours after the student vacates the USA Housing assignment. Items left at the Spring closing are discarded immediately.

II. ADMINISTRATIVE REMOVAL

A resident may be administratively removed for reasons including, but not limited to, non-payment, non-enrollment, inappropriate behavior, violating the University Substance Abuse Policy, or behavior that threatens the health or welfare of members of the University community.

If a student fails to properly check out and vacate the building within the specified timeline, the locks of the student's room will be changed at the student's expense. The student's belongings in the room will be considered abandoned and will be removed and discarded unless arrangements are made to pick them up within thirty (30) business days of the lock change. The student may be charged associated fees, which may include, but are not limited to, a cancellation fee *(up to $150)*, lock-change fee *($75)*, administrative removal fee to remove and/or store items *($250)*, and any additional cleaning or damage charges.

Please Note: Failure to respond to official notices by e-mail or informal notifications by phone calls, etc., will not alleviate the student's responsibility for compliance. Also, Administrative Removal from USA Housing does not release the student from the obligation

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

Failure to pay the room and/or meal plan balance in full by the University payment deadline may subject the resident to Administrative Removal *(see the Academic Calendar for dates)*. Additionally, a resident who fails to pay the meal plan balance in full as outlined by the University payment deadline may have the meal plan suspended until full payment is made. Please note that neither Administrative Removal from USA Housing nor suspension of a meal plan due to non-payment releases the student from the obligation to pay for accrued charges. If a student has questions about housing and meal plan charges, the student should contact the USA Housing Office.

Non-Payment
Residents are strongly encouraged to participate in the University Payment Plan. Residents with a Housing balance are subject to administrative removal:

- **Not Enrolled in University Payment Plan:** If the resident has a meal plan and/or housing balance, the resident will be notified of meal plan suspension within seven (7) calendar days and room removal of seven (7) calendar days to the resident's JagMail.

- **Enrolled in University Payment Plan:** If the resident has a meal plan and/or housing balance, the resident will be notified of meal plan suspension within seven (7) calendar days and room removal of fourteen (14) calendar days.

IV. NON-ENROLLED/WITHDRAWAL FROM THE UNIVERSITY

In order to be eligible for University housing, a student must be enrolled at the University of South Alabama. At the point a student is no longer enrolled (including online courses), or if a student moves in and fails to enroll by the last day to drop/add classes *(see the Academic Calendar for dates)*, the student will have a maximum of forty-eight (48) hours from the time of notification of non-enrollment to enroll in courses at the University (if it is prior to the last day to add classes) or check out of the residence hall. The student should submit a cancellation request online as soon as the student becomes non-enrolled. Visit USA Housing's Cancellations & Withdrawals page for step-by-step instructions and more information. The student will receive notice regarding the cancellation request via JagMail. If the request is approved, the student will be charged a contract cancellation fee based upon the term of the contract and the date the request was submitted. Semester room and meal plan charges will be assessed based upon the Housing Refund Policy, which is determined by the date the request was submitted and the date the student vacates the room *(i.e., room key returned and contents removed)*.

V. ASSIGNMENTS

All University housing residents are required to review their 'Housing Contract Terms & Conditions' carefully. Under these terms and conditions, the University will consider the information and preferences selected by the student when assigning living accommodations, but there is no guarantee of a specific assignment. The University will not alter or cancel the resident's assignment except where deemed necessary by the University for reasons including, but not limited to, disciplinary action, catastrophe, closing of facilities, consolidation of vacancies, unavailability of space, or unresolved incompatibility of roommates. In addition to the University's rights set forth elsewhere in this document or in other University policies, the University reserves the right to administratively move residents for the purpose of room, apartment, building, or area consolidations.

Residents may not change room assignments without written authorization from the Director of Housing or their designee. A resident may not occupy, store personal belongings in, or otherwise use a vacant space within a room or apartment.

A resident may not create a hostile environment to encourage a roommate to move or to discourage a new roommate from moving into the room. Any resident that creates a hostile environment for their roommate is subject to disciplinary action and may be removed from on-campus housing.

All residents are required to check out properly when they change rooms, when housing agreements end, and/or at the end of the year.

Residents are required to report broken, lost, and/or stolen keys immediately to the USA Housing Office so that new keys can be issued and the lock(s) can be changed. Lock changes cost $75.00. However, if a key is not turned in at the time that the resident checks out of their assigned room, the resident will be charged $100.00.

Keys and JagID cards may be loaned to any other person. JagID cards and keys may not be used by anyone other than the person to which they key/card is assigned.

Students are responsible for damage to their room and/or apartment. Residents share responsibility for the damage, unless responsibility is claimed by a specific roommate in writing or can be determined by USA Housing staff. Any damage deemed as "vandalism" will be charged to the responsible party (if known) or to residents of the wing, floor, or building. Judicial action will when applicable.

Room preference and/or ability to self-select a room is based on date of contract completion and space availability. The contract must be complete in order to receive/self-select a room assignment.* Students who reside in University housing in the fall semester are automatically assigned to the same room for the spring semester. Students' personal belongings can remain in the room during the winter break. Students may request a room change online during the designated reassignment period(s). Room changes are not guaranteed and will be made according to space availability and in the order that such requests are submitted. The request must be submitted by the student online in **MyUSAHousing during the published period(s). Please also refer to our **First-Time Freshmen**, **Current Residents**, or **Upperclassmen/Transfer/Graduate** students pages for more assignment information.

VI. BUSINESS SERVICES

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

VII. CANCELLATIONS & WITHDRAWAL

Any current resident who wishes to cancel his/her housing contract or who is considering withdrawing from classes should complete the process online in MyUSAHousing *(see Cancellations & Withdrawals page for step-by-step instructions and more info)* and immediately meet with his or her respective Community Director to discuss the USA Housing cancellation request *(see Community Desk/Office)*. For any questions regarding cancellations or withdrawals, please email housing@southalabama.edu. Students must check out of their room and return their keys no more than forty-eight *(48)* hours after withdrawing from the University or canceling their housing. Students will be charged for housing regardless of withdrawal or approved cancellation date until the room check is returned and the room checks out officially.

VIII. CHECK-OUT PROCEDURES

At check-out, residents have the choice to schedule an appointment with their RA a minimum of forty-eight (48) hours prior to conducting a check-out inspection, or they are completing an 'Express Check-Out.' Refer to the Moving Out page for proper move-out instructions and more information. A $75.00 lock change charge may be assessed if the room key is not returned at check-out. Failure to follow the checkout procedures may result in a $75.00 assessment fee for improper check-out. Moreover, the resident may be assessed fees for room damages. Students should speak with a Community Director or Area Coordinator if they have questions about check out.

Improper Check-Out
Residents should contact their Resident Assistant (RA) or visit their Community Desk to schedule either an in-person check-out appointment OR an express check-out appointment based on their preference. Appointments must be scheduled 48 hours in advance (minimum) of their preferred time to checkout. Appointments scheduled less than 48 hours prior to the student's preferred check-out time or failure to keep scheduled appointment will be subject to a $75 improper check-out fee.

IX. CONSOLIDATION

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

X. DAMAGES/ROOM INSPECTIONS

At the time of check-in, students should complete a Room Inspection for their assigned space to indicate the current condition of their rooms. The Room Inspection should be completed by each student online in MyUSAHousing within twenty-four *(24)* hours of check-in / accepting the room key. If not, students will be held responsible for the condition of the room at check-out. When residents check-out or vacate, charges will be applied for damages or losses which were not noted on the incoming Room Inspection. Repairs needed during occupancy should be submitted through a Fix-It Request online in MyUSAHousing. During a student's check-out room inspection, the RA will use previous Room Inspection*(s)* to assess the condition of the room or apartment *(see VI.6. 'Check-Out Procedures')*. If unclaimed damages occur within common areas *(i.e., hallways, lobby areas, etc.)* all students who are found to have caused the damage or witnessed the causation of the damage and failed to report it may be subject to disciplinary action and held financially responsible for the repairs.

XI. FURNITURE

All residents are responsible for the loss of or damage to furniture and other equipment that is assigned to their room or apartment. Housing furniture must remain in the room in which it was originally placed. USA Housing does not have storage facilities for furniture. Residents must keep USA Housing furniture in their rooms at all times. Common area furniture is not permitted in the residents' rooms. Residents who violate this standard may be subject to the Housing Student Conduct Process. The resident may also be assessed a $100.00 fine. The actual cost of replacement for broken or missing furniture *(i.e., mattresses, beds, frames, chairs)* will also be charged to the responsible resident*(s)*. Any personal furniture, draperies, tapestries, etc., must be fireproof and display the manufacturer's label signifying that the material will not support flames. Cinder blocks, bed risers, lofts *(other than those leased from a University approved vendor)*, or waterbeds are not permitted in University housing and must be removed from the

room immediately. All residence hall beds *(mattresses and frames)* must remain in the room or apartment. Bed frames are the only piece of provided furniture that may be disassembled. All other furniture must remain assembled as originally provided with the room. Refer to our **Room Furniture page** for more information.

Room furniture may be rearranged with mutual agreement of both roommates, but must be returned to its original location or configuration whenever residents move out of the room and upon final departure from the space. Otherwise, charges may be applied. If a resident moves into a room that is not in the standard configuration, they must notify the Area Coordinator/Community Director in writing within 24 hours. Failure to do so will result in the new resident being responsible for returning the room to original configuration.

Restrictions
Due to potential damage associated with exercise poles, chin-up bars (and other equipment that attaches to walls, doors, doorways, ceilings, or floors), darts and dart boards, waterbeds, and shower and tub appliques, are not allowed in USA Housing residence halls.

XII. KEYS

Lock Out Procedures: If a student should get locked out of his or her room, he or she may check out a key from the **Community Desk/Office** during regular business hours *(8:00 AM to 8:00 PM Monday – Friday)*. This key must be returned within twenty-four (24) hours of the time that it was checked out. If the key is not returned in the allotted time, the lock will be changed at the student's expense, which is $75.00; the charges will be added to the student's PAWS account.

If a student should get locked out of his or her room after office hours, he or she should contact the RA On-Duty for the community. There may be a $10.00 Lock-out fee assessed between 8:00 PM and 8:00 AM, Monday-Friday, or during the weekend, when an RA has to let a student into the student's room, and students should be prepared to show University identification or otherwise verify identity prior to being given access. Students are expected to deadbolt/lock their doors at all times. Students should always carry their room keys and their Jag Cards.

Lost Key Procedures
Each resident will be issued a key to his or her room. Lost or stolen keys must be reported within twenty-four *(24)* hours to the **Resident Assistant or Community Desk/Office**, and USA Housing can replace it. There will be a $75.00 cost to replace lost or stolen keys. Students assigned to buildings with exterior door card access will receive access through their student IDs *(Jag Card)*. In the event your Jag Card is lost, you may sign for a temporary access card by contacting your Community Office. This temporary access card must be returned to the Community Office after receiving your replacement Jag Card. There will be a $25.00 fee to replace lost or stolen temporary access cards. These fees will be billed through your PAWS account. There is a $150.00 service fee for emergency lock-changes requested after hours; these charges are not refundable. It is paramount that students do not duplicate room keys or possess unauthorized keys. Please remember that it is the resident's responsibility to return the room key at the time he or she checks out of his or her room to the respective Community Office. Additionally, residents may not give their room key to another person. Students who violate this policy will be responsible for any damages or charges associated with providing their key to another person. Additionally, the student may be subject to criminal charges, as well as student conduct proceedings. Please note that it is imperative not to add supplementary locks to your door, as this may slow response times during an emergency and/or cause damage to a door. *USA Housing does not accept returned keys via mail; therefore, any student who does not return the key at hall closing, check-out or as otherwise required will be billed a minimum of $75.00 for the cost of the lock change.*

XIII. REFUNDS

Within the first forty-five *(45)* calendar days of the published residence hall opening date each semester, housing and meals – excluding Bonus Bucks – will be prorated based on the date the student properly checks-out and returns their key. No adjustment to housing and meal plan charges will be made thereafter. Proper check-out procedures can be reviewed on the Housing website. The break housing rate (currently $20 per night) will be charged for periods between semesters.

Bonus Buck usage will be charged through the third week of classes. Bonus Bucks will be charged in full after the third week of classes and will be available for use until the end of the spring semester. At the point a student withdraws from the University or becomes non-enrolled, Bonus Bucks will no longer be available for use. A contract cancellation fee will be charged when applicable.

Note: If a student's University account has an

outstanding balance due and the University has in its possession any funds payable to the student *(from payments or credits applied to the student's account, payroll checks, and/or any other source, except federal financial aid awards)*, the University reserves the right to withhold the funds necessary to clear the student's outstanding balance and to cover any collection costs incurred. Once those amounts are paid, any remaining funds are paid to the student.

XIV. OCCUPANCY

When one room occupant moves out, the remaining resident(s) must keep the room in the appropriate condition to accept a new roommate at any time. Students may not reject a roommate assignment. Any inappropriate behavior directed toward an assigned roommate, including, but not limited to, unsuitable room condition, discouraging communication, harassment, or intimidation will result in immediate relocation of the alleged offending resident pending the Student Conduct Process. Prior to a new roommate assignment, if the remaining resident desires to maintain a private room, they may request to contract that room at the private room rate. The request for a private room will only be granted as space is available and with written approval from the USA Housing Office. If the request is granted, the private room rate will be prorated based on the date of approval. Residents found violating the housing contract by occupying additional space in their room, suite, or apartment may have their items moved by the staff or be held financially responsible for the occupied space , as well as go through the Student Conduct process.

**All overnight guests should be registered according to the community standard for guests (see II.3. "Guests"). Excessive numbers of requests may be denied.*

XV. CONTRACTUAL OBLIGATIONS

All students are obligated to the housing contract that they have signed. Students who move o¢ campus while enrolled are still contractually and financially obligated unless otherwise provided herein. A student may request to check out of their assigned space without an approved cancellation of their housing contract, with the understanding that the contractual and financial obligation will continue. If a residential student decides that they want to move o¢ campus and cancel their contract, they should contact the USA Housing Office. A member of USA Housing will meet with the student to better understand the reason for the request. A student who wishes to move o¢-campus and does not meet the criteria for approved release from the Housing Contract will be held to the Terms and Conditions of the Housing Contract as long as they remain enrolled (including enrollment in online courses). Following their meeting with USA Housing, an email will be sent to the student via JagMail and a letter will be mailed to the last updated mailing address to update them on the status of their request. A resident requesting to move back into University housing should contact USA Housing by sending an email to **housing@southalabama.edu**.

XVI. ROOM CHANGES

Residents may not change room assignments without written authorization from the USA Housing Office. USA Housing offers various opportunities for students to request a change once they have received an assignment. Please refer to the time periods listed on the **Assignment Changes page** and keep the following in mind as you consider requesting a change:

- A student must be assigned before requesting a change.
- The ability to make a change is dependent upon the order in which your request is received and space availability.
- If a student wishes to make a change outside of the periods listed below, please contact our USA Housing Office *(pre-move in)* or your Community Director/ Area Coordinator*(post-move in)*.

Reminder emails will be sent to all students' JagMail with additional information prior to the start of each formal request period. Students should not change rooms without written consent from USA Housing, as this may violate the terms of the housing contract. After the student is notifed that a room change is granted, they will be required to complete the move and return the key to the previous room within twenty-four (24) hours; failure to do this will forfeit the original room change request. Please contact your Community Director or Area Coordinator with any questions or concerns.

Note: Fraternity and Sorority Housing residents currently living in Alpha Gamma Delta, Alpha Omicron Pi, or Kappa Delta who wish to complete a room change into a chapter house must submit their Move-Over request during the designated Move-Over period (see VI.XVII. 'Sorority Move-Over').

XVII. SORORITY MOVE-OVER

Click here for the University's Policies Unique to Sorority Housing for Alpha Omicron Pi, Alpha Gamma Delta, and Kappa Delta.

Sorority residents assigned to non-Sorority Housing communities who wish to reside in their respective chapter house may submit a "Move-Over" request during designated Move-Over periods by visiting the USA Housing Office (Delta Commons Room 100). Requests to move to a sorority house may be considered outside of the designated move-over periods only in limited circumstances, such as replacing a graduating Sorority Housing resident or election of a student to a sorority office which requires the student to reside in the associated sorority house. Students who are approved and processed to move to the Sorority Housing Community will be charged their current room rate (rate of room prior to move) for the entire semester in which the move is processed; no credit will be issued for any amount by which the previous non-Sorority Housing assignment's room charge may exceed the new Sorority Housing assignment's room charge. University housing room rent charges are due when assessed on the student account or when University fees are due for the semester. All other terms and conditions of the current housing contract will remain in effect. Sorority Housing residents wishing to request a room change within the sorority house in which they currently live must submit this request during the traditional Room Change period *(see Sorority Assignment Changes)*. All Fraternities will follow the regular room change process *(see section VI.16.Room Changes)*.

XVIII. ROOM DECORATING

Students are encouraged to personalize their rooms, but painting or modification of facilities and furniture is not permitted. Decorations must be able to be removed without causing damage. Be mindful that each student will ultimately be responsible for the cost to repair any damage to their room and its furnishings.

The use of screws is prohibited in all University housing facilities. Approved decoration hangers/anchors are listed below. Decorations are not permitted within eighteen (18) inches of fire safety equipment *(i.e., extinguishers, smoke detectors, and sprinkler systems)*. Please note that alcohol containers or paraphernalia may not be used as decorative items (see III.1 for further info).

Decorating Restrictions/Prohibited Items

- LED light strips, contact paper, stickers, and wallpaper may not be applied to walls, cabinets, closets, or furniture in any residence hall.
- Televisions and other heavy objects MAY NOT be mounted on the wall.
- Wood or any other flooring that uses adhesives may not be adhered to your room floors.
- Curtains may be hung with tensions rods. Curtain rods may not be attached to walls with nails, tacks, screws, or other items that damage the wall.
- No material may be placed directly on windows or between the window and the blinds/curtains *(e.g., aluminum foil, newspapers, bedsheets, etc.)*.
- Air intake vents and air conditioner/heater vents may not be blocked, covered or removed.
- A resident may place a message board on the exterior of the door to their residence hall room as long as the message board does not cause damage to the door.
    - However, a message board on the exterior door is not considered a 'free speech area' as other members of the community do not have the option to avoid passing the board. For this reason, members of the USA Housing staff may erase or remove messages and flyers that a reasonable person would consider offensive or divisive.

How to hang items in your room:

In the following buildings with sheet rock walls, residents may ONLY USE small finishing nails, push pins, or picture hooks (up to 20 lbs. size) to hang items on walls. There is a limit of six *(6)* small holes per resident, per room. Screws, glue, "3M Command" or other adhesives are NOT permitted, in order to avoid wall damage.

- Azalea Hall
- Camellia Hall
- Stokes Hall

In the following buildings with cinder block walls, residents may ONLY USE 3M Command Strips to hang items on walls. Carefully follow product instructions for removal to avoid repair charges. Screws, nails, glue, or other adhesives are NOT permitted, in order to avoid wall damage.

- Beta
- Gamma
- Delta
- Epsilon
- Greek

LEGAL INFORMATION

Your Housing Contract is the basic document that states the contractual obligations between you and USA Housing. The Community Standards and the Guide to Residential Living at South documents are legally binding and incorporated by reference in the Housing Contract. **You are equally responsible for complying with the rules, policies, and regulations contained herein.**

Every effort has been made to ensure the accuracy of information contained in this electronic document. Updates and corrections are made as they become necessary. Contract holders will be notified of material changes.

HOLD HARMLESS

By accepting your room key, you agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within USA Housing and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of your housing contract. You understand that by residing in USA Housing, you are assuming the risks associated with communal living and, as in any shared living environment, the potential exposure to contagious diseases.

The Registration Process

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

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

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

Students may make appointments to see advisors at any time, but it is necessary that they see them. Although progress toward a degree is basically a student responsibility, advisors do monitor that progress and will advise students as to appropriate courses and sequential order. Most advisors have model program curricula, which outline all degree requirements and are a great aid in schedule development.

Course Selection
Before meeting with advisors, you should review next semester's Schedule of Classes through PAWS. After checking requirements in the Bulletin or Degree Works, you should select from courses offered for the coming semester. The initial selection should include alternate courses as well.

The Bulletin should be referred to carefully for course descriptions and prerequisites. (Students without necessary course prerequisites will be dropped from class rolls prior to the semester beginning).

Schedule Drafts
After selecting courses, you should develop viable daily schedules using the South Scheduler tool in PAWS in the Registration tab.

Advising Session
Students should make appointments to see their academic advisors prior to registering for classes. At the advising session, students should present a list of projected classes and alternates to be sure that all selections meet degree requirements. Questions as to the

appropriateness of courses, especially electives, preparation, proper sequence, particular mix of courses, and the ability to handle the number of hours projected should be discussed. It is not appropriate involve advisors in section selections. Instructors and times are matters of students' personal preferences. Remember, students who are prepared for advising sessions will make better use of their advisor's time and expertise.

Students are encouraged to follow their academic audit in PAWS called Degree Works. This will provide information on course selection and on degree progress.

Registration
Registration can be done through either PAWS or South Scheduler. Students will enter course information during scheduled registration hours and receive confirmation of their course selection, fee and financial aid information. Tuition and fee payments may be mailed to the Student Accounting Office or payment may be made by credit card via the web.

Registration Appointment Time
All eligible continuing and returning students may register via PAWS prior to the beginning of each semester. All new students may register via PAWS after after registering for Orientation or when the necessary requirements are met.

Students must access PAWS for their registration appointment times and holds. Students may not register before their time ticket opens, but may register anytime thereafter during the scheduled registration hours.

Payment of Fees
The schedule should be checked carefully for accuracy before payment is made. Registration is not completed until tuition and fees have been paid.

Students with Disabilities
USA prohibits discrimination against individuals on the basis of disability in its educational programs and activities, in accordance with ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Students with qualifying disabilities, that follow the University's policy for requesting academic adjustments and auxiliary aids and services, and are approved for such adjustments and services, will be afforded reasonable accommodations for completing coursework and examinations, including oral examinations. The Center for Educational Accessibility and Disability Resources (CEADR) will certify a disability, approve academic adjustments, and advise faculty members of approved reasonable accomodations.

Students seeking academic accomodations or modifications should request certifcation from the Center for Educational Accessibility and Disability Resources. CEADR is located at 320 Alumni Circle, Suite 19 or via phone at 251-460-7212. Additional information regarding CEADR policies and procedures is also found on the SDS web page (www.southalabama.edu/sds).

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

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

Talk before you drop a course. Talk to your professor – you may not be doing as badly as you think. Talk to your academic advisor – the course may be taught only once a year or only every two years. The course may be a prerequisite to a required course. You may get out course sequence thus delaying your graduation. Talk to a financial aid representative – you may put your scholarship, grant or financial aid in jeopardy.

Talk to a Veterans Affairs Representative – if receiving VA benefits, you may risk the interruption of benefit payments. Talk to us before you drop a course!

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

Readmission to the University
Students who have previously been enrolled in the University of South Alabama, and who have been absent from USA for three consecutive semesters should comply with the instructions as follows:

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

   Mail: Office of Admissions, Meisler Hall, Suite 2500, 390 Alumni Circle,

   Mobile, AL 36688-0002

   Fax: 251-460-7876

   Email: admiss@southalabama.edu

   In person: Office of Admissions, Meisler Hall, Suite 2500, 390 Alumni Circle

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

All applications and required credentials can be found at:

http://www.southalabama.edu/departments/admissions/under_readmissions.html

Student Computer Policy

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

Lab privileges can be denied to anyone using University equipment for illegal or unethical purposes.

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

Illegal Activity

Uploading or downloading copyrighted material, violating the intellectual property rights of others, or illegally sharing trade secrets.

Accessing, downloading, or printing articles solely for educational and research purposes, however, may be permissible under the Fair Use Clause of the Copyright Law. See USA Software Policy: www.southalabama.edu/departments/csc/resources/softwarepolicy.pdf for more specific guidelines on using copyrighted software. The Federal Higher Education Opportunity Act of 2008 requires the University to provide information to its constituents regarding sharing of copyrighted material; please see:

http://www.southalabama.edu/departments/csc/heoact2008.html for more information.

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

Strictly Prohibited Behavior/Activities

- Trafficking in pornography of any kind via computer network. Please note that redistribution of pornography, even through web page links, is often illegal.
- Activity that violates state or federal law. This may include viewing, downloading, posting, printing or sending pornography, or other sexually explicit, profane, obscene, hostile, or blatantly offensive and intimidating material, including hate speech, threats, harassing communications (as defined by law), or information that violates any state or federal laws.

