



Climb

**“The Hill”**

to

**Success**

at...

**Alabama A&M  
University**

- School of Agricultural &  
Environmental Sciences

- School of Arts & Sciences

- School of Business

- School of Education

- School of Engineering



[www.aamu.edu](http://www.aamu.edu)

The background features a large, faint watermark of the Panama Agricultural and Mechanical University logo. The logo is circular with the text "PANAMA AGRICULTURAL AND MECHANICAL UNIVERSITY" around the perimeter. Inside the circle, it says "SERVICE IS" at the top, "1873" in the center, and "FOUNDED NORMAL" below that. There is also a small illustration of a building or structure.

## **Inside Front Cover**

### **On-line Registration**

**Use the following steps to register:**

- Step 1: Contact Advisor for class selection**
- Step 2: Get your personal identification number from your academic advisor**
- Step 3: Register online at:  
<http://www.aamu.edu/sis/webreg.asp>**
- Step 4: Once classes are scheduled – pay your fees**

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## WHERE TO GO FOR HELP

<i><b>Problem/Question</b></i>	<i><b>Who To Call</b></i>	<i><b>Extension</b></i>
Academic Advising	University College/Your School	5750
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## **Student Notification of Rights under FERPA for Alabama A&M University**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under FERPA exception for disclosure to school official with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to official of another school in which a student seeks or intends to enroll. (NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **PURPOSE**

The purpose of this handbook is to provide students with vital information needed in making decisions relating to college life and in finding answers to common problems and/or concerns relating to matriculation at Alabama A&M University.

The information in this handbook is current as of August, 2007. Material contained herein is subject to change without prior notice. Questions concerning specific University policies should be directed to the appropriate office.

The student is responsible for becoming familiar with the material in this handbook, to keep it as a ready reference, and to govern him/herself by its contents. Being unaware of the contents herein cannot be used as the basis of avoiding any adverse outcomes thereof.

The administration, faculty and staff hope that this handbook will be a useful tool in assisting you to learn, cherish, and adhere to the ideals and traditions of Alabama A&M University. Further, we trust that it will aid you in gaining the most profitable and satisfying experience while in attendance at the University.

This student handbook is not intended to serve as a substitute for the Alabama A&M University Undergraduate Bulletin or the Alabama A&M University Graduate Bulletin.



Welcome to “The Hill”!

You are to be commended for your selection of Alabama A&M University as your partner in the realization of your dreams. Your university is a proud product of the 1890 land-grant mission and, as such, it is committed to teaching, research and service to mankind.

During your years on “The Hill”, you will soon become aware of the numerous successes of the many that walked the paths before you. They endured many of the same conflicts that are so much a part of college life. As you move through your course of study, you will become more adept at managing “The Hill”, your valuable time and all your resources. And, there are many faculty and staff members available to ensure that your daily climb is a productive one.

Please be mindful that, although there is an abundance of resources, sometimes you may have to rely on your self-motivation to take full advantage of them. Start now by becoming familiar with the important information contained in this handbook and revisit it as often as you believe necessary.

I am pleased to welcome you to Alabama A&M University as a new member of the AAMU family. We are certain that your experience here will be academically challenging, civically engaging, enlightening and filled with the Bulldog spirit!

Sincerely,

*Robert R. Jennings*

Robert R. Jennings

President

Greetings:

Congratulations and welcome to what you now know as “The Hill”. We are truly honored that you have favored Alabama A&M University in your pursuit of excellence.

As a college student you will experience some of the most rewarding academic, athletic, social and personal events in your entire life, treasure them. However, in order to keep them all in their proper perspective, “Life On The Hill” should be your guide – become familiar with it.

Again, we are pleased that you are here and hope that after graduation you will look back with pride at your part of the rich and growing history of “The Hill”.

Sincerely,

Jerome H. Roberts  
Vice President for Student Affairs

**SECTION I**  
**GENERAL INFORMATION**



## HISTORICAL INFORMATION

Alabama Agricultural and Mechanical University, Normal, Alabama, is a land-grant university. Its support comes from the State of Alabama and federal funds appropriated to assist in carrying on work stipulated by the Morrill Acts of 1862 and 1890. The University is under the control of a Board of Trustees.