- "Spam", the practice of indiscriminately sending unsolicited e-mail (e.g., commercial advertisements, chain mail, pornographic materials, political lobbying, hate speech, racial diatribes, and religious proselytizing) to persons who have not indicated interest in receiving such materials.
- "Hacking" or "Cracking", i.e., deliberately invading the privacy of others by attempting to gain unauthorized access to any account or system.
- Obtaining/distributing confidential information. Deliberately and inappropriately observing, recording, accessing, using or transmitting passwords, account numbers, e- mail addresses, phone numbers or credit card numbers belonging to other people is prohibited.
- Downloading executable programs, which might interject computer viruses into lab computers, is generally prohibited. Further guidelines with regard to safe sites and appropriate downloads should be sought from the lab facilitator. (The University takes no responsibility for damage to your work or your own equipment resulting from viruses or files you might download via the Internet).
- Using University equipment, including the University's Internet, wifi, network, labs, servers or web pages, for commercial gain or academic dishonesty including plagiarism, cheating, and misuse of academic materials.
- Unauthorized wiring, altering or damaging of University-owned computer equipment, including hardware and software.
- Tampering with lab machine settings.

Considerate Use

"Web Surfing" on lab machines for academic enrichment is permitted; however, precedence is always given to students needing access for assigned course work. Classes in the lab with a faculty member also have precedence. Otherwise, lab access is allocated on a first-come basis. Individuals who have been on a computer for more than two hours should yield if others are waiting.

Violations/Consequences

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

Study Abroad Policies

All University of South Alabama (USA) students studying abroad or participating in an international experience, including virtual international programs, are required to register through the USA Office of International Education (OIE) in order to participate in their chosen international activity. Financial aid and scholarship disbursement, academic credit, etc. must be coordinated through OIE with the respective USA administrative units.

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

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

An overall GPA of 2.25 is required; students with lower GPAs may request special consideration for participation, though many non-USA hosted programs require GPAs of 2.5 or higher. With some planning, a study abroad experience can be fully integrated into USA degree programs and applied to the core curriculum, major, minor, and elective courses. Prior knowledge of a foreign language is not required although many programs provide access to all levels of language learning.

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

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

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

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

Scholarship information is available through OIE. There are internal scholarships for specific disciplines and external scholarships such as the Gilman Scholarship, the U.S. Fulbright Awards for graduating seniors, and the National Security Education Program for Undergraduates and Graduates. Please visit the USA Study Abroad website at www.southalabama.edu/studyabroad or schedule an appointment for more information.

Graduate students are encouraged to incorporate international experiences in their academic program through participation in international education. For more information, contact your academic departments and the USA Study Abroad office.

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

UNIVERSITY OF SOUTH ALABAMA
TRAFFIC & PARKING REGULATIONS

The Traffic and Parking Regulations of the University of South Alabama outlines the regulations and requirements for parking and operating a vehicle on university property. The University reserves the right to change any or all parts of the regulations as needed, with or without notice. All changes to the parking regulations will be posted on the Parking Services website; www.southalabama.edu/parkingservices.

Any person who owns, operates, and/or parks a motor vehicle on University of South Alabama (USA) property submits fully to all rules and regulations outlined in this document. Students and employees are responsible forany citations issued with their permit displayed regardless of who was operating the vehicle.

Faculty, staff, and students are responsible for knowing the regulations governing the operation of motor vehicles at USA as outlined in this publication. Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation. Failure to comply may result in university disciplinary action, fines, vehicle immobilization or impounding of vehicle.

Parking Services is not responsible for incorrect information provided to drivers from other departments or individuals.

Traffic and Parking Regulations apply while on campus, to all students enrolled in day, evening, weekend, online web classes, Harrison School of Pharmacy, USA Pathway, Cross Registration, Dual Enrollment, and all students with classes on the Baldwin County Campus and Dauphin Island Sea Lab. Regulations also apply to all employees, including those with offices located in Technology and Research Park and University Commons.

All vehicles operated on the USA campus must be properly registered with Parking Services and display a current USA parking permit; twenty-four (24) hours a day, and seven (7) days a week. Secondary vehicles parked on campus must also be added to the driver's current parking permit.

License Plate Recognition (LPR) may be used to enforce traffic and parking regulations on campus in conjunction with parking permits. License plates and permits are used to identify drivers. Vehicle license plates must be registered with Parking Services AND added to a current parking permit.

GENERAL INFORMATION

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

The University of South Alabama assumes no liability for damages to or loss of any vehicle or vehicle contents while parked on or in operation on university property.

USA Police Officers are authorized to issue citations for traffic and parking violations. All sworn officers have completed the Minimum Standards of Peace Officers for the State of Alabama (A.P.O.S.T. certification). University Police have full arrest powers granted by the State of Alabama (Title 16-55-10). Standard rules of the road for the city, county, and state will be observed on campus.

All vehicles operated on the USA campus must be properly registered with Parking Services and display a current USA parking permit; twenty-four (24) hours a day, and seven (7) days a week**.** License Plate Recognition (LPR) may be used in conjunction with permits to enhance parking enforcement, requiring all vehicle license plates to be registered with Parking Services AND added to a current parking permit**. License plate numbers must remain current at all times. Faculty, staff, and students are responsible for registering and adding any additional vehicles and license plate numbers to their parking account AND current permit.**

Visitors (individuals not affiliated with the University) must obtain an official visitor parking pass from Parking Services. The pass must be displayed from the rear-view mirror with the front of the pass facing outward. The pass number must be clearly visible. **Faculty, staff, and students are responsible for providing information to their guests regarding parking on campus and may be held responsible for citations issued to visiting family members or friends.**

The speed limit on campus roadways is 20/25 MPH (as posted) and 15 MPH in parking areas.

Pedestrians and persons riding bicycles on campus will comply with Title 32 of the Alabama Code.

PARKING REGULATIONS

License Plate Recognition (LPR) may be used to enforce traffic and parking regulations on campus in conjunction with parking permits. License plates and permits are used to identify drivers. Vehicle license plates must be registered with Parking Services AND added to the driver's current permit.

License plate numbers must always remain current with Parking Services. Faculty, staff, and students are responsible for registering and adding all new vehicles and license plate numbers to their parking account AND current permit. If a vehicle or license plate number changes, the information must be updated online immediately at www.southalabama.edu/parkingservices.

A valid USA parking permit must be affixed to the **FRONT** windshield, lower driver's side corner, with the **PERMIT NUMBER FACING OUTWARD**, twenty-four (24) hours a day, seven (7) days a week. Failure to obtain a parking permit, improper display, or failure to display a parking permit is considered a parking violation and will result in a "no permit visible" and a "zone violation" citation. No individual shall display more than one USA parking permit on any one vehicle.

A parking permit, real or virtual, serves as permission to park and does not guarantee a parking space at any given time. It only gives the opportunity to park within a specified area(s). Registration is no guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. Parking is on a "first-come, first-served" basis only. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.

If a vehicle is sold, traded, or involved in an accident/totaled, it is the owner/driver's responsibility to update vehicle and license plate information online at www.southalabama.edu/parkingservices. REMOVE parking permit from windshield prior to selling or trading vehicle and from any wrecked vehicle or damaged windshield. REMOVE parking permit prior to replacing a windshield. If you are unable to retain your permit, there is a $40 lost/replacement fee.

Student parking spaces are designated with white lines. Student zones (North, South, East, Central, Beta/Gamma and Residential) are enforced Monday-Friday, 7:00 am-3:45 pm, after which time student vehicles registered with Parking Services may park in any student space. Students may not park in a faculty/staff parking space.

Faculty/staff parking spaces are designated with blue lines, except handicap parking spaces which are clearly marked with signs and/or pavement symbols. Faculty/staff parking spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday, EXCEPT in the Residential parking lots which are enforced 24 hours a day, 7 days a week.

Vehicles are to be parked in a designated parking space only (within lined parking spaces).

Yellow lined areas, hashed areas and curbs are considered no parking zones.

Hazard lights or an occupied vehicle does not exempt the operator from complying with the parking regulations or prevent enforcement.

Vehicles are not to travel on or be parked on sidewalks, Jag Tran paths, lawns, grassed/landscaped areas or curbs or any other area not designated for vehicular traffic or parking unless authorized by University Police, Parking Services or the university department having authority over that area such as Jagtran, Facilities or Grounds and Landscaping.

Vehicles are not to be parked within 15 feet of designated fire exits, fire department connections, or fire hydrants. Red curbs and/or red lined areas are fire lanes and must not be blocked at any time for any reason. Any street or roadway on campus where vehicles operate is considered a fire lane. Regulations affecting fire lanes are always in effect. Vehicles parked in fire lanes may be towed or wheel locked without notice day or night and charged an impounding/immobilizing fee in addition to the parking violation fine.

Student employees and graduate assistants, by virtue of their work for the university, are not exempt from parking rules and regulations during enforceable hours. Student employees and graduate assistants are not permitted to park in a faculty/staff parking space and are not eligible for a faculty/staff parking permit or pass.

University employees, faculty, staff, or designated guests may not give students permission to park in an unauthorized parking space, nor may they appeal on the student's behalf. Citations issued in these cases are the student's responsibility.

Students are prohibited from the use of, or possession of, a faculty/staff parking permit, retiree permit, visitor parking pass, patient parking pass or any pass/permit other than his or her registered student parking permit. Unauthorized possession OR use of a faculty/staff parking permit, retiree permit, alumni sticker, or any form of non-affiliate parking pass by a student will result in disciplinary action, fines, and vehicle immobilization. Registering another student's vehicle is not permitted and doing so will result in university disciplinary action, fines, and vehicle immobilization.

Faculty/staff and designated guests are prohibited from purchasing a faculty/staff permit or registering a vehicle for ANY students, student family member, student assistant, graduate assistant, or any other person. Unauthorized possession OR use of a faculty/staff permit by a student will result in university disciplinary action (student and employee), fines, and vehicle immobilization.

Use or possession of a reported lost, stolen, altered, or counterfeit parking permit or parking pass will result in university disciplinary action, fines, and vehicle immobilization. Switching license plates and registering another student or employee's vehicle is not permitted.

STUDENT ZONED PARKING REGULATIONS

1. University parking lots are divided into six (6) zones: Resident, Beta/Gamma, North, South, East, and Central. **Zoned parking is in effect Monday – Friday, 7:00 a.m. – 3:45 p.m.** during fall and spring semesters. AFTER 3:45 p.m., students may park a registered vehicle in a student parking space (white lines only) in any zone. Although zoned parking enforcement ends at 3:45p.m., **ALL other regulations are enforced 24/7.**

2. Zoned parking is not enforced during the summer semester. Students must park in a student parking space (white lines only) and a current permit must be displayed in the vehicle. *ALL regulations, except for zone parking, are enforced during May and Summer Semesters and parking tickets are issued for such violations.* Parking permits ordered in the fall and spring semesters are valid through the summer semester and expire on July 31st.

3. Zoned lots are reserved for permit holders with the corresponding zoned parking permit properly displayed in their vehicle. Removing a permit to park out of zone, failure to register a vehicle for a permit, or failure to display the correct permit or any permit,will result in a *zone violation* AND a *no current permit visible* citation.

4. Commuter student vehicles must remain parked in the zone designated by their chosen zoned parking permit, 7:00 a.m.-3:45 p.m., Monday-Friday.

5. Residential student vehicles must remain parked in the Residence Hall parking lots during the time of enforcement, 7:00 a.m.-3:45 p.m., Monday-Friday. Central House on Stadium residents must register their vehicle online with Parking Services AND order a USA Residential parking permit. This is in addition to any permit issued by Central House. Visitors to Central House must abide by Central House parking guidelines.

6. Beta/Gamma student vehicles must remain parked in the Beta/Gamma parking lot or along Jaguar Blvd., north of the four-way stop; 7:00 a.m.-3:45 p.m., Monday-Friday.

7. Student parking spaces are designated with white lines. Students are not permitted to park in a faculty/staff parking space which are designated with blue lines.

8. Faculty/staff parking spaces are designated with blue lines, except handicap parking spaces which are clearly marked with signs and/or pavement symbols. Faculty/staff parking spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday, except in the residential parking lots which are enforced 24 hours a day. Students are not permitted to park in a faculty/staff, blue lined parking space.

9. Faculty/Staff spaces in any residential area are restricted to only employees 24 hours a day. This means that students are prohibited from parking in a designated faculty/staff space overnight. Students or visitors may be towed at owner's expense in addition to being issued a citation.

10. Parking permits are required twenty-four (24) hours a day, seven (7) days a week. Parking permits must be affixed to the **FRONT** windshield, lower driver's side corner, with the **PERMIT NUMBER FACING OUTWARD**. The permit number must be clearly visible and not covered or obstructed in any way. Displaying it in any other location or in any other manner is considered a violation (*No Parking Permit Visible*).

11. Parking permits are non-transferable between individuals. Do not share a permit with anyone or register another student or employee's vehicle. The registered permit owner is responsible for any fines incurred when the permit is displayed in a vehicle, regardless if the permit holder is the owner of the vehicle.

12. Expired permits must be removed from motor vehicles and destroyed. Expired permits are not valid and if displayed in a vehicle, a citation will be written for no current parking permit visible.

PARKING PERMITS AND VEHICLE REGISTRATION

Parking registration is an individual responsibility. Parking permits, virtual or real, are assigned to individuals and ownership of permits is non-transferable. Parking permits may not be used by anyone other than the registered permit owner. DO NOT share permits with anyone. The registered permit owner is responsible for any fines incurred. It is imperative to immediately report any lost or stolen permit to Parking Services and to immediately destroy all expired permits.

Vehicles parked on campus must be registered AND linked to the vehicle driver's current parking permit. However, vehicles may only be linked to ONE permit.

Vehicles may not be registered on more than one student or employee's account or permit. Students and employees may not register another student or employee's vehicle on their ownparking account or link it to their own permit.

VISITOR PASSES

Visitors who bring a vehicle to campus must display a valid visitor parking pass in their vehicle. A visitor pass may be requested at Parking Services. A valid driver's license must be presented to obtain a visitor pass. Parking Services is in the Beta/Gamma Commons-Police Building, 290 Jaguar Blvd. The entrance for Parking Services is located on the South side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday.

University departments that routinely invite guests to the campus may be authorized to manage and issue visitor passes directly to their official guests on a case-by-case basis. It is prohibited for a department to issue a visitor pass to any university affiliate, employee or student that would otherwise qualify for a non-visitor permit. For more information regarding departmental visitor passes, contact Parking Services at parkingservices@southalabama.edu.

Faculty, staff, and students are responsible for providing information to their guests regarding parking on campus and may be held responsible for citations issued to visiting family members or friends and guests.

Students are prohibited from using a visitor parking pass. Employees who are designated as a permit custodian from a university department are prohibited from providing visitor passes to a student for any reason. Failure to comply may result in vehicle immobilization, fines, and university disciplinary action.

STUDENT PERMITS

Students who bring a vehicle to campus must register his/her vehicle online with Parking Services and select a zone in which to park, regardless of what semester they enroll. Residential students, including Central House on Stadium, are only authorized for a Residential Permit. Beta/Gamma residents will be issued a Beta/Gamma parking permit.

Online registration is required. Permits, virtual or real, and vehicle registration is valid for one academic year, August 1 through July 31. Students must order a parking permit online at www.southalabama.edu/parkingservices. Permits are mailed to students for a fee of $5.00. A debit or credit card is needed to order a parking permit. A complete, valid mailing address is required. A permanent residence mailing address or a valid U.S. Post Office box must be provided. All students who live on campus are required to have a personal mailbox to receive mail. Permits CANNOT be mailed to a Residence Hall or Greek House. Permits are mailed from the printing company, not from Parking Services. Once the online permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one (21) days to allow for delivery time. If the permit is not delivered within this time, the student must report the missing permit to Parking Services at 290 Jaguar Blvd., Mobile, AL 36688, within five weeks of the order date, otherwise, the student must pay a permit replacement fee.

Students must be currently enrolled in classes to order a parking permit or register a vehicle. Providing false or incorrect information, including an incorrect license plate number to Parking Services is a violation of the University Traffic and Parking Regulations as well as the University Student Code of Conduct and is subject to a $100.00 fine and University sanctions.

Students may request a zone change by returning their current zoned permit to Parking Services. Student will then be able to order a different zoned permit online.

Students may register and link two vehicles to their current permit; however, vehicles may only be linked to ONE current permit and only ONE vehicle may be parked on campus at a time. Students may not register another student's vehicle or employee's vehicle. Employees may not register a student's vehicle for an employee permit.

Students are prohibited from the use of, or possession of, a faculty/staff parking permit, retiree permit, visitor parking pass, patient parking pass or any pass/permit other than his or her registered student parking permit. Unauthorized possession **OR** use of a faculty/staff parking permit, retiree permit, alumni sticker, or any form of non-affiliate parking pass by a student will result in disciplinary action, fines, and vehicle immobilization.

Students who are registered with the Center for Educational Accessibility & Disability Resources (CEADR) and require handicapped parking access or temporary special parking must register in person at Parking Services. Contact the Center for Educational Accessibility & Disability Resources (CEDAR) at 251-460-7212 or online at www.southalabama.edu/sds for further information.

RESIDENTIAL STUDENTS

All on-campus resident students, including Central House on Stadium, sorority, and fraternity residents, must obtain a Residential zone permit except for **Beta and Gamma** residents who must obtain a **Beta/Gamma** zone permit. ***Residential student vehicles must remain parked in the Residence Hall parking lots during the time of zone enforcement; 7:00 a.m.-3:45 p.m., Monday through Friday. Beta and Gamma residents must leave their vehicles parked in the Gamma Lot or along Jaguar Blvd., north of the Gamma Connector, during zone enforcement time.***

1. **Residential zone** parking permits are for students who reside in Azalea, Camellia, Epsilon, Delta, Stokes Hall, Greek Houses, and Central House on Stadium. During the time of zone enforcement, the Residential parking permit is only valid in the Residence Hall lots (except Beta/Gamma), Greek, and Central House on Stadium parking lots. The Dining Hall is also located in a Residential zone. The Auxiliary lot is available for all permits holders and may be used while visiting the dining hall. Faculty/staff, blue lined parking spaces are restricted to employees only 24 hours a day. *Corresponding lot numbers for game day parking; lots 204, 205, 206, 305, 306, 307, 308, 309, and 310 on the game day parking map.*

2. **Beta/Gamma zone** parking permits are for Beta and Gamma residents only. During the time of zone enforcement, the Beta/Gamma parking permit is only valid in the Gamma parking lot and on Jaguar Blvd., north of the Gamma Connector. **Central and South zone commuter** parking permits are also valid in the Gamma parking lot. *Corresponding lot numbers for game day parking; lots 303 and 304 on the game day parking map.*

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

4. Faculty/Staff spaces in any residential area are restricted to only employees 24 hours a day. This means that students are prohibited from parking in a designated faculty/staff space overnight. Students or visitors may be towed at owner's expense in addition to being issued a citation.

5. Vehicles parked in a zoned lot different from the displayed permit or their registered license plate will result in a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation. Failure to register a vehicle parked on campus is a violation and will result in a citation.

6. If resident/commuter status at the University changes and a different permit is required, students are responsible for returning their permit to Parking Services and ordering the proper permit. Proof of change in status will be required.

7. **Obtaining a permit other than the allowed permit will result in disciplinary action, possible fines, and vehicle immobilization**.

COMMUTER STUDENTS

Commuter students must choose a zone in which to park and remain parked in that zone during the hours of zone enforcement; ***7:00 a.m. – 3:45 p.m., Monday through Friday***. Vehicles parked in a zoned lot different from the displayed permit will receive a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation. Failure to register a vehicle parked on campus is a violation and will result in a citation.

1. **North zone** parking permits are only valid in North Chemistry, North Humanities, and the Marx Library parking lots (white lined spaces) during the time of zone enforcement. **Students are required to park in their designated zones when visiting the Marx Library**. The Auxiliary NE lot, located at Cleverdon Drive and Aubrey Green Drive, is also available to North permit holders. The Auxiliary NE lot includes a Jagtran stop. *Corresponding lot number for game day parking; lot 804 and 901 on the game day parking map.*

2. **South zone** parking permits are only valid in the Shelby Hall, Health, Kinesiology, and Sport (HKS), University Commons, and Gamma parking lots (white lined spaces), during the time of zone enforcement. The small lot at Student Services Drive and Old Shell Road is a South zoned lot, NOT open parking. *Corresponding lot numbers for game day parking; lots 303, 501, 502, 503A, and 602, on the game day parking map.*

3. **East zone** parking permits are only valid in the Alpha Hall, Biomedical Library, Health Sciences (HAHN), Mathematical Sciences and Physics Building (MSPB) College of Medicine, Visual Arts parking lots (white lined spaces), as well as the Auxiliary Northeast Lot, located at the corner of Cleverdon Drive and Aubrey Green Drive. The Auxiliary NE lot includes a Jagtran stop. **Students and employees are not permitted to park in patient parking spaces or use a patient parking pass to park to attend classes or any other non-clinic business or activities.** *Corresponding lot numbers for game day parking; lots 701, 801, 802, and 901 on the game day parking map.*

4. **Central zone** parking permits are only valid in South Chemistry, South Humanities, Science Laboratory, Communications, Gamma (not on Jaguar Blvd), Food Court parking lots (white lined spaces) during the time of zone enforcement. Students are required to park in their designated zones when visiting the Bookstore or Student Center. **The Student Health Center lot is for patient parking only, not for Central zoned permits. A student may park in the patient lot only if they have a valid patient permit issued by the SHC front desk for the time of the appointment.** Students, Faculty, and Staff are not permitted to park in patient only spaces. *Corresponding lot numbers for game day parking; lots 303, 606, 607, and 608 on the game day parking map.*

Additional parking is available at Technology & Research Park III (signs indicate a lot for additional parking), University Commons and the gravel Auxiliary West lots (behind Greek Row and across from Handcock Whitney Stadium). These parking lots are available with any valid USA parking permit. The Auxiliary Northeast lot (at Cleverdon & Aubrey Green Drive) is designated as a COMMUTER LOT ONLY until 3:45pm. After 3:45pm, any valid permit may park in this lot.

FACULTY/STAFF AND DESIGNATED GUESTS PERMITS

Faculty, staff, and designated guests who bring a vehicle to campus must register his/her vehicle online with Parking Services and must purchase a faculty/staff parking permit (virtual or real) regardless of what month they begin employment. This includes employees with offices in Technology and Research Park and University Commons. Faculty/Staff parking permits are valid November 1 through October 31. The fee for a Faculty/Staff parking permit (virtual or real) can be found on the Parking Services website.

Multiple vehicles may be registered and linked to a current permit; however, vehicles may only be linked to ONE current permit and only ONE vehicle may be parked on campus at a time. It is imperative that all vehicles driven to campus by an employee be registered AND linked to the employee's current permit.
Online registration is required for faculty and staff. Permits are ordered online at www.southalabama.edu/parkingservices. A debit or credit card is needed to order a parking permit online.

A complete and valid mailing address is required (if mailing to a campus address, please provide the street address). Permits are mailed from the printing company, not from Parking Services. Once the permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one (21) days to allow for delivery time. If the permit is not delivered within this time, the employee must report the missing permit to Parking Services at 290 Jaguar Blvd., Mobile, AL 36688, within five weeks of the order date, otherwise, the employee must pay full price for a replacement permit.

Designated guests, Aramark, RICOH, and Barnes & Noble employees must register in person at Parking Services, 290 Jaguar Blvd. A current employee identification card is required (status is subject to verification). Only credit cards, debit cards or money orders are accepted for payment. Parking Services does not accept cash.

Faculty/staff and designated guests are prohibited from purchasing a faculty/staff permit or registering a vehicle for ANY student, student family member, student assistant, graduate assistant, or any other person. Possession OR use of a faculty/staff permit by a student will result in university disciplinary action (student and employee), fines, and vehicle immobilization.

The display of an expired/invalid permit is a violation of university policy and may result in a fine. Remove expired permits from vehicles.

HANDICAPPED PARKING POLICY AND SPECIAL PARKING PERMIT REQUIREMENTS

Handicapped accessible parking is available for students, faculty, staff, and visitors who have the appropriate credentials from a State Department of Motor Vehicles (DMV) where the automobile is registered. Handicapped parking is enforced 24/7 and vehicles parked without the appropriate credentials are subject to a $200 fine, immobilization and/or towing.

1. Students who require handicap accessible parking spaces must first register with the Center for Educational Accessibility & Disability Resources, ESB, 320 Student Center Circle, Suite 19. Proof of disability will be required. Students will then obtain a Special Parking permit from the Parking Services office, 290 Jaguar Blvd. **A valid state issued handicap placard or license plate registered to the student must be displayed along with the Special Parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.**

2. Students who require temporary special parking must first register with the Center for Educational Accessibility & Disability Resources, ESB, 320 Student Center Circle, Suite 19. Proof of disability will be required. Students will then obtain a temporary Special Parking permit from the Parking Services office, 290 Jaguar Blvd. The temporary special permit will be affixed to the current student permit and allows parking in any available student or faculty/staff space; however, parking in handicap parking spacesis prohibited.

3. Faculty/Staff who have a valid handicap placard or license plate registered by the state, in his/her name, may park in a handicap parking space. Faculty/staff parking permits must be displayed along with the state issued handicap placard or handicap license plate. Handicap placards do not supersede a faculty/staff parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.

4. Faculty/Staff members with a temporary disability who require the use of handicap parking spaces must obtain a temporary handicap placard from the Department of Motor Vehicles (DMV). A valid faculty/staff parking permit must be displayed along with the state issued temporary handicap placard. Handicap placards do not supersede a faculty/staff parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.

MOTORCYCLE/MOPED/SCOOTER REGISTRATION

Motorized vehicles, including scooters and mopeds, are required to have a state issued license plate. Motorcycles must be parked in a legal parking space. Motorcycle and scooter license plate numbers are used as a virtual permit and must be registered online. There is no physical permit or decal for motorcycles or scooters.

MISSING/LOST/STOLEN PARKING PERMITS

Students and employees are responsible for maintaining possession of their current parking permit. Decal permits must be removed from windshields prior to replacement of damaged windshield. Parking permits or decals should be removed from any vehicle before it is sold, traded, damaged, or totaled. All missing, lost, or stolen permits (student and faculty/staff) must be reported to Parking Services at 290 Jaguar Blvd. immediately. The replacement fee for a missing or lost permit is forty dollars ($40). If a reported missing, lost, or stolen permit is found displayed in a vehicle, the vehicle will be wheel locked and the driver is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved. Individuals who falsely report a permit as missing, lost or stolen are also subject to university disciplinary action.

PARKING DESIGNATIONS

The University does not guarantee a parking space near the place where one works, attends class, visits, transacts business or near their residence hall. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle. **LACK OF SPACE, RAIN, OR INCLEMENT WEATHER IS NOT A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.**

1. **STUDENT SPACES**: Students must park in the white lined parking spaces inside their designated parking zones. Parking zone **restrictions are enforced from 7:00 a.m. to 3:45 p.m., Monday through Friday**. After 3:45 p.m., a student may park his/her vehicle **in any student parking space (white lines) in any zone.** Most parking lots are posted with signs indicating a parking zone. Please refer to the campus parking map found online at: www.southalabama.edu/parkingservices. **A valid USA parking permit must be affixed to the FRONT windshield, lower driver's side corner, with the PERMIT NUMBER FACING OUTWARD, when the vehicle is parked on campus**.

2. **FACULTY/STAFF SPACES**: Faculty/Staff members (all employees) and designated guests who qualify for a USA ID card, must purchase a faculty/staff parking permit and park in the blue lined parking spaces. **A valid USA parking permit must be affixed to the FRONT windshield, lower driver's side corner, with the PERMIT NUMBER FACING OUTWARD, when the vehicle is parked on campus.** Blue lined, faculty/staff parking spaces are enforced from 7:00 a.m. until 5:00 p.m. Monday through Friday *except for Residential areas and Recreational Center, which are enforced 24 hours a day. Students are not permitted to park in faculty/staff parking spaces, including student employees, student assistants, and grad assistants.*

3. **HANDICAP SPACES**: State issued handicap placards and license plates are assigned to individuals and their ownership is non-transferable. Handicap placards may not be used by anyone other than the registered owner who is handicapped.

   Alabama Code Title 32-6-233.1 states in part:

   "It shall be unlawful for any person who does not have a distinctive special long-term access or long-term disability access license plate or placard, or temporary disability placard as provided in Section 32-6-231, to park a motor vehicle in a parking place designated for individuals with disabilities at any place of public accommodation, any business or legal entity..."

   It further states, "A person issued a long-term special access or disability access placard, or a temporary disability placard must be the driver or a passenger in a vehicle parked in a special access or disability parking place. Any law enforcement officer enforcing this section may ask for verification that the person issued the placard is the driver or passenger in the parked vehicle."

   a. Parking spaces designated for disabled persons are enforced **24 hours a day, seven days a week**. Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation fine of $200. Handicap placards and plates are valid on campus after they are registered with the Center for Educational Accessibility & Disability Resources.
   b. Handicap placards and license plates are subject to verification with the DMV. ***Handicap placards and license plates are non-transferable. Use of a handicap placard or plate by another individual is illegal.***

4. **ELECTRIC VEHICLE (EV) CHARGING STATION SPACES**: EV charging station spaces are reserved for electric vehicles to utilize the charging stations. There are two spaces for each charger. The spaces are painted with green lines and/or green bumpers. EV spaces are not for routine parking; vehicle must be charging to park in these reserved spaces. Citations will be written to non-electric vehicles and to those not charging. *EV charging stations are located in lots 502, 503A, and 802 on the game day parking map.*

5. **GRAVEL/AUXILIARY PARKING LOTS**: **These lots are subject to closure *WITH* or *WITHOUT* notice**.

    a. **Auxiliary West Lots:** Any valid parking permit is allowed in the gravel parking lots west of Greek Row. This lot serves as additional parking for the residential area and the Dining Hall **EXCEPT** during events at the Hancock Whitney Stadium, at which time the lot is only available to event ticket holders. On event days, no other vehicles are permitted to park in this lot. This includes, but not limited to residential students and university employees. Vehicles are subject to towing at the owner's expense. *Corresponding lot numbers for game day parking; lots 203, 204, 205, and 307 on the game day parking map.*
    b. **Auxiliary Northeast Lot:** (off North Dr., Aubrey Green at Ernest Cleverdon): This is a **commuter lot only**. A valid commuter permit is required to park in this lot. Residential students may park in this lot after 3:45 p.m. with a valid permit. *Corresponding lot number for game day parking; lot 901.*
    c. **Athletic Field Lots**: Athletic field lots along Old Shell Road and Jaguar Boulevard, between Old Shell Road and Gamma Connector, and including the **Student Recreation Center** front and rear lots, are **closed daily from 11p.m. – 5:00 a.m. Vehicles parked after hours will be towed and/or cited.** *Corresponding lot numbers for game day parking; lots 301, and 302 on the game day parking map.*

6. **MOTORCYCLE/SCOOTER SPACES**: Motorcycles and scooters must be registered with Parking Services. Once registered, the license plate becomes a virtual parking permit. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a designated motorcycle space.

7. **MARX LIBRARY TIMED SPACES:** Timed parking spaces are for persons to transact timely university business and are not to be used by persons attending classes, or anyone who will be parked longer than 30 minutes, including students, employees, and designated guests. *Corresponding lot number for game day parking; lot 804 on the game day parking map.*

8. **MEISLER HALL LOT:** This parking lot is designated as a **visitor and tour only** parking lot. Visitor spaces areto be used by non-affiliates of the University who are visiting campus. **Students and employees are not permitted to park in visitor parking spaces or use a visitor parking pass to park on campus.** *Corresponding lot number for game day parking; lot 604 on the game day parking map.*

9. **MITCHELL CENTER LOT:** This parking lot is designated as an **event parking lot**. However, **commuter students** may park in this lot with a current commuter parking permit except when events are scheduled in the Mitchell Center or if the lot is closed or restricted for any reason. **This lot is subject to closure with or without notice.** Closure of this lot is not an excuse for parking out of your assigned zone. Removing or bypassing cones or barricades may result in vehicle immobilization, towing, fines, and university disciplinary action. **Residential students, including Central House on Stadium residents are prohibited from parking in the Mitchell Center lot** until 3:45 p.m., pending other event related restrictions or closures. *Corresponding lot number for game day parking; lot 401 on the game day parking map.*

10. **PATIENT PARKING SPACES:** Patient parking spaces are provided for patients of on-campus clinics located at the Health Sciences Building (HAHN), Student Health Center, and University Commons Medical Offices (UCOM). Only patients with scheduled appointments may park in designated patient spaces. All patients must display a current patient pass issued by the clinic upon arrival. **Students and employees are not permitted to park in patient parking spaces or use a patient parking pass to park to attend classes or any other non-clinic business or activities.** *Corresponding lot numbers for game day parking; lots 503A, 503B, and 801 on the game day parking map.*

11. **STUDENT CENTER AND MACQUEEN ALUMNI CENTER EVENT PARKING:** Parking for the Student Center and the MacQueen Alumni Center events held Monday-Friday, 7:00 a.m.- 5:00 p.m., is in the Gamma parking lot unless other arrangements are approved by Parking Services on a case-by-case basis. Transportation Services (JagTran) is available if guests need additional assistance getting to and from this lot. Contact JagTran at 251-460-7735 for arrangements. *Corresponding lot number for game day parking; lot 303 on the game day parking map.*

12. **UNIVERSITY COMMONS PARKING:** Current USA parking permits are required to park in the University Commons parking lot, including faculty, staff, and students. This lot will be closed daily to overnight/afterhours parking beginning at 11 p.m.-5 a.m. This includes any vehicle with a USA parking permit. Vehicles parked after hours will be towed. *Corresponding lot numbers for game day parking; lots 503A and 503B on the game day parking map.*

13. **UNIVERSITY AND DELIVERY VEHICLE PARKING AND LOADING ZONES:** Only official USA vehicles or commercial contractors, vendors, or delivery vehicles, which are clearly identified as such, are permitted to utilize these spaces. **Students and employees are prohibited from parking in university and delivery vehicle parking spaces and loading zones.** These spaces are not intended for routine or long-term parking. Vehicles parked in these spaces without prior university approval are subject to being cited, wheel locked (immobilized), or towed (impounded) at the owner's/operator's expense. The owner/operator of the vehicle is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved.

14. **VISITOR PARKING SPACES:** Visitor parking spaces are for non-affiliate guests of the university displaying a valid visitor parking pass. **Students** and **employees** are not permitted to park in visitor parking spaces or use a visitor parking pass to park on campus. Visitor parking passes may not be issued to employees or students, including student workers and graduate students.

PARKING VIOLATIONS AND FINES

In addition to the traffic laws of the state of Alabama, the following University regulations are enforced by the University Police Department. Persons operating vehicles on campus are subject to the provisions of the Traffic Code of the State of Alabama. Violators may be issued a Uniform Traffic Citation and/or arrested and subject to the established court proceedings for such offenses. Parking regulations are enforced 24/7.

a.	**No Current Parking Permit Visible** (expired permit, no permit, permit obstructed, backwards permit, permit not displayed, or improperly displayed permit)	$40.00
b.	**License Plate Not Registered for Current Year** (vehicle not registered with Parking Services for the current academic year - must be registered yearly and linked to a current parking permit)	$40.00
c.	**License Plate Not Visible or Not Readable by LPR** (backed in space/plate not visible for LPR, no valid license plate displayed, plate cannot be obstructed from view of the license plate reader)	$40.00
d.	**Parked in a Faculty/Staff Space or Lot** (students are prohibited from using a f/s permit or parking in f/s blue lined spaces)	$40.00
e.	**Improperly Parked** (double parked, parked on or over the line, backed in or pulled thru a parking space, etc.)	$40.00
f.	**No Parking Zone** (yellow lines, curbs, any area of campus which has not been designated a parking area)	$40.00
g.	**Zone Violation/Parked Out of Zone** (parked in wrong zone, parked out of zone)	$40.00
h.	**Parked on Grass or Sidewalk** (lawn or grassed areas, landscaping, median, on or blocking sidewalk)	$40.00
i.	**University/Delivery Vehicles Only** (students and employees are prohibited from parking in a University and Delivery vehicle only space; designated for maintenance, police, FedEx, UPS, etc.)	$40.00
j.	**Loading Zone** (students and employees are prohibited from parking in a loading zone space)	$40.00
k.	**Patient Only Parking** (students and employees are prohibited from parking in a patient space)	$40.00
l.	**Visitor Only Parking** (students and employees are prohibited from parking in a visitor space)	$40.00
m.	**Parked in a Driveway or Roadway** (includes driving lane within a parking lot)	$40.00
n.	**Decoy Ticket** (previously issued citation left on or placed on the vehicle to mislead the ticketing officer)	$40.00
o.	**Overtime Parking** (exceeding the allowed posted time)	$40.00
p.	**Wheel lock** (impounding/immobilization fee; *non-appealable citation*)	$40.00

q. **Other Violation** (miscellaneous offense as specified by officer, i.e., misuse of permit, parked in a reserved space or restricted lot, backed into space, or pulled thru space, etc.) $40.00

r. **Driver Not to Proceed Where Traffic or Parking is Restricted** (beyond barricades, gates, cones, or otherwise closed parking areas) $60.00

s. **Parked in a Fire Lane** (red curbs, fire hydrant, red lined area) $60.00

t. **Providing False Information to Parking Services** (includes providing incorrect license plate number, registering another student or employee's plate as own) $100.00

u. **Use of a Stolen, Lost, Altered or Counterfeit Permit or Pass** $100.00

v. **Handicapped Parking Violation** (handicap spaces enforced 24/7, $200.00
(includes handicapped accessible areas adjacent to handicap space, using another person's placard or plate)

w. **Unauthorized Removal or Tampering of a Wheel Lock Device** (offender is subject to fines, arrest, and criminal charges; if damaged, will be charged to replace device, in addition to this fine) $200.00

x. **7-Day Tow Notice Warning** (vehicle will be towed if not moved off campus within seven (7) days)

WHEEL LOCK AND TOWING POLICY

Vehicles not parked in accordance with University Traffic and Parking Regulations, including safety hazards are subject to being cited, wheel locked (immobilized), or towed (impounded) at the owner's/operator's expense. The owner/operator of the vehicle is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved.

1. Vehicles parked in or obstructing use of a handicapped space, ramp, or curb cut without proper permit documentation may be wheel locked or towed, including van accessible blue lines next to a space.
2. Vehicles parked in any reserved space, visitor space, patient space, loading zone, or university/delivery vehicle only space may be wheel locked or towed. Delivery vehicles must be marked as such.
3. Vehicles parked beyond a restricted, coned, or barricaded area or closed parking lot may be wheel locked or towed.
4. Vehicles left unattended, impeding the normal flow of traffic, whether in the roadway, alleyway, or parking lot may be towed.
5. Vehicles blocking a fire lane may be towed.
6. Any vehicle which is hampering emergency personnel in the performance of their duty or any emergency (i.e., fire, weather disaster, etc.) may be towed.
7. Vehicles parked in any tow away zone may be wheel locked or towed.
8. Vehicles parked in unauthorized locations or without proper permit may be wheel locked or towed.
9. Vehicles parked on campus without a license plate and/or vehicle identification number visible may be wheel locked or towed until proof of ownership can be established.
10. Abandoned or disabled vehicles will be issued a seven (7) day tow-notice after which time, if the vehicle remains on campus, the vehicle will be towed at the owner's/operator's expense. A current parking permit displayed inside an abandoned or disabled vehicle does not exempt a vehicle from being towed.
11. Any vehicle incurring four or more citations may be wheel lock or towed.
12. Any wheel locked vehicle may be towed if the owner/lawful driver does not resolve the underlying violations within two business days.
13. Vehicles that are unregistered or have unpaid citations may be wheel locked or towed.
14. Any individual found using or in possession of a reported, missing, lost, or stolen parking permit, altered or counterfeit parking permit or pass, temporary or unauthorized parking pass will have his/her vehicle wheel locked or towed. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to their Department Head or Dean and/or the Department of Human Resources for disciplinary action.
15. Vehicles with a deactivated permit, invalid, revoked, or suspended parking permit displayed may be wheel locked or towed.
16. Any individual found displaying a permit or pass other than his/her own will have his/her vehicle wheel locked or towed. The unauthorized permit or pass will be confiscated prior to the release of the vehicle.
17. Students with a faculty/staff permit, retiree permit, or alumni sticker displayed in his/her vehicle will have his/her vehicle wheel locked or towed and the permit will be confiscated.
18. Any individual who removes a wheel lock without authorization or damages a wheel lock while tampering with or attempting to remove the wheel lock is subject to fines, university disciplinary action, and possible arrest and restitution.
19. Vehicles parked in restricted lots after hours (athletic fields, Mitchell Center, Recreation Center, Residence Halls, etc.) without permission may be towed.

20. Vehicles otherwise hindering the normal operations of the university, after reasonable attempts and timely removal efforts have failed, may be towed.
21. Vehicles not displaying a current and valid state issued license plate, including dealer or dealer transit plates not being utilized in compliance with state law.

In addition to the above stated sanctions, loss of campus driving and/or parking privileges may also be imposed.

PAYMENT OF FINES

1. **STUDENTS**: Parking citations are paid online at www.southalabama.edu/parkingservices.

2. Citation appeals must be made within twenty (20) calendar days of issuance. Transcripts and diplomas will not be released by the Registrar until payment is made in full. **Students with a citation balance of $200 or more will not be allowed to register for any subsequent semester of classes.**

3. **FACULTY/STAFF**: Parking citations are paid online at www.southalabama.edu/parkingservices. Citations may be appealed within twenty (20) calendar days of issuance. Excessive citations and unpaid fines may be reported to an employee's Department Head/Dean and/or Human Resources for disciplinary action. Fines must be paid or appealed within twenty (20) days of issuance. Unpaid fines will be paid through **payroll deduction** if no action is taken during that time. Outstanding fines must be paid before purchasing a new faculty/staff parking permit.

4. **VISITORS**: Parking citations are paid online at www.southalabama.edu/parkingservices. Citations may be appealed within twenty (20) calendar days of issuance.

CITATION APPEAL POLICY

1. Any person who receives a University parking citation and believes there are valid reasons to appeal the citation, may file a written appeal online within twenty (20) calendar days of issuance at www.southalabama.edu/parkingservices. Verbal parking appeals are not accepted by telephone or in person at the Parking Services window. Failure to file an appeal within the 20 days allowed renders the tickets and associated fines as final.

2. Each citation must be appealed separately. Combining citations on one appeal is not acceptable and the appeal will not be considered.

3. If citations are paid during the appeals process, the appeal will be cancelled. The individual accepts responsibility for the citation when a payment is made.

4. Employees do not have the authority to request tickets be voided for any student or employee. Students and employees must appeal their own citations online via their own parking account.

5. Employees should never file an appeal online through their own account for any other employee, student, or visitor. Appeals received from an employee on behalf of another person will not be accepted.

6. The Student Government Association (SGA) will decide on student appeals.

7. The USA Traffic Appeals Committee will decide on appeals submitted by faculty, staff, and designated guests.

8. Individuals are notified of appeal results via the email address provided with each appeal.

9. Official visitors to the University should present their ticket at Parking Services located at Beta/Gamma Commons, 290 Jaguar Blvd. A valid driver's license is required. Verbal parking appeals are only accepted by visitors (non-affiliates of USA). Visitors may also file a written appeal online within twenty (20) calendar days of issuance online at www.southalabama.edu/parkingservices.

10. If a student believes the SGA has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by contacting the SGA at (251) 460-7191.

11. If a faculty, staff, or designated guest believes the USA Traffic Appeals Committee has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by sending an email to parkingservices@southalabama.edu.

12. Second appeal decisions are final.

13. The following reasons to appeal a citation are not considered valid. These include, but are not limited to:

    a. Lack of knowledge, did not know, or did not read the Traffic and Parking Regulations
    b. Inability to find a proper parking space/no parking space available.
    c. Inclement weather, rain, cold, hot, etc.
    d. Did not see the sign or no sign posted.
    e. Others were parked there.
    f. Running late for class, work, appointments, etc.
    g. No permit displayed/failure to obtain proper permit.
    h. Failure to register vehicle with Parking Services.
    i. Permit, plate, or vehicle used by another person.
    j. One has not been cited for similar offense in the past.
    k. Disagreement with the Traffic and Parking Regulations.
    l. Forgot/failed to appeal within the prescribed time frame.
    m. Someone (other than Parking Services office personnel) told me to park there – faculty and staff may not give a student or another employee permission to park against these regulations.

PEDESTRIANS

Pedestrians must cross roadways within a marked crosswalk. Motorists must yield the right-of-way to pedestrians within a crosswalk. However, this does not relieve the pedestrian of their responsibility to observe traffic and ensure a vehicle's operator has observed the waiting pedestrian and is yielding. If the crosswalk is controlled, pedestrians only have the right of way when the WALK sign is illuminated. Pedestrians must press the "Push to Walk" button and wait for the WALK sign to illuminate and ensure traffic has stopped before safely crossing the street.

Alabama Law on Pedestrians Right of Way: Sections 32-5A-211, 212

a. When traffic-control signals are not in place or not in operation the driver of a vehicle shall yield the right-of-way, slowing down or stopping, if need be, to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
b. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.
c. Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.
d. Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

BICYCLES

Bicycles are permitted on campus and cyclists are encouraged to register their bicycles with USAPD online at www.southalabama.edu/police.

Alabama Law on Bicycles-Summarized: Sections 32-5A-260, 263, 265, 82, 282

a. Cyclists have the same rights and duties of motorists on the roadway (with a few limited exceptions).
b. Cyclists are to ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
c. Cyclists are not to ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles. Wherever a usable path for bicycles has been provided adjacent to a roadway, cyclists are to use such path, not the roadway.
d. A person riding a bicycle may give a hand signal for a right turn by extending his or her right arm and hand horizontally on the right side of the bicycle.
e. Bicycles used at nighttime must have a front headlight which emits a white light visible from at least 500 feet to the front and a red reflector on the rear which is visible from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle.
f. Motorists overtaking and passing a bicycle shall give a safe distance of at least 3 feet on a roadway with a marked bicycle lane or all other roadways with a speed limit of 45 mph or less and the roadway does not have a double yellow line.
g. Persons under 16 riding a bicycle on a public roadway must wear a bicycle helmet.

HANCOCK WHITNEY STADIUM GAME DAY/EVENT PARKING

1. **Parking Services does not manage parking for the Hancock Whitney Stadium (HWS) event parking**. Please refer to USA Athletics website www.usajaguars.com for more information about stadium parking and to view a stadium game day or event parking map. Game Day Operations may also be reached by email to gamedayinfo@southalabama.edu.

2. All parking lots on campus may be utilized for stadium, game day, or event parking, paid or unpaid, at the discretion and management of the sponsoring department. ALL vehicles must adhere to GAME DAY/EVENT parking guidelines.

3. Greek Housing lots and the Auxiliary West lot is reserved for game day parking and is closed to all vehicles, including residential students, prior to and during events held at the Hancock Whitney Stadium. Vehicles without the proper credentials are subject to towing at the owner or operator's expense if not moved from these lots at the announced or published date and time.

STUDENT GRIEVANCES

Student Complaint Guidelines and Contact Information

The University of South Alabama has written policies and procedures governing student complaints. The following information details internal procedures for filing different types of complaints. Students are encouraged to follow these procedures. In the event that a student complaint cannot be resolved internally, contact information is provided for the Alabama Commission on Higher Education and the Southern Association of Colleges and Schools Commission on Colleges.

- General Complaints
- Sexual Harassment and Sexual Violence Complaints
- Final Grade Grievances
- Student Academic Conduct Policy

General Complaints

If a student has a complaint, they must provide a written description of the complaint, including the date and time of the event, the person or group with whom the student has the complaint, and the names of any witnesses. The written complaint must be submitted to the Office of the Vice President for Student Affairs and Dean of Students within 30 days of the event. Complaints about academic matters also may be submitted to the deans and department chairs.

The Vice President for Student Affairs and Dean of Students or his designee will then meet with the grievant to review the complaint, after which the Vice President for Student Affairs and Dean of Students will determine if the complaint can be handled by that office or needs to be referred to other university officials. Examples of grievances that will be referred to other University officials include discrimination or sexual harassment complaints against faculty, which are referred to the Provost and Senior Vice President of Academic Affairs or Vice President for Medical Affairs and Dean of the College of Medicine, as appropriate, and complaints against University staff, including but not limited to discrimination or sexual harassment, which are referred to Human Resources.

Once it is determined that the Office of Vice President for Student Affairs and Dean of Students is the appropriate forum for the resolution of the grievance, the Vice President for Student Affairs and Dean of Students will contact the accused. At this point, every effort will be made to resolve the complaint through informal discussion with the parties.

Should informal discussion with the parties fail, and the grievant desires a hearing, the Vice President for Student Affairs and Dean of Students will appoint an ad hoc group with two administrators, two faculty, and one student to hear the case and render a decision and recommend a remedy to the complaint. Members of the University Disciplinary Committee may be used on the committee. The ad hoc committee will meet within five (5) working days of the request for a hearing.

Should the grievance be determined by the committee to have merit, an appropriate remedy will be decided upon by the Vice President for Student Affairs and Dean of Students and the accused's supervisor. The accused shall have the right to appeal the decision to an administrator appointed by the Vice President for Student Affairs and Dean of Students within seven (7)

working days of the decision. The appointed administrator will render a decision on the appeal within seven (7) working days from receipt of the appeal. The decision is final.

For those complaints related to violations of the Code of Student Conduct, which are taken to the Vice President for Student Affairs and Dean of Students, please refer to the policy in The Lowdown Code of Student Conduct for procedural steps that will be followed. If such a violation is not the basis of the complaint, the Vice President for Student Affairs and Dean of Students will work with the complainant toward a resolution of the complainant's issue, which may include Aid, referral to the Office of Student Disability Services, etc.

Sexual Harassment and Sexual Violence Complaints
Students are protected by the University of South Alabama's Sexual Harassment and Sexual Violence Policy. Students may submit a written complaint to the compliance officer as described above or to the Vice President for Student Affairs and Dean of Students. Again, please refer to the specific procedures outlined in The Lowdown, The Faculty Handbook, or Staff Employee Handbook for complaints regarding sexual harassment or sexual violence.

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

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

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

Students may not file a grade grievance until a final grade is received in a course. This procedure may not be used to complain about an instructor's grading policy, assignments, the difficulty of a course, or other comparable matters. Finally, students may not file a grievance about a final course grade that was assigned as the result of an academic misconduct procedure.

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

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

Filing the Grievance Form
A Final Grade Grievance Form must be filed by the student no later than 20 class days into the succeeding semester (including summer if enrolled.) A blank Final Grade Grievance Form may be obtained on the University's website www.southalabama.edu/, or from any departmental office, any college dean's office, or the Office of Student Affairs. Page One of the Final Grade Grievance Form must be completely filled out and turned into the chair of the department in which the course is taught or the academic evaluation took place. The form will be dated and signed by both the department chair and the student and a copy given to the student.

If the department chair is the party against whom the grievance is being brought, the student should submit the Final Grade Grievance Form to the dean of the college in which the course is taught or the academic evaluation took place. In the event that the grievance is against the dean who is the instructor, the student should submit the Final Grade Grievance Form to the Provost and Senior Vice President for Academic Affairs.

Grievance Facilitator
The department chair will facilitate the grievance process unless replaced as follows:

- If the department chair is the party against whom the grievance is being brought, the dean will then appoint another department chair to facilitate the grievance process.
- If the dean is the party against whom the grievance is being brought, the Provost and Senior Vice President for Academic Affairs or Vice President for Medical Affairs and Dean of the College of Medicine will appoint an individual to facilitate the grievance process.

Initial Grievance Review
The department chair will arrange a conference with the student and the instructor to attempt resolution within ten (10) University class days of receipt of the Final Grade Grievance Form. For grievances filed during the summer term, instructors on nine- month contracts may not be available for a conference. In these circumstances, the department chair may schedule the conference during the following fall semester, unless the delay would unfairly penalize the student's progress in the program.

Prior to the conference, the facilitator will ensure that both the student and instructor involved have copies of the grievance procedure. The instructor will be given a copy of the Final Grade Grievance Form filed by the student and will be allowed to examine any supporting documentation. Both parties will be informed that the purpose of the meeting is to attempt to resolve the grievance.

If a mutually satisfactory resolution is achieved during the conference, the process will end and no further action will be taken. A record of the outcome of the conference will be filed along with the Final Grade Grievance Form in the department chair's office and the dean's office.

If a successful resolution is not achieved at the conference, the department chair will conclude at the conference. The department chair will advise the student that he or she has the right to accept the original grade given or to request a hearing before the College Grade Grievance Committee. The student must request a hearing at the conclusion of the conference, otherwise the final course grade will stand and the student will forfeit the opportunity to appeal the grade to the Final Grade Grievance Committee. The student's decision should be noted on the Final Grade Grievance Form. If the student accepts the grade at that point, the process ends and the form will serve as a record of that acceptance.

If the student requests a hearing, the department chair will notify the dean's office who will convene the appropriate College Grade Grievance Committee within three (3) class days of the conclusion of the conference.

College Grade Grievance Committees

The dean of each College/school will appoint annually an Undergraduate and a Graduate Grade Grievance Committee. The Undergraduate Grade Grievance Committee will hear grade grievances of undergraduate students and the Graduate Grade Grievance Committee will hear grade grievances from graduate students.

A minimum of five faculty members and one alternate member shall be appointed from the full time faculty to each College Grade Grievance Committee. Faculty members must serve if appointed. Faculty appointed to the Graduate Grade Grievance Committee must hold graduate faculty status. A minimum of two students from the College will also be appointed by the Dean of the College to each committee. Students appointed to the Undergraduate Grade Grievance Committee will be undergraduate students. Students appointed to the Graduate Grade Grievance Committee will be graduate students.

The Dean will review the Grade Grievance Committee membership prior to a hearing to determine members who may have a conflict of interest. No member of the instructor's department shall serve on the committee. Likewise, should a member of the Committee be a party to the grievance to be heard, an alternate should serve in their stead and they should absent themselves from any discussion of the grievance in which they are involved.

The Dean will appoint the chair and vice chair of the Grade Grievance Committee and will convene the appropriate Committee prior to a hearing to review the grade grievance process and answer any questions regarding the policy. Four faculty members and one student will constitute a quorum. The vice chair will preside in the absence of the chair.

Majority rule will apply to decisions, with the student members having full voice and vote.

Grade Grievance Committee Hearing

Upon receipt of the materials and request for a hearing, the Chair of the Grade Grievance Committee will conduct a hearing within ten (10) class days of receipt of the request. The College Grade Grievance Committee hearing process will afford both parties the right to submit any documentation, supporting witnesses, or relevant information at the hearing. Legal

representation at the hearing is prohibited. The Committee will review the evidence presented by both parties, interview both parties, and make a decision in the grade grievance.

Decisions may: uphold the grade given or academic action taken, or find the grievance is valid and assign a new final course grade or impose another appropriate action. The student, instructor, department chair, and dean will be notified in writing of the Committee's decision within three (3) class days of the conclusion of the hearing.

Appeal

The only grounds for an appeal of the Dean are violation of due process or rendering a decision in conflict with University policy. Either the student or the instructor may appeal the Committee's decision to the dean of the college in which the course is taught or the academic evaluation took place. The appeal must be in writing and must be made within ten (10) University class days of notification of the grade Grievance Committee's decision. The dean will review the evidence presented to ensure that the Grade Grievance Policy was followed, that due process was provided, and that the decision of the committee is consistent with University policies. If the dean determines errors were made in the process or the decision rendered is inconsistent with University policies, the decision will be rescinded and the grievance will be sent back to the committee for corrective action.

The student, instructor, and department chair will be notified in writing of the dean's decision regarding the appeal within ten (10) class days following receipt of the appeal. The dean's decision is final and no further appeal is allowed.

Implementation of Grievance Outcome

The department chair will implement the outcome(s) of the grievance conference or appeal, as required, at the conclusion of the grievance procedure.

Confidentiality

Throughout the entire procedure, from filing of a formal complaint to final resolution, all information related to the grievance must be kept confidential. Once a final decision has been made and implemented, the original copy of the completed Final Grade Grievance Form and related Grievance documentation will be placed in the official confidential Grievance File of the department or other academic unit in which the grievance was recorded, for a minimum of five (5) years.

Summary

The following summarizes the timeline and procedures for a Final Grade Grievance.

1. A final course grade grievance cannot be filed until a grade has been received in a course. A Final Grade Grievance Form must be filed by the student no later than 20 class days into the succeeding semester to include summer term if the student is enrolled.
2. Prior to filing a grade grievance, the student must meet with the instructor to attempt resolution. If the instructor is unavailable, the student documents the attempts to contact the instructor in writing. The student contacts the instructor's department chair in the event a meeting with the instructor cannot be arranged. If there is no resolution, proceed to step 4.
3. The student completes a Final Grade Grievance Form, files the form with the department chair within the required time frame.

4. A facilitated grievance conference with both the student and instructor present is conducted by the department chair within 10 class days of receipt of the Final Grade Grievance Form.
5. If a resolution is reached in the grievance conference, resolution will be noted and the process ends.
6. If the student requests review by the College Grade Grievance Committee, the department chair will forward all materials within three (3) days of the request to the dean's office. The dean will convene the appropriate College Grade Grievance Committee (i.e. the Undergraduate Grade Grievance Committee if the student is an undergraduate student or the Graduate Grade Grievance Committee if the student is a graduate student).
7. The Grade Grievance Committee holds a hearing within ten (10) days of receiving the request from the dean. The student and the instructor will be provided opportunity to present evidence and supporting materials.
8. The Committee's written notification of their decision is made within three (3) class days to the student, instructor, department chair, and dean. The department chair will implement the decision if there is no appeal.
9. The student or instructor may appeal the Committee's decision to the Dean within ten (10) class days. The only ground for an appeal are violation of due process or the rendering of a decision that conflicts with University policy. The decision of the Dean regarding the appeal is final and the process will end.

Student Academic Conduct Policy

(Policy effective for alleged misconduct occurring after August 15, 2018.)

OVERVIEW

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and integrity in their academic work. This responsibility can be met only through earnest and continuing effort on the part of all students and faculty. Faculty, students, and staff are responsible for acquainting themselves with, adhering to, and promoting policies governing academic conduct.

Any dishonesty related to academic work or records constitutes academic misconduct. This includes --- but is not limited to --- activities such as giving or receiving unauthorized aid in tests and examinations; improperly obtaining a copy of an examination; plagiarism; unauthorized submission of the same work in separate courses; misrepresentation of information; and the alteration of transcripts or university records.

All matters related to academic misconduct are the responsibility of the academic units involved and the Office of the Provost and Senior Vice President for Academic Affairs. Faculty are expected to report suspected cases of academic misconduct. These matters will be resolved through procedures defined herein for both undergraduate and graduate students (except those in the College of Medicine).

DEFINITIONS

- The term "student" is used in this policy to refer to one or more students as appropriate to the case.
- The terms "writing" and "written" refer to communications delivered either on paper or electronically.
- The term "Academic Misconduct Penalty Record" (or "AMPR") refers to the official case record, whether generated using paper documentation or an electronic reporting system.

COMMITTEES

1. University Academic Integrity Review Board (UAIRB)

The University Academic Integrity Review Board is comprised of faculty and students from each college, and serves as the pool from which Academic Integrity Review Panels are drawn. The UAIRB shall be appointed each Fall Semester by the Office of the Provost (or at other times as required in order to replace members or supplement the UAIRB).

2. Academic Integrity Review Panel (AIRP)

In cases of academic misconduct that warrant a panel review, an Academic Integrity Review Panel will be constituted. These panels will be comprised of five (5) faculty members and two (2) student members. In cases involving graduate students, faculty panelists should be graduate faculty and student panelists should be graduate students. In cases involving undergraduate students, the student panelists should be undergraduates.

a. Home-college cases

When misconduct is alleged to have occurred within the student's home college, a majority of faculty panelists and both student panelists should be from that college.

b. Cross-college cases

When misconduct is alleged to have occurred in a college other than the student's home college, a majority of faculty panelists should be from the college in which the infraction occurred. A minority of faculty panelists and both student panelists should be from the student's home college.

3. Panel Authority

Panels may prescribe penalties, sustain penalties, reduce penalties (including reduction to no penalty), or dismiss charges, as appropriate to the case. In subsequent-offense cases, as well as those involving alleged academic misconduct beyond the scope of a specific class and/or instructor, the panel may prescribe dismissal from a program, college, or the University. In first-offense cases limited to a specific class and/or instructor, however, a panel should not typically increase the severity of the previously prescribed penalty.

PROCEDURES

1. Initial Reporting

When evidence suggests that academic misconduct has occurred, the instructor of record will assign a penalty, and the involved student will be informed. The incident and the assigned penalty will be reported into the official case record by the initial reporter. In most cases, the initial reporter will be the instructor of record, although department chairs, deans, or other involved parties may also do so.

a. The initial reporter should gather and submit into the official case record all material related to the case, including the course syllabus, the work in question, and any other documentation.

b. The initial reporter should clearly detail the alleged offense and any prescribed penalties.

c. Upon receiving the initial report, the College in which the offense is alleged to have occurred is responsible for processing the incident. Notification will then be sent to the student, instructing the student to access the charges. Notification will also be sent to involved instructors, department chairs, deans, and the Office of the Provost.

d. A hold will be placed on the student's account, preventing withdrawal from the course(s) in question. If the charges are dismissed at any point, the hold will be lifted.

e. Once the charges have been accessed, a student who wishes to dispute an academic misconduct charge has seventy-two (72) hours to submit a written response. Failure to respond within seventy-two (72) hours will be considered agreement with the charge, acceptance of the penalty, and forfeiture of the right of appeal.

f. If the student has not accessed the charges within seventy-two (72) hours of the initial notification being sent, a second notification will be sent. The student has an additional seventy-two (72) hours to access the charges. Thereafter, failure to access the charges will be considered agreement with the charge, acceptance of the

penalty, and forfeiture of the right of appeal.

2. Departmental Conference

On receipt of a student's written response, the chair of the department in which the infraction is alleged to have occurred will arrange for a conference, the purpose of which is to seek a mutually satisfactory resolution. The chair should schedule and hold the conference as soon as practicable, ensuring there is no delay that might unfairly penalize the student.

a. The conference, which should include a review of the allegations of the case and the student's response, is to be conducted by the department chair and must include both the student and the involved instructor. (Should the involved instructor be unavailable, the dean shall delegate an appropriate proxy.)

b. At the conclusion of the conference, the chair shall submit a report for inclusion in the student's AMPR. This report should detail the results of the conference, including the penalty to be enforced (if any).

c. Notification of the outcome of the conference will be delivered electronically to the student, as well as involved instructors, department chairs, deans, and the Office of the Provost.

d. A student who is unsatisfied with the outcome of the departmental conference has seventy-two (72) hours from delivery of the notification to submit a written response and thereby request an Academic Integrity Review. Failure to respond within seventy-two (72) hours will be considered agreement with the charge, acceptance of the penalty, and forfeiture of the right of appeal.

3. Academic Integrity Review

Academic Integrity Review is the University's review and appeal process for cases of alleged academic misconduct, and is coordinated and overseen by the Office of the Provost.

a. Administrative Review

In a first-offense case, if a student appeals the result of the departmental conference, the Office of the Provost will conduct an administrative review of the Academic Misconduct Penalty Record (AMPR). After considering the relevant materials, the Office of the Provost may either uphold the departmental recommendation or refer the case to an Academic Integrity Review Panel (AIRP). When an administrative review upholds the departmental recommendation, the ruling is subject to no further appeal.

b. Panel Review

Academic Integrity Review Panels (AIRPs) will review first-offense cases that have been referred by the Office of the Provost. In addition, the Office of the Provost will ensure that AIRPs review all subsequent-offense cases in which the charges have not been dismissed, as well as those involving alleged academic misconduct beyond the scope of a specific class and/or instructor; in such cases, the Office of the Provost must solicit a penalty recommendation from the dean of the student's home college.

i. AIRPs are constituted on an ad-hoc basis and drawn from the UAIRB. An AIRP can be empaneled to hear a single case or a docket of separate cases, as circumstances dictate. The Office of the Provost will endeavor to schedule reviews in a

timely fashion, ensuring there is no delay that might unfairly penalize the student.

ii. Once an AIRP has been empaneled and given its charge by the Office of the Provost, a faculty panelist shall be elected chair. The chair shall maintain complete, confidential records of all proceedings, including minutes of all meetings; these will become part of the AMPR. However, neither minutes nor recordings will be made of meetings when deliberations occur.

iii. The AIRP will meet to conduct its review, interviewing both parties and any witnesses it chooses. Other than the members of the AIRP, only the involved student, faculty member (and/or administrators), and presenting witnesses should be in attendance. Both parties shall have opportunities to present all relevant information and witnesses. Legal counsel or other representatives are not permitted.

iv. Following the review meeting, the AIRP will reconvene to deliberate and confirm its decision by majority vote. The vote will be conducted by secret ballot, and the chair of the panel will not vote except in case of a tie. The decision will then be submitted to the Office of the Provost.

v. The Office of the Provost will review the AIRP's decision to ensure that proper procedure has been followed throughout the process, certify the decision, and notify the student. When certified by the Office of the Provost, the decision of the AIRP is considered final and is not subject to further appeal.

ADDITIONAL INFORMATION

- Academic misconduct is incompatible with the standards of the academic community. Such acts are viewed as moral and intellectual offenses and are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from the loss of credit for a particular assignment to dismissal from the University. Degree revocation may be warranted in cases involving academic misconduct by former students while they were at USA. Note that dismissal from any University of South Alabama college or school for reasons of academic misconduct will also result in permanent dismissal from the University.

- In all issues regarding academic misconduct, deans and department chairs may appoint appropriate designees to act in their stead.

- In cases of documented disability, a student's SDS-registered aide may accompany the student to departmental conferences and panel reviews. The aide's role is limited to providing disability support and assistance to the student; the aide is not allowed to participate in the conference or review.

SGA

The Student Government Association is the voice and governing body of the students. All University of South Alabama students are members of SGA and are encouraged to get involved.

Mission

The University of South Alabama Student Government Association is committed to supporting and advocating for the interests of students through excellence and empowerment.

Values

The Student Government Association plans to continuously meet this mission through the commitment to four comprehensive values:

- **Experience:** The Student Government Association is committed to improvement and excellence in all University efforts & experiences.
- **Diversity:** The Student Government Association is committed to fostering an environment of diversity and inclusion.
- **Representation:** The Student Government Association is committed to advocating for the needs and interests of students in all areas of the University.
- **Integrity:** The Student Government Association is committed to high ethical standards and integrity in all actions and processes.

Branches of SGA

The Executive Branch is responsible for upholding the SGA Constitution, carrying out the policies of SGA, and enforcing the laws of SGA. The officers of the Executive Branch are the President, Vice President, Treasurer, and Attorney General. All of the officers of the Executive Branch are elected by the student body.

The Judicial Branch is responsible for interpreting the SGA Constitution and all laws passed by SGA. In addition, the Judicial Branch hears student disciplinary cases as requested by the Dean of Students. The Judicial Branch is comprised of the SGA Chief Justice and 12 Associate Justices. The Chief Justice presides over the Supreme Court, whose membership is comprised of the Associate Justices. The Chief Justice is elected by the student body, and the President appoints Associate Justices with the approval of the Senate.

The Legislative Branch formulates SGA policy in accordance with the Constitution and provides a forum for discussion and input every Monday night in the Student Center open to all students. The Senate is composed of students elected from every college and school proportional to student enrollment. The Senate elects a President Pro-Tem from within its membership who supervises the Senate Committees and presides over the Senate in the absence of the Vice President.

SGA Committees

The Rules Committee attends to internal rules and regulations of the Senate including attendance and committee requirements of all Senators. This committee is only open to Senators.

The Appropriations Committee oversees and administers the fund allocation process to non Student Government Association entities including student organizations and University

departments. Types of funding include Appropriations, Supplemental Travel Grants (STGs), and Co-Sponsorships. This committee is only open to Senators.

The Legal Affairs Committee oversees the passage of legislation within the Senate, including bills and resolutions. The committee also is responsible for review of the SGA Code-of-Laws and Constitution, and to ensure that proposed acts and amendments comply with the Code-of-Laws and Constitution. This committee is only open to Senators.

The Student Affairs Committee is responsible for providing a forum for the voice of the student body and for programming aimed at education and representation. This committee is open to all students.

The Homecoming Committee is responsible for Homecoming activities sponsored and hosted by SGA. Some recurring events include Junk the Jungle, the Parade, and the Pep Rally. This committee is open to all students.

The Web Committee maintains the SGA website and social media in conjunction with the SGA Executive Branch. This committee is open to all students.

The Governmental Relations Committee works with the University STARS Coordinator, the SGA Attorney General, to plan and promote Higher Education Day and activities related to advocacy and action. This committee is open to all students.

The Campus Safety and Improvement Committee is responsible for educating students on the use of the LiveSafe app, creating forums where students can discuss concerns and share ideas on how to improve the USA community. This committee is open to all students.

The Elections Committee coordinates SGA and Homecoming elections. This includes enforcing campaign regulations, information dissemination, expansion of election procedures and rules, and administration of fines or repercussions during campaigning and elections. This committee is open to all students.

You can get involved with SGA by joining the SGA SouthSync portal, visiting southalabama.edu/sga, and following us on social media @usa_sga.

Constitution of the Student Government Association

ARTICLE I – NAME

The name of this organization shall be the "Student Government Association of the University of South Alabama".

ARTICLE II – MEMBERSHIP

Section 1 – The membership of this organization shall consist of all enrolled students at the University of South Alabama who have paid the student activity fee.

Section 2 – All members of this organization shall enjoy all rights and privileges granted to its members.

Section 3 – All members of this organization shall be subject to the government instituted by this constitution, and to the rules and regulations thereof.

Section 4 – Neither membership nor the rights and privileges of membership shall be in any way

denied or restricted on the basis of course load, field of study, nationality, religion, race, color, sex, or any other criteria except for such qualifications for office as shall be provided for by this constitution.

Section 5 – Members may be asked to produce their current student identification card as proof of membership in order to attend social functions and to participate in voting procedures.

ARTICLE III – PURPOSE

The purpose of the Student Government Association of the University of South Alabama is to provide a harmonious and effective learning process by which individuals may better themselves and their community by social, economic, and cultural advancement, to provide a forum for the expression and advancement of student needs and interests, and to provide services for the students.

ARTICLE IV – RECOGNITION OF AUTHORITY

It is recognized that the University of South Alabama is a state institution and all powers and authority of the Student Government Association are derived from the Alabama State Legislature through the Board of Trustees of the University of South Alabama.

Therefore, any part or parts of this constitution or any laws passed hereunder which may be in conflict with any law or laws of the State of Alabama, or any rules or regulations, promulgated by the Board of Trustees shall be null and void from the time of its or their enactment.

ARTICLE V – GOVERNMENT

Section 1 – The government of the Student Body of the University of South Alabama shall be collectively called the "Student Government Association of the University of South Alabama".

Section 2 – The Student Government Association shall be composed of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch.

Section 3 – Each of the three branches of government shall exist separately with independent powers. The powers and privileges listed in this constitution shall serve as a check and balance system on the three branches of the Student Government Association of the University of South Alabama. All branches of the Student Government are responsible to and for the Student Body as provided for by this constitution.

Section 4 – Before entering into the execution of their office, all Student Government Association officials designated by this document shall take the following Oath of Affirmation, which will be administered by the Chief Justice:

"I, _____, do solemnly swear to uphold the Office of _____ to the best of my ability and to recognize and uphold the Constitution of the Student Government Association as the supreme governing law of the Student Body. I do further pledge myself to command the dignity and respect that this office entails and to consider the best interest of all the students in every action taken by myself and the Student Government Association of the University of South Alabama, so help me God".

Section 5 – Student Government Association officials not enrolling a semester may carry out the duties of their office providing that they will be enrolled two out of three semesters of their term of office.

ARTICLE VI – EXECUTIVE

Section 1 – The Executive Council

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

1.2 Duties and Powers of the Executive Council:

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

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

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

1.2.4 The Executive Council shall uphold the constitution and the laws of the Student Government Association office and employ qualified office personnel. The President may terminate any position.

Section 2 – The President

2.1 The Chief Executive powers of the Student Government Association shall be vested in a President of the Student Body who shall be elected annually by the majority of the members voting for that office in the Spring Semester elections. The President shall serve a term of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice on a date chosen by the incoming or outgoing Executive Council at or near the end of Spring Semester.

2.2 Duties and Powers of the President:

2.2.1 The President shall execute all powers designated to him or her in this constitution, and uphold the laws of the Student Body.

2.2.2 The President shall consult with, and direct the activities of the Executive Council.

2.2.3 The President shall have the power to call special sessions of the Student Senate. He or she must give at least 24 hours advance notice before the Senate can convene in special sessions. Special Senate meetings shall conform to the same rules of attendance and procedure as regular meetings for all Senators who are notified by telephone or personally by the President or his or her delegated representatives. The President must make a reasonable effort to contact all Senators. Senators who do not receive proper notification shall not be counted absent.

2.2.4 The President shall have the power to fill all vacancies occurring to all offices before their designated term of office subject to the restrictions of Article VI, Section 7.

2.2.5 The President shall have the power to veto all bills of the Student Senate. If the President does not veto bills of the Student Senate within ten days after passage, such bills will become law without the President's signature. A veto must be posted for all students, within clear view, within 24 hours of his or her decision.

2.2.6 The President shall have the power to examine all books and records of members of the Executive Council, and all organizations subsidized principally, by the Student Activity Fee.

2.2.7 The President shall have the authority to bring before the Supreme Court, or the proper board of authority, charges against any university approved organization for violation of provisions governing the regulation of such organizations.

2.2.8 The President shall make recommendations for legislation to the Student Senate at the beginning of each meeting and at other times.

2.2.9 The President shall work with the Executive Council to formulate the budget for the Student Government Association portion of the student activity fee each semester and submit it to the Senate at the third meeting of the semester.

2.2.10 The President shall appoint with two-thirds approval of the senators voting at the meeting: Twelve associate justices, six appointed no later than, and who serve a one year term from, the first regular Senate session in Spring Semester and six appointed no later than, and who serve a one year term from the first regular Senate session in Fall Semester. Four defense attorneys who serve a one year term: two appointed no later than, and who serve a one year term from the first regular Senate session in Fall Semester and two appointed no later than, and who serve a one year term from the first regular Senate session in Spring Semester.

2.2.11 The President shall take responsibility for financial matters of the Student Government. Failure to refrain from deficit spending will be grounds for impeachment.

2.2.12 The President shall, from time to time and at the last meeting of the semester, submit to the Student Senate a financial report and a state of the campus address. In the state of the campus address will be outlined his or her recommendations for the upcoming semester, and his or her assessment of the activities of the past semester.

2.2.13 The President shall receive just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.

2.2.14 The President shall serve as an ex-officio member of the Board of Trustees.

2.2.15 The President shall appoint all student members to committees not under SGA control as requested by such committees.

2.3 The President can require, when necessary, a written advisory opinion from the Supreme Court on matters concerning interpretation of this constitution and the by-laws passed by the Student Senate; an advisory opinion does not have the effect of law.

2.4 The President of SGA will ask a member of the faculty/staff to act as SGA Advisor. If the person accepts, he or she will be appointed as such if approved by two-thirds vote of the Senate. This person may be removed by two-thirds vote of the Senate.

Section 3 – The Vice President

3.1 The Vice President of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.

3.2 Duties and Powers of the Vice President:

3.2.1 The Vice President shall preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.

3.2.2 The Vice President shall execute the duties and powers of the President of the Student Body at his or her request.

3.2.3 The Vice President shall have the power to fill, by appointment, all vacant seats occurring in the committee structure. The Vice President may appoint all new committee chairs at the beginning of each semester. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of Senators at that meeting. He or she shall serve as an ex-officio member of all such committees.

3.2.4 The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each Senate meeting and records of such minutes and bills passed.

3.2.5 The Vice President shall receive a just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.

Section 4 – The Treasurer

4.1 The Treasurer of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.

4.2 Duties and Powers of the Treasurer:

4.2.1 The Treasurer shall carry out the allocation of the Student Government Association's portion of the student activity fee as approved by the Student Senate.

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

4.2.3 The Treasurer shall establish and maintain an audit system for all university approved student organizations that are subsidized by the Student Government's portion of the student activity fee.

4.2.4 The Treasurer shall present to the President and the Student Senate written financial reports on all organizations funded through the Student Government Association or appropriations committee. This report shall be made each semester and may be published in the student newspaper.

4.2.5 The Treasurer shall be held responsible for the maintenance of a balanced budget and to prevent deficit spending. He or she shall have the responsibility of co-signing requisitions with the President. Failure to meet either of these responsibilities without a valid reason will be grounds for disciplinary action.

4.3 The Treasurer shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.

Section 5 – The Attorney General

5.1 The Attorney General of the Student Government Association shall be elected for a term of one academic year beginning at the start of the summer term. He or she shall be elected by a majority of the students voting for that office in the Spring elections. He or she shall begin his or her term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.

5.2 Duties and Powers of the Attorney General:

5.2.1 The Attorney General shall insure that all laws and rules of the Student Government Association are enforced.

5.2.2 The Attorney General shall act as prosecutor of the Student Government Association.

5.2.3 The Attorney General shall have the duty of recording and monitoring the expenditures of allocated funds. This includes standing accounts as well as appropriated funds.

5.2.4 The Attorney General shall have the authority to conduct a probe into misuse of power by Student Government elected or appointed officials. He or she shall report all findings to the Supreme Court for action.

5.2.5 The Attorney General will be removed from a case involving Student Government if he or she is a witness or defendant. The Executive Council will appoint a temporary replacement who will vacate office immediately after that hearing.

5.3 The Attorney General shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.

5.4 The Attorney General shall attend all meetings of the Student Senate except upon approved leave of absence by two-thirds vote of the Student Senate at that meeting.

Section 6 – The Defense Attorneys

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

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

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

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

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

Section 7 – Vacancies in Office

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

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

7.3.1 If the office of the President is vacated after one half of the designated term, the Vice President shall take over his or her duties and the President Pro-Tem shall take the Vice President's office.

7.3.2 If the office of the Vice President is vacated after one-half of the designated term, the President Pro-Tem shall take over his or her office.

7.3.3 If the President Pro-Tem vacates his or her office before its designated term, a new Pro-Tem will be chosen from the Student Senate at the next regular Senate meeting.

7.3.4 If the office of the Treasurer, Chief Justice, or Attorney General is vacated after one half of the designated term of office, the President of the Student Government Association shall fill the vacancy by appointment subject to two-thirds approval of the Student Senate.

7.4 In the event that a senate position is vacated before the designated term of office, the President shall fill the vacancy by appointment subject to a two-thirds approval of the senate.

Appointments made by the SGA President to be approved by the senate are to be announced one week prior to formal consideration by the senate. With a two-thirds vote this procedure may be dispensed with.

7.5.1 Vacancies in other offices will be filled as in Section 7.4, Article VII.

7.5.2 No person shall hold more than one of the following offices at any one time:

President
Vice President
Treasurer
Chief Justice of the Supreme Court
Attorney General
Senator
Associate Justice of the Supreme Court
Student at Large
Senate Clerk or SGA Secretary
Any person holding one of these offices must vacate all rights and responsibilities before taking another office as in succession or appointment to a higher office.

Section 8 – Leave of Absence

8.1.1 If the President takes a leave of absence, the Vice President shall temporarily take over his or her duties. The President Pro-Tem shall take over the Vice President's duties temporarily, and a temporary Pro-Tem will be chosen from the existing Senate.

8.1.2 The person filling an office as designated in 8.1 or Section 7 must meet all requirements for that office.

8.1.3 If the Treasurer, Chief Justice or Attorney General takes a leave of absence, he or she shall be permitted to designate a temporary replacement with two-thirds Senate approval.

8.1.4 If the President Pro-Tem takes leave of absence, a temporary replacement shall be elected by a majority of senators voting at that meeting.

8.2 Any Student Government official is eligible for only one leave of absence during his or her term of office.

ARTICLE VII – LEGISLATIVE

Section 1 – The Student Senate

1.1 The Legislative power of the Student Government Association shall be granted to the Student Senate, which shall be composed of thirty-three senators from different colleges, divisions and schools in the university. Representation shall depend on the percentage of students enrolled in that college, division, or school. Percentages at or above .5 will be rounded up and percentages below .5 will be rounded down. No college, division, or school shall have less than two Senate seats. In case a college, division, or school has one seat by percentage, an extra seat will be added to the existing thirty-three seats.

1.1.1 The colleges, divisions, and schools that will have representation in the Student Senate will be as follows:

College of Arts and Sciences | Mitchell College of Business | College of Education and Professional Studies | College of Engineering | College of Nursing

Pat Capps Covey College of Allied Health Professions | College of Medicine

School of Computing

1.1.2 The University of South Alabama official census from the Institutional Research office for the fall semester directly preceding the spring semester elections will be used to determine the proportion of the Student Senate seats in 1.1 and 1.1.1. This proportion will be established on a percentile basis of enrollment by the Elections Rules Committee for that election.

1.2 In addition to the thirty-three seats apportioned to the colleges, divisions, and schools of the University, there shall be two senators appointed by the President with a two-thirds vote of the Senate.

1.2.1 One appointed senator shall represent transfer students. They shall have a minimum transfer GPA of 2.0 and must have been at the University for fewer than two semesters in order to be eligible for appointment.

1.2.2 One appointed senator shall represent freshmen students. They shall have a minimum high school GPA of 2.0 and must have been at the University for fewer than two semesters in order to be eligible for appointment.

1.3 Senators will serve a term of office of one year from the semester in which they are elected. Appointed Senators shall serve until the end of the Spring semester.

1.4 The quorum for Student Senate meetings will be two-thirds of the senators holding office that semester.

Section 2 – Duties and Powers of the Student Senate

2.1 Senators shall be required to attend all Student Senate meetings. All Senators are pemitted two excused absences and one unexecused absence from SGA Senate meetings within one semester. Unless otherwise excused by the Rules Committee, any excessive absences will result in either the removal of the senator in violation or the suspension of their stipend for that semester. A senator may not be counted absent more than once during any meeting.

2.1.1 A senator missing two roll call votes in a meeting, unless otherwise excused by the Rules Committee, will be counted absent.

2.2 The Student Senate shall have the final authority over all rules proceedings within the Student Senate that are not prescribed in this Constitution or Code-of-Laws.

2.3 The Student Senate shall have the final authority in the adoption of the budget of the Student Government Association as proposed by the Executive Council and in all subsequent changes which may occur in the Student Government Association budget after its approval by two-thirds vote of the senators at that meeting.

2.4 The Student Senate shall have the power to override the veto of the President of the Student Government Association with a two-thirds vote of the Senate.

2.5 The Student Senate shall have the power to enact or revise the Code-of-Laws of the Student Government Association with two-thirds vote of the Senate.

2.6 The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting in summer semester. The President Pro- Tem shall serve for the remainder of his or her term of office as a senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.

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

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

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

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

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

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

meeting.

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

ARTICLE VIII – JUDICIAL

Section 1 – The Supreme Court

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

1.2 Duties and Powers of the Supreme Court

1.2.1 The presiding officer of the Supreme Court shall be the Chief Justice. He or she shall be elected by a majority of those voting for that office in the Spring elections. He or she shall assume office after being sworn in the Chief Justice of the prior administration, as in Article V, Section 4, after the final senate meeting of that administration. The Chief Justice shall serve a one-year term beginning at the start of the summer term.

1.2.2.1 The quorum for the Supreme Court to conduct business will be seven members.

1.2.2 The membership of the Supreme Court shall consist of twelve Associate Justices. The Associate Justices will be appointed by the President of the Student Government Association as provided by Article VI, Section 2.2.10.

1.2.3 The Chief Justice shall direct the actions of the Court.

1.2.4 The Supreme Court shall hear all cases, and shall be the final authority in all cases, involving questions of interpretation of this Constitution and of all laws passed by the Student Senate. Decisions may only be rendered in cases formally brought before the Court.

1.2.5 The Chief Justice or an Associate Justice may voluntarily choose not to hear a case in which he or she feels that he or she is biased. If the Chief Justice chooses not to hear a case, an ad hoc Chief Justice will be appointed from the existing Court by the President, subject to two-thirds approval of the Senators at that meeting.

1.2.6 The Supreme Court shall have the power to declare null and void any law passed by the Student Senate which is found to be in violation of the Constitution.

1.2.7 The Supreme Court shall hear cases of appeal from courts as may be established by the residence halls and any other campus organizations, as well as student conduct hearings referred by the Dean of Students. These cases may be appealed to the Dean of Students.

1.2.7.1 The Supreme Court may choose to hear cases for which no lower court exists.

1.2.8 The Supreme Court shall have the authority to hear all protests against an election and shall have the power to invalidate an election. A new election must be held within 14 days of the invalidation. The Supreme Court will designate the specific date.

1.2.9 The Chief Justice shall see that accurate records are kept of Supreme Court

hearings, cases, and decisions.

1.2.10 The Chief Justice shall receive just compensation for his or her work while in office, the amount of which will not be lowered during his or her term.

1.2.11 All Supreme Court Justices will serve as members of the Office of Judicial Affairs' University Disciplinary Committee (UDC). The UDC is a committee that consists of three to five students who will preside over formal hearings of students charged with violating the Student Code of Conduct. All UDC members must attend a one-day training session once a year.

Section 2 – University Traffic and Parking Committee

2.1 Student Members of the University Traffic and Parking Committee.

2.1.1 Four student members shall serve on the University Traffic and Parking Committee in addition to the faculty and staff members determined by the University. The student members shall be appointed by the SGA President and shall serve a one year term.

2.2 Duties and Powers of the student members of the University Traffic and Parking Committee

2.2.1 Student members of the committee shall have all rights and privileges of all members of that committee.

2.2.2 Student members shall attend all meetings of the committee and shall report to the Student Senate on the activities of that committee at the first regular Senate meeting of each month. Traffic and Parking Committee members missing two consecutive meetings of their committee shall be expelled.

2.2.3 Student members shall always act in the best interests of the students of the University of South Alabama.

ARTICLE IX – DISCIPLINARY PROCEDURES

Section 1 – Any official of the Student Government Association shall be subject to disciplinary actions. He or she may be charged by any official of the Student Government Association, except members of the student courts, or by a petition signed by 7% of the student body. Disciplinary proceedings will be initiated when a Student Government Association official is charged with improper conduct, misuse of Student Government funds, failure to fulfill the duties of his or her office, or violation of this Constitution or the Code-of-Laws.

1.1 Charges must be brought up on the Senate floor and seconded by any official of the Student Government Association.

1.1.1 Senate approval is not needed to initiate disciplinary procedures.

Section 2 – Procedures for Disciplinary Action against an Official of the Student Government Association

2.1 The charges shall be submitted to the Supreme Court and the Attorney General in writing after verbal charges are made. This should include a summary of the evidence supporting the charges.

2.2 The Chief Justice shall notify the official of the charges against him or her and offer him or her the opportunity to appear before the Supreme Court in a closed preliminary hearing. The official must have at least 10 class days notice before the court hearing.

2.3 The Attorney General or his or her designated special prosecutor shall present the charges and a summary of the evidence in the preliminary hearing which cannot be attended by members of the Student Senate unless they are summoned by the prosecution as witnesses. The defendant or his or her counsel shall be allowed an opportunity to question the validity of the evidence supporting the charges. He or she shall not be allowed to present a full defense.

2.4 On the basis of the arguments presented to it, the Supreme Court shall decide whether there is sufficient evidenced to support the charges against the official. If the court decides that there is sufficient evidence, the case will be referred to the Student Senate for a trial. If not, the case will be dismissed.

2.5 Upon recommendation of the Supreme Court, the Student Senate shall hear the evidence. The Supreme Court shall set the date of the trial, not less than one week and not more that two weeks from the date of the decision.

2.5.1 The Student Senate shall hear the evidence and vote on a verdict. This shall be an open hearing.

2.6 The presiding officer shall be the Vice President, except in cases involving the Vice President. In such cases, the President Pro-Tem shall preside over the trial.

2.7 The procedure to be followed during the trial will be the same as any trial before the Supreme Court.

2.8 A three-fourths vote will be necessary to declare the officer guilty of the charges.

Section 3 – Exceptions to Section 2

3.1 In cases involving the Chief Justice or members of the Supreme Court, the Executive Council shall assume the duties of Sections 2.1, 2.2, 2.3, 2.4, and 2.5.

Section 4 – Disciplinary Council Actions and Implementation of Punishment

4.1 The Disciplinary Council shall consist of the President, Chief Justice and the President Pro-Tem of he Senate. In the event that a member of this council is the defendant, a replacement for him or her shall be elected from among all other Student Government officials by a majority vote of Senators at the trial. All members of the Disciplinary Council must be present during the trial.

4.2 Should an official be found guilty by the Student Senate, the case will be referred to the Disciplinary Council for a recommendation of a suitable punishment.

4.2.1 The recommendation of punishment must be presented to the Student Senate within 15 class days of the guilty verdict. Punishment may vary from public censure, suspension of voting rights for a stipulated amount of time, permanent removal from office, or any other disciplinary actions the council may suggest.

4.2.2 All members of the Disciplinary Council must confer in a formal meeting, and two of the three must be in agreement before the punishment can be recommended to the Senate.

4.3 Upon receiving the council's recommendation, the Senate may then accept, reject or modify the punishment. Implementation of punishment requires a majority vote of Senators at the meeting.

4.4 If the official is removed from office, that official shall immediately lose all titles, offices and other privileges of the office or position from which he or she has been removed. In such cases the Supreme Court shall call a special election to fill the vacancy, or the vacancy will be filled by appointment according to Section 7, Article VI. An official removed from office shall be ineligible for any office or position in the Student Government Association.

ARTICLE X – ELECTIONS AND QUALIFICATIONS FOR OFFICERS

Section 1 – Elections

1.1 Spring semester elections shall be held during the first week of April. The date will be designated by the Supreme Court and announced one month in advance.

1.2 All officers, senators, and other elected students will be elected during the Spring semester elections.

Section 2 – Academic Qualifications for Running for and Holding Office

2.1 All candidates for office, whether elected or appointed, must HAVE and MAINTAIN a cumulative GPA as stipulate for the office.

2.2 Minimum cumulative GPA for offices will be as follows:

President	2.5
Vice President	2.5
Treasurer	2.5
Chief Justice	2.5
Attorney General	2.5
Associate Justice	2.5
Student at Large	2.0
Senate Clerk	2.0
Senators	2.0

2.3 A person holding an office, who falls below the stipulated GPA listed in 2.2 for one semester, will relinquish all powers and privileges of that office.

2.4 Should a person holding such an office be placed on academic probation, he or she must relinquish all powers and privileges of that office.

Section 3 – Class Standing Qualifications for Office

3.1 All candidates for President, Vice President, Treasurer, Chief Justice, Attorney General, or members of the University Traffic and Parking Committee must have successfully completed at least 44 hours at the University of South Alabama and must be a regularly enrolled student.

3.2 All candidates for student senate positions must be enrolled in that college.

3.3 All candidates for election or appointment to any office under this Constitution must meet any and all qualifications set forth in this Constitution for the office in question.

ARTICLE XI – INITIATIVE AND REFERENDUM

Section 1 – Initiative

The students reserve to themselves the power, by petition signed by seven percent of the student body, to propose laws and, by petition signed by ten percent of the student body, to propose amendments to the constitution. The student body shall enact or reject such laws and amendments at the polls by a majority of those voting.

Section 2 – Referendum

The students reserve to themselves the power, by a petition signed by seven percent of the student body, to require the measures enacted by the Student Senate be submitted to the members of the student body for their approval or rejection.

Section 3 – Secret Ballot

Any election, referendum, or other form of voting by the student body under the auspices of the Student Government Association shall be by secret ballot, and poll officials shall take such actions as necessary to insure that secrecy of balloting is maintained.

ARTICLE XII – BALANCING THE BUDGET

Section 1 – For all standing accounts, deficit spending in one allocation period will result in the subtraction of that amount overspent from the amount to be funded in the next allocation period.

Section 2 – If, for standing accounts allocated $500 and above, the amount overspent is in excess of fifteen percent of the original allocated amount, the organization allocation will be suspended during the next allocation period, thus providing a probationary period.

Section 3 – During the probationary period, the organization must present a proposed plan to facilitate proper budgeting in order to again receive monies.

Section 4 – As stated in Article VI, Section 2.2.9, the President, Vice President and the Treasurer shall hold budgeting responsibilities as listed under their respective duties.

ARTICLE XIII – AMENDMENTS

Section 1 – Amendments to this constitution may be proposed by a two-thirds vote of the Student Senate at any two regular senate meetings or by petition of ten percent of the student body as prescribed in Article XI, Section I.

Section 2 – Amendments presented in such a manner to the Student Senate and agreed upon by two-thirds of the Senate will be submitted to the student body for approval. The amendments will be adopted with a simple majority of votes for passage in the election, be it regular or special. Unless otherwise stipulated in that amendment, all amendments will go into effect immediately upon passage.

ARTICLE XIV – BOARD OF STUDENT COMMUNICATIONS

Section 1 – Name

The name of the organization which shall have the authority to execute the powers described below will be the Board of Student Communications.

Section 2 – Recognized Publications

The student operated newspaper, the student operated television station, the student operated magazine, and the yearbook, if published, shall operate under the jurisdiction of the Board of Student Communications.

Section 3 – Duties

3.1 To advertise for, interview, and select the editors or directors and business managers of the student publications listed above, and to remove these officers if the Board deems that action necessary.

3.2 To approve the salaries of all student publication personnel.

3.3 To approve the budgets of all student publications and to monitor these budgets.

3.4 To set forth the general policies to the student publications.

3.5 To review the monthly financial statements of the publications.

3.6 To support and advise the editors, business managers, and publications in their responsibilities as is necessary.

Section 4 – Membership

4.1 The membership of the Board of Student Communications will consist of the following with no person filling two positions:

The Dean of Students or his or her designee

The Director of the Office of Public Relations or his or her designee

The departmental chair of the English department or his or her designee

A faculty member in Journalism

A faculty member from the Mitchell College of Business with interest in the business management of the student publications

A faculty member in the field of broadcasting

Editor(s) of the student publication(s)

General Manager of Student Radio Station

General Manage of the Student Television Station

The President of the Student Government Association

A student-at-large to be elected during the annual SGA elections as Student Representative to the Board

The President of the Student Activities Board or his or her designee

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

4.3 Should a student member of the Board be an applicant for the position of Editor

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

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

Section 5 – Meetings

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

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

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

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

Section 6 – Quorum

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

6.2 No proxy votes will be permitted.

Section 7 – Funding

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

7.2 Funding for the student radio station shall be from the sale of sponsorships and a portion of the student activity fee allocation to student media.

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

Section 8 – First Amendment Freedom

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

Section 9 – Legal Liability

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

ARTICLE XV – STUDENT ACTIVITIES BOARD/JAGUAR PRODUCTIONS

Section 1 – Name

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

Section 2 – Recognized Committees

The Jaguar Productions Board is made up of committees focused on different areas of programming to meet the needs of the student body. The number of committees is determined by the JP Board every year and will be listed in the Student Activities Board/Jaguar Productions Operating Procedures.

Section 3 – Purpose

The purpose of the Jaguar Productions Board shall be:

1. To provide entertainment and educational programs for the University of South Alabama community.
2. To plan, coordinate, implement, and evaluate all programs presented.
3. To review student interests and develop programming to suit those interests.

Section 4 – Membership

4.1 The membership of the Jaguar Productions Board will consist of the following:

The chairs of the standing committees

The President of JP

The Vice President of JP

The Vice President of Marketing

The Treasurer of JP

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

The President of the Black Student Union or his or her designee

Three students-at-large

The JP Board Advisor, Coordinator, and the University Programs Graduate Assistant shall serve as ex-officio members of the Board, advising on matters of University policy and finances. The Vice President of the Board shall chair the Board, but shall not vote. The President may discuss all issues with the Board, but will only vote in the case of a tie. The Treasurer and Vice President of Marketing will not vote.

Section 5 – Committee Membership

5.1 Membership on the Jaguar Productions Board committees shall be open to all University of South Alabama students with an interest in providing quality programs for the University community. Individual committees may set up additional requirement for membership upon approval of the Board. These additional requirements must be reasonable and program related.

Section 6 – Meetings

6.1 The Board shall meet weekly during periods of scheduled classes. During class breaks, the Board shall meet as necessary to plan programs.

6.2 The Vice President of the Board shall set the time, date, and place for each meeting of the Jaguar Productions Board and shall have the authority to call additional meetings as deemed necessary, with at least 24 hours notice to members of the Board.

6.3 Meeting notices for regularly scheduled meetings must be posted at least three days prior to the meeting.

Section 7 – Quorum

7.1 Quorum shall be a simple majority of the voting members of the Board.

7.2 Proxy votes shall be permitted only by the first assistant of the committee whose chair is absent.

Section 8 – Funding

8.1 The funding for the Jaguar Productions Board shall be from the University Programs Office's budget, sponsors, fundraising, event charges, and funds that may be allocated by the Student Government Association.

Section 9 – Selection and Qualifications of President, Vice President, Vice President of Marketing, and Treasurer

9.1 Candidates for the position of President, Vice President, Vice President of Mareketing, and Treasurer of the Jaguar Productions Board shall be regularly enrolled students with at least a 2.5 cumulative GPA at the University of South Alabama on record as of the deadline for application. The selection committee shall have the ability to waive this requirement with a unanimous opinion. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process. Candidates who have previously served in Jaguar Productions as an Executive Council Member or who have a year of Board Membership have priority.

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

9.3 Applications for the position of President, Vice President, Vice President of Marketing, and Treasurer will be available on InvolveSouth (or current Student Activities software) in the Jaguar Productions Portal after the sixth week of class in spring semester.

9.4 All qualified applicants will be interviewed by a nominating committee consisting of the outgoing President of JP, the outgoing SGA President or designee, one student-at-large, the outgoing Vice President of JP, the outgoing Treasurer of JP, the outgoing VP of Marketing, Coordinator-University Programs, Associate Director-University Programs, and the University Programs Graduate Assistant. The nominating committee will decide who the student-at-large will be. If anyone from the nominating committee is applying for any one of these executive offices, that person will be replaced by another student-at-large.

9.5 If any member of the nominating committee resigns or is impeached, a student-at-large will be selected by the current members of the nominating committee.

9.6 The nomination shall be presented to the SGA Senate before the last meeting of Spring semester for approval. A two-thirds vote is needed for approval.

9.7 The term of office of the President, Vice President, Vice President of Marketing, and

Treasurer of the Jaguar Productions Board shall be one year, starting and ending the first week of May. They shall be sworn in by the SGA Chief Justice before assuming official duties.

9.8 The President, Vice President, Vice President of Marketing, and Treasurer shall not be allowed a voluntary leave of absence during their term of office. The President, Vice President, and Treasurer shall be granted an emergency leave of absence with two-thirds approval of the Jaguar Productions Board. The term of a leave of absence shall be from the time of its approval until the last day of class for that semester.

Section 10 – Selection and Qualifications of Committee Chair

10.1 A candidate for the position of committee chair shall be a regularly enrolled student, and shall have at least 2.5 cumulative GPA at the University of South Alabama on record as of the deadline for applications. The selection committee shall have the ability to waive this requirement with a unanimous option. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process.

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

10.3 All qualified applicants will be interviewed by a selection committee consisting of the incoming President of JP, the incoming Vice President of JP, the incoming Vice President of Marketing, the incoming Treasurer of JP, the Coordinator-University Programs, the Associate Director-University Programs, the University Programs Graduate Assistant.

Section 11 – Operating Procedures

11.1 The Jaguar Productions Board may establish operating procedures, as it deems appropriate, providing these procedures are presented to the Board in writing and accepted by a two-thirds vote of the members of the Board in attendance at that meeting. These operating procedures shall in no way conflict with the Constitution.

Student Activities Board Operating Procedures

TITLE 1. Definitions, Interpretations and Construction of Operating Procedures

Chapter 100. The official codifications for the operating procedures of Jaguar Productions, as approved by the JP (Student Activities Board).

100.1 Each title shall deal with related topics and each shall be composed of numerically designated chapters, as follows:

Title I (100-199) Definitions, Interpretations and Construction of Operating Procedures

Title II (200-299) Executive Branch

Title III (300-399) Activities Board

Title IV (400-499) Funding

Title V (500-599) Salaries

100.2 Each chapter may be subdivided by decimal arrangement (i.e. Chapter 100 may be divided into 100.1, 100.2, etc.).

TITLE II. Executive Branch

Chapter 200. Composition of the Advisory Board

200.1 The Advisory Board shall be composed of the:

1. Associate Director of Student Activities, University Programs
2. Coordinator, University Programs
3. Graduate Assistant, University Programs

Chapter 201. Composition of the Executive Council

201.1 The Executive Council shall be composed of the:

1. President of Jaguar Productions
2. Vice President of Jaguar Productions
3. Vice President of Marketing
4. Treasurer of Jaguar Productions

Chapter 202. Duties of the Executive Council

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

1. The timely formulation of a yearly budget for Jaguar Productions' approval.
2. To uphold the Constitution and Operating Procedures of the Jaguar Productions
3. To assist the planning of the Jaguar Productions retreat
4. To attend weekly meetings of the Executive Council.
5. Serve as a peer advisor to Committee Chairs

Chapter 203. Duties of the President of Jaguar Productions

203.1 In addition to their duties outlined in the Constitution, the President shall have the following duties:

1. The President of JP shall serve as the chief executive officer of JP and see that all projects and activities are carried out.
2. To supervise all JP activities.
3. To be the official spokesman for JP.
4. The President shall serve as the official representative of JP at University functions.
5. The President shall attend all University Committees that require his or her attention. If the JP President is unavailable, the Vice President or designee will

attend.

6. To accept the resignation of any JP chair or officer.
7. To assist with the training and education of new Board and committee members.
8. The President shall appoint an executive assistant for the Board who shall keep and publish the minutes of each meeting.
9. The President shall set, post, and keep regular office hours.
10. The President shall have the power to veto all proposals passed by the JP Board. A veto may be overridden by a two-thirds vote of the JP voting membership.
11. The President shall serve as a peer advisor to the committee chairs
12. The President shall take board attendance at all JP Events.
13. The President shall oversee scheduling for EC/Advisor supervision for all JP events.

Chapter 204. Duties of the Vice President of Jaguar Productions

204.1 In addition to their duties outlined in the Constitution, the Vice President shall have the following duties:

1. The Vice President of JP shall work with and support the President of JP to see that all projects and activities are carried out.
2. To assist the President with the training and education of new Board and committee members.
3. The Vice President shall set, post, and keep regular office hours.
4. The Vice President shall chair the Board meetings using proper Parliamentary Procedure.
5. The Vice President will take attendance at the Board Meetings.
6. The Vice President will supply and oversee the meeting agenda.
7. The Vice President will oversee the edits of the JP constitution and Operating Procedures during their term.
8. The Vice President shall assume the role of the President in their absence.
9. The Vice President shall serve as a peer advisor to the committee chairs.
10. The Vice President of JP shall lead the organization's recruiting efforts in order to build a strong and cohestive team of Board Members and Committee Members.
11. The Vice President of JP shall serve as the organization's representative at orientation browsing sessions, Get on Board Day, USA Day, and First Year Experience class visits to share information about JP and recruit new members.
12. The Vice President of JP shall plan JP socials throughout the year to recruit new membes and to build morale with current members. These events would

allow the JP team to bond and may include: Welcome Back Social, Holiday Parties, team trips, and more.

13. The Vice President of JP shall play and integral role in the planning efforts for the JP Fall Retreat, JP Spring Retreat, and JP Banquet.

Chapter 205. Duties of the Treasurer of Jaguar Productions

205.1 The Treasurer shall have the following duties:

1. The Treasurer of JP shall work with and support the President of JP to see that all projects and activities are carried out.
2. The Treasurer shall work with the committee chairs to develop and manage the budget, considering the financial needs of each committee.
3. The Treasurer shall present a state of the Budget address at the beginning of each semester.
4. The Treasurer shall post all expenditures to the committee budgets
5. The Treasurer shall work with the Jaguar Productions Advisor to balance budget with University records
6. To approve all direct pays and purchase orders and payment from JP funds.
7. To set up and operate a cash box at JP events/activities. (Said box should be requested two weeks prior to the event activity).
8. To keep an up-to-date journal of account balances and file all direct pays and purchase orders with their supporting documents.
9. To pay all bills as promptly as possible.
10. To be held responsible for the maintenance of a balanced budget and for preventing deficit spending.
11. The Treasurer shall set, post, and keep regular office hours.
12. The Treasurer shall serve as a peer advisor to the committee chairs
13. To cross check program proposals with committee budgets before they are presented to the board.

Chapter 206. Duties of the Jaguar Productions Advisory Board

206.1 To advise and assist the JP in its daily operations and the formulation of events.

TITLE III. Programming Board

Chapter 300. Recognized Committees

300.1 The following committees shall make up the Jaguar Productions Board. Any special committee formed will operate as a sub-committee under one of the existing committees. The recognized committees are:

1. Special Events
2. Talks & Topics
3. Comedy

4. Music
5. Technical

Chapter 301. Parliamentary Procedure

301.1 Jaguar Productions Board shall operate under Parliamentary Procedure using Roberts Rules of Order (Revised Edition)

301.2 Five Basic Principles of Parliamentary Procedure

1. Only one subject may claim the attention of the group at a time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has equal rights to every other member.
4. Will of majority must be carried out, and the rights of the minority must be preserved.
5. Personality and desires of each member should be merged into the larger cohesiveness of the organization.

301.3 Making A Motion Procedure

1. Member proposes motion to the group. Board Member: "I move that..."
2. Another member seconds the motion. Board Member: " I second the motion." Or "Second"
3. The Vice President restates the motion to the Board.
4. Board discusses the motion. Only one person at a time may speak. Each person must be recognized by the Vice President. Remember that discussion must be pertinent to the motion not the programming idea.

301.4 Voting Procedure

Vice President: "Are there any questions regarding _____ ?"

1. If the Vice President is slow in calling for the vote, they may be requested to do so by a member calling the question.

   Board Member: "I call the question."

   Vice President: "The question has been called. Are there any objections to calling the question?"
2. The vote is then taken by the Vice President via Roll Call Vote
3. Vice President announces the results of the vote.

   Vice President: "The motion passes." Or "The motion fails."
4. The floor is now open for the next order of business.

301.5 Voting Definitions. The following terms are to be used when voting on a motion

1. Yes - A Board Member agrees with the item or motion presently on the table.
2. No - A Board Member does not agree with the item or motion.
3. Abstain - A Board Member does not feel adequate to vote on an item due to lack of knowledge or conflict of interest. In the event of a tie vote, the President will vote to break the discrepancy.

Chapter 302. Procedure for Passing a Program Proposal

302.1 For a proposal to be brought before Jaguar Productions, it must meet the following conditions:

1. All proposals must be submitted on InvolveSouth
2. All proposals must be sponsored by a chair/voting member of the JP Board
3. All proposals must be submitted a week before the EC & Advisory board is to look at said proposal. In a critical situation, this requirement may be waived by the President.
4. All proposals must be previewed by the Executive Council and Advisory Board
5. Once passed by the Executive Council and Advisory Board the chair will be notified of when they will present the proposal to the board.
6. All events, activities, expenditures, or contracts shall be voted on and passed by a majority vote

Chapter 303. Attendance Rules

303.1 All board members of Jaguar Productions shall attend all Jaguar Productions board meetings or send a representative. In order to vote, this representative must be the first assistant of the respective committee.

303.2 Only two unexcused absences will be allowed to Jaguar Productions board members per semester. After the second unexcused absence, the member will be placed on probation

303.3 The Executive Council will decide whether an absence is excused.

303.4 Leave of absence requests must be submitted in writing to the Vice President of Jaguar Productions.

303.5 Each Board member shall attend two (2) JP events outside their Committee and events requiring all Chairs.

Chapter 304. Duties of Chairs

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

1. To be responsible for assisting the promotions committee in promoting events sponsored by the SAB.
2. To assign a committee member as a representative to the Membership Development committee and the Promotions committee.
3. To turn in all necessary paperwork (proposals, event evaluations, committee reports, etc.) by deadline dates set by the Executive Council.
4. To be directly responsible for the efficient and effective operation of their committee's events.

Chapter 305. Vacancies

305.1 Any vacant chair shall be filled by a replacement, either temporary or permanent, using the same process as in Section 12.

305.2 If the position of President, Vice President, or Financial Director of JP becomes vacant before the term of office expires, a temporary replacement will be appointed

by the JP Advisor until the nominating committee can select a new permanent replacement.

305.3 If a vacancy occurs due to a leave of absence and replacement is dictated by procedure, a temporary replacement shall be named by the JP Advisor until the end of the term.

Chapter 306. Impeachment

306.1 The Jaguar Productions Board shall hold the authority to remove the President, Vice President, or Treasurer from the Board. A two-thirds vote of the JP Board will allow impeachment of the officer in discussion.

306.2 The Jaguar Productions Board shall have the authority to remove a chair from the Board, based on the recommendation of the JP Vice President. A two-thirds vote of the JP will allow removal from office. The chair being considered for removal will not be allowed to vote on this matter.

Chapter 307. Misconduct

307.1 Committee Chairs and EC Members are all hired and trained with clear knowledge of the duties and responsibilities of their position. Therefore, all committee chairs and EC members are subject to be released or placed on a semester of probation, based on any violations of this Constitution or the University's Lowdown (Code of Student Conduct Section 7. Prohibited Conduct pages 42-46).

307.2 The behavior that violates the student code of conduct as listed in The Lowdown qualify all EC members & Committee Chairs for immediate release.

307.3 EC Members will not be allowed any warnings, but will be immediately placed on probation.

307.4 Second year board members will be allowed one warning before being placed on probation.

307.5 Board members & EC members will be allowed two warnings per semester before being placed on probation for a set time, determined by the Peer Advisor & Staff Advisor. This will determine their future as an active board or EC member of Jaguar Productions.

307.6 The following violations qualify you for warnings:

1. Two unexcused absences from Peer Advisor Meetings.
2. Violation of Attendance in Chapter 303.
3. Failure to show up to the required number of events as stated in Chapter 303.
4. Violation of Chair Duties in Chapter 304.

307.7 Failure to follow through with any instructions given during warnings will result in probation.

307.8 Probation Procedures:

1. A meeting will be scheduled with the EC Board, Advisors, & the Chair.
2. EC Board & Advisors will prepare a folder stating the Chair violations along with the warnings and instructions the Chair received.

3. EC Board & Advisors will speak individually before allowing the Chair to plead their case.

4. Specific instructions will be given to the chair by the EC Board & Advisors on which it will be mandatory to follow for a set period of time, in order to lift probation and remain a board or EC member.

307.9 Any committee chair or EC member subjected to be release will be asked to resign. If they choose not to resign, the board is then required to follow the procedures of Chapter 306.

Chapter 308. Sample Agenda

I. Call to Order

Each meeting of JP will be called to order by the Vice President:

"Do we have a motion for approval of minutes?"

II. Roll Call

The Vice President will call each Respective Person to obtain the number of people present. Visitors and special guests may also be made during this time.

III. Reports and Reports

The Board Members will be called one by one to deliver their reports.

Followed by At-Large Members, Executive Council, then Staff.

IV. Event Debrief

Only when a board member has had their event a week prior to a board meeting.

The board member will give their feedback regarding the event. They'll talk about the attendance and give feedback. Then other board members and staff will give their feedback if there is any.

V. Educational Session.

Anyone can give a session if the topic is approved by EC or if someone is invited to give a session. The person who is giving the session will present. Questions will be asked at the end.

VI. Old Business

Business that was tabled or needs to be revised at previous board meetings will be discussed.

VII. New Business

Anybody can add new business. Whoever adds new business will speak on the matter at hand

VIII. Announcements

The Vice President will ask for any announcements:

"Are there any other announcements?"

IX. Adjournment

308.2 The Vice President may move the order of the agenda items as he sees fit.

TITLE IV. Funding

Chapter 400. Budget Formulation

400.1 All budget requests shall be submitted to the Treasurer by the deadline set each semester by the Treasurer.

400.2 The budget shall be formulated by the Executive Council subject to approval by the Jaguar Productions by a two- thirds vote.

400.3 The Jaguar Productions President, Vice President, and Treasurer shall be responsible for executing the budget set forth by the Jaguar Productions.

TITLE V. Door Prize Eligibility

Chapter 500. All Jaguar Productions Board members shall be ineligible for door prizes given away by Jaguar Productions.

TITLE VI. Salaries

Chapter 600. Salary Stipulations

600.1 Salaries will be a combination of office hours and time spent during activities or events determined by the Jaguar Productions Advisor.

600.2 Board members are required to set regular office hours and be present in the Jaguar Productions office at those times in order to be paid.

600.3 All members are required to log hours via PAWS so that proper office time may be credited to them.

600.4 All members are required to email hours and tasks accomplished during that time to the Associate Director-University Programs and Coordinator-University Programs to be approved before logging into PAWS.

Chapter 601. Salary Scales

601.1 Salaries will be based upon a prescribed number of hours for each position.

601.2 The SAB members will be paid in the following manner:

1. President – 20 hours at $8.50 per hour
2. Vice President – 20 hours at $8.50 per hour
3. Vice President of Marketing – 20 hours at $8.50 per hour
4. Treasurer – 20 hours at $8.50 per hour
5. All committee chairs – 10 hours at $8.00 per hour
6. Technical Chair – 10 hours at $8.00 per hour plus hours worked at events

601.3 If the Vice President or Treasurer must take on the responsibilities of the other, in case of absence, salary and hours will be re-evaluated.

601.4 In compliance with the University policy, no position shall exceed 20 hours.

Student Government Association Code-of-Laws

TITLE I. Definitions, Interpretations, and Construction of and Compliance with the Laws

Chapter 100. System of Student Government Association Code-of-Laws, to be observed in the official codification of said laws as established by law:

A. There shall be titles, each dealing with related and similar topics, and each composed of numerically designated chapters, as follows:

Title I (100-199) Definitions, Interpretations, and Construction of and Compliance with the Laws

Title II (200-299) Executive Branch

Title III (300-399) Legislative Branch

Title IV (400-499) Judicial Branch

Title V (500-599) Election Laws

Title VI (600-699) Ethics

Title VII (700-799) Allocation Rules

Title VIII (800-899) Administration

B. Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 99 may be divided into sections as 99.1, 99.2, 99.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

TITLE II. Executive Branch

Chapter 200. Duties of the President

200.1 In addition to his or her duties outlined in the Student Government Association Constitution, the President shall also have the following duties:

200.1.1 To direct and supervise all SGA activities.

200.1.2 To be official spokesperson for the SGA.

200.1.3 To hire, appoint, and dismiss all personnel in the SGA whose appointment or election is not provided for by the Constitution, with the approval of the Executive Council.

200.1.4 To supervise the maintenance of accurate, up-to-date records of SGA events, monies, and inventory.

200.1.5 To approve all requisitions, direct pay forms, and payments from SGA funds.

200.1.6 To sign all contracts binding on SGA.

200.1.7 To accept the resignation of any SGA officer except a Senator or a member of the Supreme Court.

200.1.8 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. First offense for non-compliance shall be issued in the form of a warning.

A second non-compliance offense shall result in a committee review panel with the possibility of said officer being removed from office.

200.1.9 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of the absence.

200.1.10 To set, post, and keep office hours.

200.1.11 To oversee and direct all activities of the executive cabinet.

Chapter 201. Duties of the Vice President

201.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Vice President shall also have the following duties:

201.1.1 To coordinate all SGA elections.

201.1.2 To organize and direct the maintenance of accurate records of SGA events.

201.1.3 To accept the resignation of any Senator.

201.1.4 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. First offense for non-compliance shall be issued in the form of a warning. A second non-compliance offense shall result in a committee review panel with the possibility of said officer being removed from office.

201.1.5 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.

201.1.6 To set, post, and keep office hours.

201.1.7 To appoint the Senate Clerk. (Description of duties of Senate Clerk may be found under the Senate Staff, Ch. 312 of Title III – Legislative Branch of the SGA Code-of-Laws).

201.1.8 To preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.

201.1.9 To execute the duties and powers of the President of the student body at his or her request.

201.1.10 To have the power to fill, by appointment, all vacant seats occurring in the committee structure, with the exception of the committee chairs. He or she may dismiss committee chairs and co- chairs from their positions with a two-thirds approval of the Senate. He or she shall serve as an ex-officio member of all such committees.

201.1.11 Update the Student Government Association website and respond to all electronic inquiries and website inquiries in coordination with the Web Committee.

201.1.12 To serve as editor of The Lowdown.

201.1.13 To coordinate all SGA banquets, Senate retreats, and conferences such as, but not limited to, awards banquets and inductions.

Chapter 202. Duties of the Treasurer

202.1 In addition to his or her duties outlined in the Student Government Association

Constitution, the Treasurer shall also have the following duties:

202.1.1 To keep an up-to-date journal of account balances and file all requisitions and direct pay forms with their supporting documents. These may be examined by any student.

202.1.2 To audit all accounts of SGA each semester.

202.1.3 To send each funded organization a balance statement each semester.

202.1.4 To report all account balances to the Senate each semester and when requested by the Senate.

202.1.5 To pay all bills as promptly as possible.

202.1.6 The Treasurer cannot be a business manager of an SGA funded activity or organization.

202.1.7 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. First offense for non-compliance shall be issued in the form of a warning. A second non-compliance offense shall result in a committee review panel with the possibility of said officer being removed from office.

202.1.8 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.

202.1.9 To set, post, and keep office hours.

202.1.10 To nominate candidates for the position of Chair of the Appropriations Committee.

202.1.11 To attend all meetings of the Appropriations Committee.

Chapter 203. Comptroller

203.1 A Comptroller may be appointed by the Executive Council subject to a two-thirds approval of senators at a regular Senate session. He or she may be dismissed by the Executive Council for improper conduct or failure to perform his or her duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate at a regular Senate session.

203.2 The Comptroller shall assist the Treasurer in supervising expenditures and shall carry out any tasks designated to him or her by the Executive Council.

203.3 The Comptroller shall serve as the chair of the Appropriations Committee, as well as the liaison between the Executive Council and the Senate Appropriations Committee. Therefore, the Comptroller shall be present at every Senate meeting to provide reports regarding the activities of the Appropriations Committee.

Chapter 204. Duties of the Attorney General

204.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Attorney General shall also have the following duties:

204.1.1 To attend all regular meetings of the Senate so as to be informed as to the legislation passed. First offense for non-compliance shall be issued in the form of a warning. A second non-compliance offense shall result in a committee review panel with the possibility of said officer being removed from office.

204.1.2 No leave of absence shall be granted without two-thirds approval of the Senate. In

the event of said leave of absence, the officer will not receive payment during the period of absence.

204.1.3 To set, post, and keep office hours.

204.1.4 To work in conjunction with the Chief Justice and President on student traffic ticket appeals in accordance with Chapter 402.

204.1.5 The Attorney General shall oversee and maintain the Student Government Association's connection with the STARS committee and the Higher Education Program.

Chapter 205. Executive Cabinet

205.1 There may be three Executive Directors who shall each be responsible for a particular division of the SGA. Each Executive Director shall be responsible for a general function of the SGA and in this capacity shall coordinate and supervise the committees under his or her division. The directors shall be collectively known as The Cabinet and shall report to the Executive Council upon request or as necessary.

205.2 The Executive Directors shall be appointed by the Executive Council subject to a two-thirds approval of the Senate. Directors may be dismissed by the Executive Council for improper conduct or failure to perform their duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate.

205.3 First Year Council Director: The First Year Council Director will be the liaison between the First Year Council and the Student Government Association along with the Freshman-at-Large. The First Year Council Director shall be responsible for reporting back to the Student Government Association President regularly. The First Year Council Director shall be responsible for overseeing the operation of the First Year Council. The First Year Council Director shall be responsible for the application process of the First Year Council.

TITLE III. Legislative Branch

Chapter 300. Parliamentary Authority

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

Chapter 301. Coding System for Bills and Resolutions

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

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

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

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

302.1.2 A bill can be written by any member of Student Government Association, appointed or elected, but can only be introduced to the Senate by a Senator and it must be read by the President of the Senate at the meeting it was first introduced.

302.1.3 All bills may be either submitted to the Senate in accordance with 302.2.1 or to the Legal Affairs Committee Chair in accordance with 302.2.

302.2 If the bill is submitted to the Legal Affairs Committee Chair, he or she has at most, two SGA meetings to bring the document before the Senate in accordance with 302.3. If the bill dies within the Legal Affairs Committee, it can be resubmitted to the Senate where it will be subject to 302.2.1.

302.2.1 The bill may be presented to the Senate floor by a Senator where discussion will take place and initial editing can occur. A majority vote is required to approve any changes or additions. The bill must be passed by a majority vote to remain alive in the Senate, at which point it is submitted to the Legal Affairs Committee for editing and review. The Legal Affairs Committee must present the newly revised bill at the next Senate meeting, where it will be subject to 302.3.

302.3 After the floor is opened for discussion, the bill is read aloud by the President of the Senate prior to discussion and editing by the Senators.

302.3.1 If the Legal Affairs Committee finds the changes approved by the Senators in the previous SGA meeting to be in violation of either the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair will explain the violations and, if possible, how to correct them. The Legal Affairs committee will not change any of the previous Senate approved additions or changes.

302.3.2 Any changes and/or additions by Senators must be approved by a two-thirds vote in the SGA meeting.

302.3.3 If there are no changes or additions to the document, the bill will then be presented at the next SGA meeting in accordance to 302.4.

302.3.4 If editing changes are approved, the bill will go to the Legal Affairs Committee where the corrections approved by the Senate will be implemented and checked for violations of the SGA Constitution and Code-of-Laws. If violations occur due to the changes in the bill, it is subject to 302.4.

302.3.5 If after the Legal Affairs Committee implements the Senate approved changes, and the bill is found to be in violation of either the Constitution or Code-of-Laws, the last bill presented to SGA by the Legal Affairs Committee will be presented at the next SGA meeting in accordance to 302.4

302.4 After the floor is opened for discussion, the bill is read aloud by the President of the Senate prior to discussion and editing by the Senators.

302.4.1 If the Legal Affairs Committee has found the changes approved by the Senate in the previous SGA meeting to be in violation of the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair must explain to the Senate which sections of the Constitution or Code-of-Laws were broken before discussion of the bill can be had by the Senate.

302.4.2 Any changes or additions to the bill by Senators must be approved by a two-thirds vote in the SGA meeting, where the bill will become subject to 302.3.4.

302.4.3 The Senate may table the bill where it will be presented at the next SGA meeting in accordance with 302.4.

302.4.4 If no changes or additions are needed, the Senate may vote on the bill. The bill requires a two- thirds vote to pass.

302.5 Appropriation requests from SGA committees must be submitted to an SGA official seven business days prior to the meeting in which the request will be considered. Appropriation requests from SGA committees do not go through the Appropriations Committee. Requests must be put on display so Senators can review the requests.

302.5.1 All requests for funds from student organizations not included in the semester budget must be referred to the Appropriations Committee and must be reported out of that committee before a Senate vote is taken. Only with a two-thirds vote of senators present at that meeting may this procedure be dispensed.

302.5.2 The Appropriations Committee does not have to follow 302.1.1 through 302.4.4. The Committee may refer their bills to the Legal Affairs Committee, where they will review the bill for violations of either the Constitution or the Code-of-Laws. If violations are found during the review, recommendations will be submitted to the Appropriations Committee.

302.6 All bills and resolutions meeting the requirements of Title III, Chapter 302.1.1 that are presented to the President of the Senate prior to that meeting constitute the agenda of business before the Senate and require no formal introduction from the floor, but will be automatically considered by chronological order as determined by the President of the Senate.

302.7 Resolutions meeting the requirements of 302.6 may be voted upon by a majority of the Senate in the meeting they are introduced.

Chapter 303. Attendance Rules for Senators

303.1 Senators are allowed up to two excused absences and one unexcused absence for Senate meetings, unless otherwise allowed by the Rules Committee. More than the allowed absences shall result in the removal of the senator in violation of the senator's seat in the senate, or suspension of the senator's stipend for that semester. It is the responsibility of the Rules Committee to levy the penalty.

303.1.1 Senators who are absent from any SGA Senate meeting must submit a written excuse to the Rules Committee within seven days of the missed meeting in question or be subject to an unexcused absence. The Rules Committee will advise the senator in violation of the decision in writing by the next Senate meeting, and keep a continuous record of all material pertinent to their duties. This record will be maintained in the SGA office.

303.1.2 A written appeal of any absence ruling may be rendered to the Chief Justice within three days of the ruling. The Chief Justice will consider the appeal at an informal hearing between the Vice President, Senate Pro-Tem, and Rules Committee Chair. The appeal will be (1) dismissed and the decision of the Rules Committee allowed to stand; (2) reduced from expulsion to loss of stipend, or (3) overturned and the senator reinstated with full benefits. A written decision on any appeal will be provided to the Senator violator by the beginning of the next Senate meeting.

303.2 Senators must not miss more than two roll calls during a meeting or they shall be counted absent.

303.3 Expelled senators will be notified of their removal within seven (7) days following the submission of their appeal to the Rules Committee.

303.4 Each Senator may take one semester's leave of absence in the summer. The President of the Senate must be informed in writing of this action. The deadline for requesting leave is the second meeting of the semester.

303.5 Senators must be enrolled at least two (2) semesters out of three (3) in an academic year.

303.6 Each Senator will be actively involved in at least two committees.

303.7 Senators shall be required to complete twenty (20) office hours semesterly in the Student Government Association Office unless otherwise stipulated by the President Pro-Tem.

303.7.1 Due to the graduate workload and year-round enrollment required by the College of Medicine, Senators for the College of Medicine are required to complete ten (10) office hours per semester.

303.8 Senators who fail to perform their duties as stipulated in Chapter 303.6 and 303.7 may be either removed from office with a four-fifths vote of the Senators present at a Senate Meeting that meets quorum or have their stipend suspended pending a two-thirds vote of the Senators present at a Senate meeting that meets quorum.

Chapter 304. College and School Meetings

304.1 At the end of the third meeting of the Summer semester, a college or school representative will be elected by their peers. The college or school representative is responsible for speaking at Student Government Association meetings once a month as well as facilitating meetings within the college and school.

304.2 Bi-weekly meetings for each college and school must take place to discuss college and school projects. The representative must record all meeting information accordingly.

Chapter 305. Senate Committees

305.1 The Student Senate shall have nine standing committees and any other ad hoc committees the President of the Senate may establish. The standing committees shall be known as the Rules Committee, the Legal Affairs Committee, the Appropriations Committee, the Governmental Relations Committee, the Homecoming Committee, the Campus Safety and Improvement Committee, the Student Affairs Committee, the Web Committee, and Senate Involvement Committee.

305.2 Senate committees that are open to all University students include: Student Affairs Committee, Homecoming Committee, Campus Safety and Improvement Committee, Governmental Relations Committee, Election Rules Committee, and Web/PR Committee.

305.3 The Student Senate shall have the power to create any other committees it may so

desire through the passage of a simple law.

305.4 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.

305.5 Chairs for the Senate Committees will be nominated at the first Senate meeting and elected to that position by a majority vote of the Senators present at the second Senate meeting in the Summer and Fall semesters respectively.

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

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

305.5.3 In the event that the standing Committee Chair's position becomes vacant during the previously elected Chair's term, the standing Committee Co-Chair shall fulfill the remainder of the previously elected Chair's term. The Committee Co-Chair shall be selected by a vote of the committee members during the first committee meeting of both the summer and fall semesters.

305.6 The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval of the Senators present at that meeting.

305.7 The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the Senate President Pro-Tem.

305.8 The Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.

305.9 Committee Chairs must take attendance for every committee meeting. Senators are required to attend at least 50% of all meetings of committees of which they are a part of. A failure to adhere to these regulations will result in a disciplinary decision to be held by the Senate Rules Committee to rule on the senator-in-question's continuation within SGA, and/or stipend received for the semster in question.

305.10 A Senator may not hold more than one committee chair at any given time.

305.11 The President Pro-Tem will coordinate and supervise the office hours of all senators and their membership in committees.

305.12 The President Pro-Tem will keep one office hour in the SGA office.

Chapter 306. Rules Committee

306.1 The Rules Committee of the Senate shall be responsible for enforcing Senate rules and regulations concerning senator's attendance and committee requirements.

306.2 If senators wish to have absences excused, they will report to the Rules Committee within seven (7) days. Absences automatically excused with a verifiable document as evidence include illness (verified by a doctor's excuse), deaths in the family, emergencies, appearances mandated by court order or governmental agencies, the celebration of religious holidays, conditions that make attendance hazardous to health or safety, and academically-required events.

306.3 All other absences will be reviewed by the Rules Committee, upon request, for

consideration.

306.4 Decisions of the Rules Committee can be appealed to the Chief Justice.

306.5 If a member of the Rules Committee has submitted a request(s) for an excused absence, that member shall recuse themself from the decision regarding their absence.

Chapter 307. Appropriations Committee

307.1 The Appropriations Committee shall consist of eight (8) members: one chair and seven members.

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

307.1.1.1 The seven members must be members of the Student Government Association Senate.

307.1.2 The Appropriations Committee Chair shall be the Comptroller as appointed by the Executive Council.

307.1.3 The chair shall not have voting powers on requests, only members of the Appropriations Committee shall hold voting powers regarding appropriations requests.

307.2 The Appropriations Committee shall have the responsibility to receive appropriations, supplemental travel grant, and co-sponsorship requests through InvolveSouth from Registered Student Organizations; or departments in regards to supplemental travel grants.

307.2.1 The Appropriations Committee can require meetings from student organization representatives in order to clarify, request more information for, etc., the organization's request packet.

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

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

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

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

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

307.4.1 Absences that are automatically excused are illness (verified by a doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules

Committee.

Chapter 308. Legal Affairs

308.1 The Legal Affairs Committee shall have the sole responsibility for drafting additions or changes to the Student Government Association Constitution or the Code-of-Laws. Any SGA member may submit a bill or resolution to the Legal Affairs Committee and the committee must draft that bill or resolution in the correct format, according to Title III, Chapter 302.1, before it is advanced out of the committee. The committee must report any bill or resolution out of the committee with a majority vote; otherwise the bill or resolution will die in the committee. An SGA member may also submit their bill or resolution to the Senate in accordance with Title III, Chapter 302.

308.2 The Legal Affairs Committee will be made up of five (5) senators: one chair and four members.

308.3 The Legal Affairs Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of the meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.

308.4 Any senator of the Legal Affairs Committee, including the Chair, have more than three unexcused absences in one semester or more than five absences in one term shall be expelled.

308.5 Absences that are automatically excused are illness (verified by a doctor's excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.

308.6 The Legal Affairs Chair shall establish a weekly SGA bill or resolution due date by which all senators will adhere. Bills or resolutions submitted on or prior to the due date must be reviewed at the following Legal Affairs Committee meeting. If a bill or resolution is submitted past the weekly due date, the committee will use discretion to determine whether or not the bill or resolution will presented at the next Legal Affairs Committee meeting and thus introduced at the next senate meeting.

Chapter 309. Governmental Relations Committee

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

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

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

Chapter 310. Senate Involvement Committee

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

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

310.2.1 The Senate Pro Tem will head the Senate Involvement Committee.

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

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

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

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

310.3.2 General Involvement is defined as follows: membership in SGA committees, participation in SGA sponsored or co-sponsored events, and representing SGA in other campus activities, including but not limited to Get On Board Day, blood drives, Convocation, and any other activities or projects approved by the Senate Pro-Tem.

310.3.3 Project Involvement as defined by Title VIII, Chapter 801.

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

310.4.1 Each member of the committee holds one vote.

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

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

Chapter 311. Student Affairs Committee

311.1 The Student Affairs Committee shall have the sole responsibility to be familiar with the needs of students, to occasionally hold hearings on student needs, and offer suggestions to the University or the Vice President of Student Affairs when requested or required.

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

Chapter 312. Senate Staff

312.1 The Senate Staff shall consist of the following:

Senate Clerk

312.2 The Senate Clerk of the Student Government Association shall be appointed by the Vice President for a period of one academic year consisting of Summer, Fall, and Spring semesters. The Senate Clerk shall have the following duties:

312.2.1 To take the roll and accurately record the minutes at all Student Government Association meetings.

312.2.2 To type and submit the minutes for approval at the next SGA meeting.

312.2.3 To accurately record the results for all roll call votes.

312.2.4 To count all secret ballot votes.

Chapter 313. Web Committee

313.1 The Web Committee shall have the responsibility to maintain and develop the

Student Government Association website and web media outlets such as Facebook, Twitter, etc.

313.2 The Web Committee will be under direct supervision of the Vice President and Web Chair.

313.2.1 The Web Committee will be comprised of at least five (5) members; a committee chair and four Senators.

313.3 The Web Committee shall maintain the network and computer hardware within the Student Government Association office as well as advise the President on new technological purchases.

Chapter 314. Campus Safety and Improvement Committee

314.1 The Campus Safety and Improvement Committee shall have the responsbility of fostering a safe campus environment by creating open forums and dialogue with the student body regarding the improvement of the University of South Alabama community through programs, campaigns, and more.

314.2 The Campus Safety and Improvement Committee shall act as a liaison between campus safety officials and the student body by working closely with the University Police Department, University Counseling and Testing Center, and other campus safety professionals.

314.3 The Campus Safety and Improvement Committee shall be open to suggestions for university-related improvements.

Chapter 315. President Pro-Tem

315.1 The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting summer semester. The President Pro-Tem shall serve for the remainder of his or her term of office as a Senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.

315.2 The President Pro-Tem will head the Senate Involvement Committee.

315.3 The President Pro-Tem will stipulate the location(s) for senate office hours and the location of the sign-in.

315.4 The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.

315.5 The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval Senators present at that meeting.

315.6 The President Pro-Tem will coordinate and supervise the office hours of all Senators and their membership in committees.

315.7 The President Pro-Tem will keep one office hour per week in the SGA office.

315.8 The President Pro-Tem must approve all colleges' projects proposed for the Senate Involvement Committee.

315.9 The President Pro-Tem will work closely with the Vice President to improve the relationships of senators as well as boost morale through various activities. Activities should be scheduled at the beginning of the semester and held at least

every other month.

315.10 The President Pro-Tem will monitor the minutes entered by each of the committee chairs in order to keep up with their committee activities via Google Drive folders.

Chapter 316. Quorum Requirements

316.1 The quorum for Student Senate meetings in Article VII, Section 1.3 is based on the total number of Senators minus those Senators who are on a leave of absence.

Chapter 317. Student -At -Large

317.1 The Student-At-Large of the Student Government Association shall be elected for a term of one academic year beginning at the start of the summer term. He or she shall be elected by a majority of the students voting for that office in the spring elections. He or she shall begin his or her term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.

317.2 The Student-At-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association.

317.2.1 The Student-At-Large shall serve as a voting member of the Senate and as a liaison to the Executive Board and the administration on behalf of the entire student body.

317.2.2. The Student-At-Large serves as an assistant to the Executive Council.

317.2.3 The Student-At-Large shall be responsible for holding at least three Student Leader Round Tables per semester, except during the Summer semester. A Student Leader Roundtable is a short workshop which is planned with the intention of equipping our campus leaders. The topic is chosen at the discretion of the Student-at-Large.

317.4 The Student-At-Large will receive a monthly stipend according to rule 800.1.

317.5 The Student-At-Large will attend Student Organization Committee (SOC) meetings and shall serve as a voting member of the SOC.

317.5.1 If unable to attend the Student-At-Large shall send a delegate in their place to fill the voting position.

317.6 The Student-At-Large shall be responsible for aiding with the preparations and execution of Student Organization Leadership Day (SOLD).

317.6.1 The Student-At-Large shall coordinate Student Government Association volunteers for the day of SOLD.

317.7 The Student-at-Large must attend all regular meetings of the Senate so as to be informed of the legislation passed except upon approved absence from the Senate meeting by a two-thirds vote of the Student Senate.

317.8. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.

TITLE IV. Judicial Branch

Chapter 400. Duties of the Chief Justice

400.1 In addition to his or her duties outlined in the Student Government Association Constitution, the Chief Justice shall also have the following duties:

400.1.1 To work with the University Disciplinary Committee and to hear the cases of non-academic student misconduct and Title IX.

400.1.2 To supervise the maintenance of the permanent Journal of Laws.

400.1.3 To accept the resignation and requests for leave of absence of any members of the Supreme Court.

400.1.4 To see that reasons are given for all decisions made by the Supreme Court.

400.1.5 To keep up-to-date copies of the Student Government Association Constitution and the SGA Code-Of- Laws.

400.1.6 To attend all regular meetings of the Senate so as to be informed of the legislation passed. First offense for non-compliance shall be issued in the form of a warning. A second non-compliance offense shall result in a committee review panel with the possibility of said officer being removed from office.

400.1.7 No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the Chief Justice will not receive payment during the period of absence.

400.1.8 To set, post, and keep office hours.

400.1.9 To work in conjunction with the Attorney General and President on student traffic ticket appeals in accordance with Chapter 402.

400.1.10 The Chief Justice must notify each Associate Justice at least 96 hours in advance of the time a case is to be heard. The Chief Justice shall be responsible for maintaining the attendance records of the court.

Chapter 401. Duties of Supreme Court Associate Justices

401.1 A quorum of seven justices will be required to the Supreme Court to conduct business.

401.2 Supreme court justices are required to participate in and attend all mandatory trainings per academic term. Supreme Court justices must participate in one training session during the summer. If a member is enrolled in summer school, he or she is required to participate in at least one meeting during the summer term.

401.3 Supreme Court justices must meet once per month per academic year. Members are required to participate in a minimum of six monthly meetings.

401.4 Justices must be able to participate in at least two hearings per academic year. If a member does not attend the required number of hearings, he/she is dismissed from the Court. Absences may be excused, for valid reasons, by a two-thirds vote of Associate Justices at a meeting of the Court. Meetings of the Supreme Court shall be subject to the stipulations of Title IV, Chapter 401.1.

401.5 Whenever a member of the court disqualifies him/herself from hearing a particular case (or group of cases) or is on a leave of absence, the SGA President must replace him or her by appointing, with two-thirds approval of the Senate, and ad hoc justice. The ad hoc justice will only have jurisdiction in the case(s) which he or she has been

appointed to hear. Once the Supreme Court has announced its decision(s) in the case(s) which he or she was appointed to hear, the ad hoc justice must resign from the court.

401.6 Supreme Court Associate Justices are required to get a minimum amount of 12 office hours to be considered active. It is up to the discretion of the SGA President and Chief Justice to determine how they receive office hours.

401.7 Active Supreme Court Associate Justices shall receive a stipend of $150 for every semester they serve.

Chapter 402. Student Traffic Ticket Appeals

402.1 Any student who receives a parking ticket who believes there are reasons to appeal the ticket may submit a written appeal electronically through Parking Services within 20 business days.

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

402.3 If the Chief Justice and Attorney General know the student appealing, a third party shall make the decision.

402.4 If a student does not agree with the first appeal decision he or she may appeal a second time via the Second Appeal Committee, composed of a Student Affairs Staff Member and students. A second appeal must be submitted within 20 calendar days of the result of the first appeal by contacting the SGA office.

TITLE V. Election Laws

Chapter 500. Election Rules Committee

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

500.2 After the Supreme Court decides the date for an election, the Elections Committee will set the deadline for candidates' applications. All candidates for office must meet all qualifications (as stated in Article X, Section 2 of the Constitution) by 5:00 p.m. on the deadline date for applications. The Committee shall be charged with establishing procedures for validating the qualifications of a candidate. They are furthermore empowered to set the date when campaigning (defined as any written or printed material) may begin, running the election (e.g., setting up polls, getting poll workers, counting votes, etc.) and enforcing the elections law.

500.2.1 A mandatory candidate meeting will be held at 5:15 p.m. on the same day that applications are due. Failure to attend this meeting will result in immediate disqualification. A candidate may, however, send a representative to the meeting if he or she cannot attend.

500.2.2 Candidates seeking any University-wide elected positions of the Student Government Association will participate in a mandatory Candidates' Forum to be held prior to the general election to present their platform. This forum will be open to the public. If a candidate is unopposed, the candidate must still participate in the forum and be available to answer questions. The date and time of the forum will be decided by the Supreme Court and the Election Rules Committee. The date of

forum will be announced on the same day as the dates for the general election. Failure to participate in this forum will result in immediate disqualification from the election. Candidates who are disqualified from the election due to absence from the Candidates' Forum may appeal to the Supreme Court for reinstatement of their candidacy.

500.3 With regards to enforcing the Election Laws, the Committee will:

A. Assess campaign violations

B. Keep specific written records of all violations. This should include:

1. Who committed the violation
2. What the violation was
3. Where the violation occurred
4. Who assessed the violation
5. Date of violation
6. Penalty imposed for the violation

C. The Elections Committee shall assess campaign violations. When a poster or other campaigning material is found in an illegal place, the committee member shall remove that poster in the presence of any student, sign the back of the poster, and give the date, time, and place of the violation; as well as request the witnessing student to initial and give student number for proof of witness. No person may receive points more than once for each violation (e.g., if he or she has one poster in an illegal place, he or she cannot receive points four times for that poster. He or she can, however, receive points four times for four illegal posters).

D. Notify the candidate in writing for the specific violations which he or she committed. He or she should be informed they have the option to appeal the points to the Election Rules Committee.

E. If the Election Rules Committee upholds the points, the decision may be appealed to the Supreme Court.

F. Every effort must be made to verbally notify the candidate of disqualification within forty- eight (48) hours of the time of disqualification. Written notification of violations must be mailed within three (3) business days. This applies to any person who is not a member of SGA.

500.4 No member of the Election Rules Committee, including the President of the Senate may be involved in any committee work for or during any election which he or she is running for office.

500.5 All SGA election and registration deadlines for candidates shall be publicized at least one month in advance of the date they are to be held.

500.6 The Election Rules Committee shall expand the rules regarding campaign publicity in Chapter 502 as is necessary with approval of the Executive Council. It is the responsibility of the Election Rules Committee to make available to all candidates at the time of the candidate registration deadline a copy of the expanded rules.

500.7 An Electronic polling system for student body elections shall be included as a way of

polling the student body at the discretion of the current Election Committee.

500.8 The Election Rules Committee will issue sanctions and points on a case-by-case basis. The Committee must adhere to the rules and regulations within The Lowdown and may adhere to similar precedent set by previous decisions by the Committee in order to form its rulings.

500.9 If the President of the Senate chooses to pursue candidacy for either the Homecoming Court or in the spring semester Student Government Association elections, the President of the Student Government Association shall appoint the President Pro-Tempore of the Senate to succeed the President of the Senate in chairing the Elections Rules Committee. If both the President of the Senate and the President Pro-Tempore of the Senate choose to pursue candidacies for either the Homecoming Court or in the spring semester Student Government elections, the President of the Student Government Association shall appoint the Attorney General to succeed the President of the Senate in chairing the Election Rules Committee. If the President of the Senate, the President Pro-Tempore of the Senate, and the Attorney General choose to pursue candidacies for either the Homecoming Court or in the spring semester Student Government Association elections, the President of the Student Government Association shall appoint a member of the Student Government Association whom the President of the Student Government Association deems qualified and able to succeed the President of the Senate in chairing the Election Rules Committee.

Chapter 501. Homecoming Elections

Queen and King

501.1 The date set for the Homecoming election must be a minimum of four days before the Homecoming game.

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

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

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

501.2.3 Each candidate is required to attend a mandatory informational meeting at 5:15 pm in the Student Center on a date set by the Homecoming Committee. If a candidate is unable to attend the mandatory informational meeting, he/she must send a representative on his/her behalf.

501.2.4 Candidates will participate in a campus-wide election.

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

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

Court Maids

501.4 Court Maids are defined as females who want to represent their class (Freshman,

Sophomore, Junior, Graduate) in the Homecoming Court.

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

501.4.2. All candidates must abide by 501.2.1 and 501.2.2

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

Chapter 502. Campaign Regulations

502.1 Publicity

502.1.1 All campaign preparations (including material preparation or campaign committee meetings) on or in sight of the University campus prior to the campaign dates must be made in a non-public area (i.e. an area made inaccessible to the general student body or general public).

502.1.2 Flyers may not exceed 8 1/2 by 11 inches and may be placed (using masking tape only) on ceramic tile or brick walls or other unpainted surfaces but not glass doors or windows.

502.1.3 Only one flyer per bulletin board inside buildings is allowed, but not to exceed two flyers per floor per building.

502.1.4 No posters will be allowed in any library or any dining service area.

502.1.5 Flyers may not be placed on trees, nor windshields.

502.1.6 No nails are to be used to hang any campaign materials.

502.1.6.1 Banners and sheets may be hung outdoors only.

502.1.7 All campaign materials must bear the name of the individual or organization which is responsible for its publication. That individual or group will be liable in student courts for any statement contained in the material. Individuals distributing unmarked material will be held personally liable for what they distribute. If any organization distributing material is not officially recognized on campus, the names of the officials of the group must be filed with the Election Rules Committee by application date.

502.1.8 All editorials must be distinguished as being the responsibility of the editor or writer. The editor will be held liable for statements in ads not marked as herein required.

502.1.9.1 No campaigning, either verbal or material, will be allowed on election day.

502.1.9.2 The above word “campaigning” will not be considered to mean buttons or stickers worn by students on election day while the polls are open.

502.1.9.3 No verbal campaigning is allowed at any time within any of the University of South Alabama’s libraries and study halls. Physical campaigning shall be allowed. Questions and challenges about whether an area is to be identified as a study hall, as well as any questions and challenges about whether any campaign action was of a verbal or physical nature, are to be addressed to the Elections Committee for its due consideration. Any violation of this amendment will be required to be evaluated by the Elections Committee for due process.

502.1.9.4 No campaigning, either verbal or material, is allowed at any time by any newly elected member of the Student Government Association in the event of a Student Government Association run-off election. A newly elected member is defined as follows: any Executive or Legislative candidate from the most recent general election who has been elected to serve in the Student Government Association. Any violation of this amendment will be required to be evaluated by the Elections Committee for due process.

502.1.10 Violations of the above regulations will result in one point per violation with the exception of 502.1.6 which will result in five points per violation.

502.1.11 Any candidate who receives more than 25 points in fines during the election (through the date of the election) will be subject to disqualification.

502.1.12 Only the Election Rules Committee has the power to officially declare a candidate disqualified through the date of elections. The Supreme Court may disqualify a candidate if a candidate's appeal is upheld.

502.1.13 All flyers, banners, etc. must be removed within 48 hours after election results have been posted. Non- compliance will result in two points per violation.

502.1.14 All write-in candidates are subject to the same regulations as recognized candidates.

502.1.15 Only the following may be hung, displayed, or advertised on the main campus unless told otherwise by the elections chair:

a. flyers (except on car windshields)
b. Sheet Signs/Banners
c. Yard Signs
d. Button/Stickers

Endorsements

502.1.16 No facility on the University campus may lend its support in any capacity to any candidate. Permission cannot be granted exclusively to any candidate for the distribution of material by such a facility.

502.1.17 No employee of the University (faculty, staff, or administration) may campaign in any capacity for any candidate. Any student who is an employee in any capacity for the University of South Alabama may not campaign, either verbal or material, for any candidate while on the clock.

502.1.18 No candidate may receive any exclusive assistance ("exclusive assistance" is defined as "any service or contribution which is provided to a candidate which is not equally made available to all other candidates") from any type of business; violation of this will result in disqualification of the candidate.

502.1.19 No candidate may directly use University logos, images, or identifiers that give the appearance of a University endorsement for campaigning purposes.

CHAPTER 503. Campaign Expenses

503.1 No candidate's campaign expenses may exceed $500.00 for University-wide elected positions and $250.00 for all other positions, these amounts include all

contributions. This amount is to cover the general and run-off elections.

503.2 Each candidate must submit an itemized financial statement containing an estimate of the fair market value of each item which he or she used in the campaign. This statement must be submitted no later than 5:00 p.m. on the first day following elections (23 hours after the polls close).

503.3 The Election Rules Committee has the power to assess a candidate's expenditures according to the fair market value of the expenditures. Any candidate whose expenses are determined by the committee to be over $250.00 for senate positions or $500.00 for university-wide elected positions will be disqualified. All materials used in the general election may be used in the run-off election.

503.4 Failure to turn in itemized financial statements for campaign expenditures as stipulated in 503.2 will result in a 10-point penalty to be applied towards the candidate in violation.

CHAPTER 504. Voting Procedures

504.1 Candidates' names will appear on the ballot in a position determined by alphabetical order. Space will be provided on ballots for write-in candidates.

504.1.1 If a voter chooses to write in a candidate who is already listed on the ballot, the write in vote for that candidate will be voided.

504.2 Voting shall be by secret ballot. To receive a ballot, the voter must follow procedures outlined by the Elections Committee. The voter must mark the ballot according to the instructions on the ballot. The voter shall be responsible for submitting the completed ballot to the election's vendor.

504.3 The manner in which votes are tabulated will be determined by the Elections Committee and results of all votes counted will be posted at the SGA office.

CHAPTER 505. Run-Offs

505.1 A majority of the total votes cast is necessary to win any of the elected SGA offices other than Senator and Student-At-Large. Votes cast for non-SGA members (as defined in Article II Section I of the SGA Constitution) do not count towards the number of total ballots cast in any race.

505.2 In case no candidate receives the majority necessary to win, a runoff election will be held approximately one week after the general election. The two candidates receiving the highest percentage of the vote will participate in the run-off election. The date of the runoff election shall be determined before the date of the general election and published with the date of the general election.

505.3 If a tie occurs for the last Senator position in any college, division or Student-At-Large position, these individuals will participate in a runoff to be held approximately one week after the general election.

CHAPTER 506. Protests

506.1 Any protest of a Student Government Election or a Homecoming Queen and King Election must be submitted to the Supreme Court within five (5) business days after the day of election. Any decision by the Election Rules Committee may be appealed

to the Supreme Court.

CHAPTER 507. Physical Campaign Advertisements

507.1 A physical campaign advertisement is defined as any physical advertisement on campus that promotes a candidate for an election purpose. Physical campaign advertisements include sheet signs, banners, flyers, yard signs, stickers, and buttons. Anything not listed above must be approved by the elections chair.

507.2 Physical campaign advertisements must be approved in the SGA office.

507.3 A record of all physical campaign advertisements will be kept in the SGA office.

507.4 All physical campaign advertisements that have not been registered will be taken down and kept in the SGA Office.

507.5 Physical campaign advertisements may be displayed only during official campaigning.

507.6 Physical campaign advertisements must be removed within 48 hours after election results have been posted.

507.7 Outdoor physical campaign advertisements must be hung with biodegradable cord or twine. This excludes yard signs.

507.8 All outdoor physical campaign advertisements must comply with all other regulations of the sheet sign policy.

507. 9 No outdoor physical campaign advertisements may be displayed in violation of the campus outdoor advertising policy. All outdoor physical campaign advertisements must be within the official campus perimeter.

CHAPTER 508. Electronic Campaign Advertisements

508.1 An electronic campaign advertisement is defined as any electronic form of promotion for a candidate for election purposes

508.2 Any electronic form of promotion may not occur while polls are open. However, electronic reminders that elections are occurring are permitted while polls are open as long as there is no form of promotion for a specific candidate including but not limited to name, logo, or picture.

508.3 Promotion through Student Organization email list is not allowed.

508.4 Email lists obtained through any form of USA Employment including JagPals among others, may not be used to promote a candidate at any time.

508.5 No candidate may use the University student email lists (Daily Digest, Sakai/Canvas) for promotion at any time.

508.6 Candidates may not offer any form of incentives to voters, including but not limited to service credits, office hours, etc.

TITLE VI. Ethics

Chapter 600. Conflict of Interest

600.1 Restrictions on SGA Offices:

600.1.1 SGA BUDGET/APPROPRIATIONS REQUEST INFORMATION

IMPORTANT - Please read the following rules and regulations carefully before filling out the request form. If the form is not filled out completely and correctly, delays in receiving funding may occur. If you have any questions, please contact the SGA Treasurer at 251-460-7191.

No person shall hold more than one of the following offices at any one time:

President
Vice President
Treasurer
Senator
Chief Justice
Member of the Supreme Court
Attorney General
Defense Attorney
Executive Assistant
Senate Clerk or SGA Secretary
Student At Large

600.1.2 Exceptions to the preceding restriction must be approved in bill form by the SGA Senate.

600.1.3 No person holding an office in Title VI, Chapter 600.1.1 may receive any income out of SGA monies for anything other than the stipend which he or she is entitled to draw by his or her Office.

600.1.4 No person holding an office in Title VI, Chapter 600.1.1 may be employed as a member of the SGA office staff.

600.2 Restrictions on the Judiciary

600.2.1 Members of the Supreme Court, including the Chief Justice, who have qualified to be a candidate for any SGA office may not hear election protests involving that office or the entire election.

600.2.2 The Supreme Court may not rule on any case in which the Chief Justice or a member of the Supreme Court is a defendant. The case will automatically be referred to the Dean of Students for adjudication.

TITLE VII. Rules for the Allocation of SGA Funds

Chapter 700 Financial Rules

700.1 No amount of the Student Government Association's funds may be spent before the forming of a senate approved budget; this is to exclude the purchase of necessary office supplies and professional development programming.

700.1.1 Necessary office supplies include, but are not limited to, copy paper, pens, pencils, tape, highlighters, permanent markers, etc.

700.1.2 Professional development programming includes, but is not limited to, retreats and conferences.

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

700.2.1 The form of reimbursement shall be a valid receipt, invoice, etc. The

recommendation of such reimbursement shall be up to the Student Government Association Treasurer.

700.2.2 The decision if reimbursement is valid can be decided by a five-sevenths approval of the Appropriations Committee.

700.3 The Senate must allocate a portion of the semesterly budget to be used for allocation to students, student organizations, and University departments.

700.4 The Appropriations Committee will have the authority to approve funding requests made by student organizations or University departments.

700.5 Funding requests must be approved by five-sevenths of the Appropriations Committee and signed by the President of the Student Government Association.

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

700.7 All advertising for an activity and/or item that is fully or partially funded by the Student Government Association must effectively recognize the Student Government Association's support.

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

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

700.10 The Rules Committee shall be the sole authority within the Student Government Association Senate in auditing the Financial Requests brought to the Appropriations Committee.

700.10.1 The Student Government Association Treasurer and President shall have authority to audit any and all Financial Requests brought to the Appropriations Committee.

700.11 Items purchased by student organizations using money allocated by appropriations must be delivered to a university address. Deliveries sent to an off-campus address will not be reimbursed.

Chapter 701 Appropriations

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

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

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

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

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

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

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

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

701.2.4 The Appropriations Chair has the right to reject a hearing on the basis of five - seventh vote of the Appropriation Committee to not hold a hearing on the said packet.

701.2.5 If changes are made within the Financial Bill prior to the Budget Meeting during the ten day review period, the Senate must be notified.

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

701.4 An organization shall only receive a maximum of $3,000.00 per fiscal year in appropriation allocations.

701.4.1 An organization may only request and receive up to $1250.00 per person for travel, lodging, and/or registration expenses per fiscal year out of their appropriation allocation budget.

701.4.2 Student Government Association funds may not be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless the organization requesting funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:

A. participating in competition on behalf of the university at the event (this does not include delegation of the year, chapter of the year, spirit awards or equivalents thereof), or

B. hosting the convention within one year of the date that the appropriation is approved by the Senate, or

C. attending for the sole purpose of receiving information on further education, academic, or professional opportunities.

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

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

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

701.4.4.1 The itemized, numbered expense list shall include a list of the people planning to

attend the event, their Jag Numbers, proof of registration (such as an e-mail, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).

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

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

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

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

701.5 An organization may receive funding for uniforms.

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

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

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

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

701.6 The Student Government Association shall not pay for equipment such as, but not limited to, any type of media equipment, audio equipment, digital cameras, computers, printers, videos, books, hardware, tools, recreational equipment, individual sports safety equipment, or intramural equipment.

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

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

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

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

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

Chapter 702 Co-sponsorships

702.1 Co-sponsorships are approved at the discretion of the Appropriations Committee based on the current Student Government Association's vision for the campus

community at the University of South Alabama.

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

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

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

702.4 A Student Government Association Co-sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.

702.5 A co-sponsorship shall entail the following additional information to be presented to the Appropriation Committee, as included but not limited to:

a. Information about the project's full scope

b. Information about additional sponsors, their support, or additional funding methods

c. A full copy of all receipts for services, materials, or items used in the project, not just receipts limited to the project portions co-sponsored by the Student Government Association

d. An after-event report of the co-sponsorship's goals, accomplishments, and results to be presented to the Appropriations Committee

e. Any additional information requested by the Appropriations Committee or Senate.

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

702.7 The Student Government Association will only reimburse up to a maximum of 65% of the total proved project's cost (receipts of all actual expenditures, not just planned expenditures).

702.8 Co-sponsorship of an organizational event does not impact that organization's annual appropriation allocation.

702.9 An organization shall not receive funding for conference expenses, travel, lodging, and registration expenses through co-sponsorships.

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

702.10.1 Co-sponsorship's whose purpose may be deemed philanthropic by the Appropriations Committee may charge a maximum of $10.00 per student per event.

702.11 If an organization is requesting a co-sponsorship for an off campus venue, they must provide one (1) bid for an on-campus venue as well as two (2) additional off campus venue bids with an estimation of attendance for the event.

Chapter 703 Supplemental Travel Grants (STGs)

703.1 STGs are for travel, lodging, and/or registration expenses for conferences only.

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

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

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

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

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

703.5 The maximum a student can receive through an STG is $1250.00 per Student Government Association fiscal year.

703.5.1 The maximum a sponsoring organization or department may request is $2,500.00 per Student Government Association fiscal year.

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

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

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

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

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

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

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

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

703.7.2.3 The Student Government Association will reimburse meals outside of conference or event during travel, per university guidelines.

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

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

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

703.8 An organization shall only request a STG if the amount that the Student Government Association would provide for the STG would cause an organization to go over their annual appropriation allocation limit if it was passed as an Appropriation. Otherwise, the group is to submit a Financial Request Packet or modify an existing one.

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

TITLE VIII. Administration

Chapter 800. Stipends and Salaries

800.1 The following members of the Student Government Association shall receive the given stipends monthly:

President - $675.00

Vice President - $625.00

Treasurer - $575.00

Chief Justice - $375.00

Attorney General - $325.00

Student-At-Large: $250.00

Comptroller: $200.00

Senate Clerk - $100.00

Senate Pro-Tem - $100.00

800.1.1 The following members of the Student Government Association shall receive the given stipends each semester:

Senator - $200.00

Associate Justices- $150.00

Senate Committee Chairs - $100.00

800.2 The President may hire secretaries who shall receive just compensation subject to Senate approval.

800.3 All stipends paid by the SGA are subject to the following conditions:

800.3.1 The SGA Senate may withhold or prorate payment of a stipend to any official who fails to perform the duties as prescribed for his or her office, with a two-third vote of the Senate. Any SGA official can bring before the Senate a resolution to withhold stipend for non-performance of duties.

800.3.2 Stipend payments may not be withheld by the Senate in order to intimidate an officer, if the officer meets all qualifications for payment.

800.3.3 Any official on academic probation or probation at USA cannot receive stipends.

800.3.4 Missed meetings by officers may be excused by a 3/4 vote of the Senate. Such a vote to excuse the absence also excuses the officer from any loss of pay as prescribed by Chapters 200.1.8, 200.1.9, 201.1.4, 201.1.5, 202.1.7, 202.1.8, 204.1.1 204.1.2, 401.1.6 and 401.1.7.

800.4 All stipends paid by the SGA are subject to the following conditions: The SGA Senate may withhold or prorate payment of stipend to any offical who fails to perform the duties as prescribed for his or her office, with a two-third vote of the Senate. Any SGA official can bring before the Senate a resolution to withhold stipend for non-performance of duties.

800.5 No Senator may receive the benefits of a stipend increase during said term.

Chapter 801. Salaries for Committee Chairs and Senators

801.1 To meet stipend requirements a senator must complete one office hour per week as well as attend all Senate meetings, with the exception of excused absences. Absences can be appealed and excused by a two- thirds majority of the Senate by secret ballot for extenuating circumstances which must be documented.

801.1.1 In order to meet stipend requirements, committee chairs and student Senate committee chairs must complete one office hour per week and if requested by the President of the Senate, the committee chair must attend a specified Senate meeting, unless it is excused due to a death in the family or a doctor's excuse.

801.2 All stipends paid by the SGA to Senators, committee chair, student-at-large, and Student Senate committee chairs are a stipend of $100.00 per semester.

801.3 Each college is required to complete one project per year.

801.4 The President Pro-Tem must approve all projects.

801.5 Each college is required to nominate one person to be in charge of said project.

801.6 This person will be required to coordinate the event, as well as evaluate each senator's involvement on the project.

801.7 This evaluation shall be forwarded to the President Pro-Tem for evaluation by the Senate Involvement Committee as specified in Title III, ch.308.

801.8 If a senator or committee chair fails to meet the requirements as stated in 801.1, an appeal may be turned in to the Rules Committee.

801.9 An executive officer must be allowed to sit in on the appeal process as well as have the ability to vote.

801.10 The chair of the Rules Committee must choose the executive officer to sit in on the appeal.

801.11 The decision of the Rules Committee must be explained at the following scheduled SGA senate meeting.

Chapter 802. Sheet Sign Regulations

In a cooperative effort to maintain the beauty of our campus and still offer maximum advertising options to students, the following sheet sign regulations will be enforced:

802.1 A student affiliated with the organization must request approval at the SGA office. Valid student ID is required to register the number and locations of sheet signs.

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

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

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

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

802.6 Sheet signs must be hung between two trees with biodegradable cord.

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

802.8 No sheet signs within two hundred yards of any location on Old Shell Road or University Boulevard.

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

802.10 No sheet signs on or near the walkway between Humanities Building and the Student Center.

Restrictions for Advertising Regular Meetings

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

802.12 All sheet signs must comply with all other regulations found in Section III A of the Speech, Expressive Activities, and Use of Space, Facilities, and Grounds Policy.

Chapter 803. Penalties and Fines

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

803.2 Second violation: 10 points will be levied against the responsible department or organization.

803.3 Third violation: all sheet sign privileges are suspended until the following school year. (Academic year is defined as summer, fall and spring semesters, with summer the beginning of the academic year and spring the end of the academic year.)

Off-limit Areas - 10 Points First Offense

Student Government Association

Publication A001

Rules for Allocation of Student Government Association Funds to Non-Student Government Association Entities

Revised July 2020

Title I. Definitions

100.1 Appropriations Committee: a standing Senate committee charged with the review and approval of all requests by outside entities for Student Government Association funds.

100.2 Financial Request: A formal written request asking for Student Government Association funds to be utilized in a manner stipulated in the request.

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

100.4 Appropriation: A type of allocation to a student organization. Must adhere to appropriation rules, as well as allocation and financial request rules.

100.5 Co-sponsorship: A type of allocation to a student organization or University of South Alabama entity. Must adhere to co-sponsorship rules, as well as allocation and financial request rules.

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

Title II. Financial Rules

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

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

200.1.2 The decision if reimbursement is valid shall be made by five-sevenths approval of the Appropriations Committee when necessary and can be overridden by two-thirds approval of the Senate.

200.2 Informational meetings for students and organizations regarding the Appropriation, Co-sponsorship, and Supplemental Travel Grant processes and requirements shall be held each semester before the end of the first two weeks of the Allocation period and shall be hosted by the Student Government Association Treasurer, Comptroller, President, or some combination thereof.

200.3 All financial requests submitted to the Appropriations Committee must be received at least seven (7) business days prior to the time the allocation is needed. This rule may be waived with five-seventh approval of the Appropriations Committee.

200.4 Any and all allocations must be spent as stipulated by the Student Government Association.

200.5 Any organization which uses any part of its allocated funds from the Student Government Association for private or commercial gain and/or not in accordance

200.4 shall have the remainder of its allocation cut off and shall not receive any Student Government Association allocation for a minimum of three semesters to follow.

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

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

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

200.7 The Student Government Association Treasurer must announce by the end of the first week of the semester all dates pertaining to allocation of Student Government Association funds to non-Student Government Association entities. These dates include, but are not limited to, the start and end dates for appropriations, co-sponsorships, and supplemental travel grants.

Title III. Financial Request Requirements

300.1 Requirements for the Financial Request are as follows and will be included on the fillable form on the InvolveSouth Budget Request:

a. Itemized and numbered list of items requesting payment for.
b. Explanation of all parts.
c. Contact Information (including e-mail and phone number).
d. Proof of costs for all expense items--uploaded as supporting documentation.
e. Advisor approval--first reviewer in InvolveSouth Budget Process

Title IV. Promotional Materials

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

400.2 The Student Government Association will not pay for promotional items for events unless the event is sponsored by the Student Government Association.

Title V. Appropriations Requirements

500.1 An organization shall only receive a maximum of $3,000.00 per fiscal year in appropriation allocations.

500.1.1 An organization may only request up to $1250.00 per person for travel, lodging, and/or registration expenses per fiscal year out of their appropriation allocation budget.

500.2 An organization may receive funding for uniforms.

500.2.1 An organization requesting uniforms is not required to provide Jag Numbers and Names of the students receiving the uniforms.

500.2.2 An organization requesting uniforms will only be reimbursed up to the amount per uniform listed in the approved Budget Process (Request).

500.2.3 Uniforms are defined as torso and leg garments and only such garments will be approved.

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

500.3 The Student Government Association shall not pay for equipment such as, but not limited to, any type of media equipment, audio equipment, digital cameras, computers, printers, videos, books, hardware, tools, recreational equipment, individual sports safety equipment, or intramural equipment.

500.3.1 The Student Government shall pay for equipment listed in 500.3 that may not be reasonably available on campus and that is vital for the organization to function.

500.3.2 500.3 may be suspended with five-sevenths approval of the Appropriations Committee.

500.3.3 If equipment is purchased using allocation of funds from the Student Government Association it must be stored on campus and proof of storage must be brought to the Student Government Association Treasurer.

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

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

Title VI. Co-Sponsorships Requirements

600.1 All requests for co-sponsorships must be received at least two weeks prior to the event.

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

600.3 A Student Government Association Co-Sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.

600.4 A co-sponsorship shall entail the following additional information to be presented to the Appropriations Committee, as included but not limited to:

f. Information about the project's full scope
g. Information about additional sponsors, their support, or additional funding methods
h. A full copy of all receipts for services, materials, or items used in the project, not just receipts limited to the project portions co-sponsored by the Student Government Association
i. An after-event report of the co-sponsorship's goals, accomplishments, and results to be presented to the Appropriations Committee
j. Any additional information requested by the Appropriations Committee

600.5 Every organization seeking a Student Government Association co-sponsorship must be able to demonstrate that a substantial effort has been made, on the part of the

organization, to fund the project on its own.

600.6 The Student Government Association will only reimburse up to a maximum of 65% of the total approved project's cost (receipts of all actual expenditures, not just planned expenditures).

600.7 Co-sponsorship of an organizational event does not impact that organization's annual appropriation allocation.

600.8 An organization shall not receive funding for conference expenses, travel, lodging, and registration expenses through co-sponsorships.

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

600.9.1 Co-sponsorships whose purpose may be deemed philanthropic by the Appropriations Committee may charge a maximum of $10.00 per student per event.

600.10 If an organization is requesting a co-sponsorship for an off campus venue, they must provide (1) a bid for an on-campus venue as well as (2) additional off campus venue bids with an estimation of attendance for the event.

Title VII. Supplemental Travel Grant Requirements

700.1 Supplemental Travel Grants (STGs) are for travel, lodging, and/or registration expenses for conferences only.

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

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

700.4 The maximum a student can receive through an STG is $1250.00 per Student Government Association fiscal year.

700.4.1 The maximum a student organization or department can request is $3,000.00 per Student Government Association fiscal year.

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

700.5.1 Examples of actively participating in an academic and/or professional conference include, but are not limited to:

k. Presenting a paper
l. Being an invited commentator
m. Presenting a poster presentation
n. Participating in an academic competition

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

Title VIII. Travel Rules

800.1 Student Government Association funds may not be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless the organization requesting funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:

o. Participating in competition on behalf of the university at the event (this does not include delegation of the year, chapter of the year, spirit awards, or equivalent thereof), or

p. Hosting the convention within one year of the date that the appropriation is approved by the Appropriations Committee, or

q. Attending for the sole purpose of receiving information on further education, academic, or professional opportunities.

800.2 The Student Government Association cannot provide for funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.

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

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

800.3.1 The itemized, numbered expense list shall include a list of the people planning to attend the event, proof of registration (such as an email, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).

800.3.2 The Student Government Association shall reimburse for gas mileage (per University policy) or gas receipts, whichever is lower.

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

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

UNIVERSITY OF SOUTH ALABAMA

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

Alma Mater

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

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