The University was organized in 1875 as the result of a bill passed in the Alabama State Legislature in 1873, and through the continued efforts of its founder and first president, William Hooper Councill, an ex-slave. When the school opened on May 1, 1875, as the Huntsville Normal School, it began with an appropriation of one thousand dollars (\$1,000) per year, sixty-one pupils and two teachers.

Industrial education was introduced about 1878, and attracted wide attention. The School was assisted financially by the Slater and Peabody funds, and by private contributors. The work in industrial education was so successful that the State Legislature authorized the name to be changed to "The State Normal and Industrial School of Huntsville." The appropriation was increased by the State to four thousand (\$4,000) per year.

In 1891, through legislative action, the school became the recipient of a part of the Federal Land-Grant Fund provided by the Act of Congress, approved August 30, 1890. The purpose of this fund was to further training in Agriculture and Mechanical Arts in the various states, at the college level.

The name of the school was changed to "The State Agricultural and Mechanical College for Negroes." A new location was provided at Normal, Alabama where the school would have ample room for the development of its trade and agricultural programs.

In 1919, the institution became a junior college, and its name was changed to "The State Agricultural and Mechanical Institute for Negroes."

In 1939, by authority of the State Board of Education, the institution was permitted to offer work on the senior college level. The first graduation class since 1920 received the Bachelor's degree in 1941. On January 14, 1948, the name was again changed to "Alabama Agricultural and Mechanical College." Finally, on June 26, 1969, the Alabama State Board of Education, the governing body of the institution, adopted a resolution changing the name to Alabama Agricultural and Mechanical University."

The University received a "Class A" rating by the Southern Association of Colleges and Secondary Schools in August, 1946, and became a fully accredited member of the Association in December, 1963.

## **UNIVERSITY MISSION**

Alabama Agricultural and Mechanical University reflects the uniqueness of the traditional land-grant institution which combines professional, vocational, and liberal arts pursuits. The University provides baccalaureate and graduate studies that are compatible with the times to all qualified, capable individuals who are interested in further developing their technical, professional, and scholastic skills and competencies. It operates in the three-fold function of teaching, research, and public service, including extension in cooperation with the Alabama Cooperative Extension System. A center of substance and excellence, Alabama A&M University provides a setting for the emergence of scholars, leaders, thinkers, and other contributors to society. Specifically, the University is committed to (1) excellence in education and a scholarly environment in which inquiring and discriminating minds may be nourished; (2) the education of students for effective participation in local, state, regional, national, and international societies; (3) the search for new knowledge through research and its applications; (4) the provision of the comprehensive outreach program designed to meet the changing needs of the larger community; (5) programs necessary to adequately address the major needs of problems of capable students who have experienced limited access to education; and (6) integration of state-of-the-art technology into all aspects of University functions. Alabama A&M University, in cooperation with businesses, industrial and governmental agencies, and other institutions, provides a laboratory where theory is put into practice in a productive environment.

## **ORGANIZATION OF THE UNIVERSITY**

The University is Governed by a Board of Trustees appointed by the Governor of the State of Alabama. The Governor is ex-officio Chairman of the Board. Reporting to the Board is the President of the University, who serves as Chief Executive Officer. The President is assisted by a cabinet of administrative officers which includes Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business and Finance, Vice President for Institutional Research, Planning and Sponsored Programs, Vice President for Institutional Advancement, General Counsel, Executive Assistant, and Athletic Director. The academic area of the University is organized into five undergraduate schools, a graduate school and a university college, each headed by a dean who reports to the Provost/Vice President for Academic Affairs. The five undergraduate schools are (1) Agricultural and Environmental Sciences, (2) Arts and Sciences, (3) Business, (4) Education, and (5) Engineering and Engineering Technology. Each school has areas of concentration in which students may pursue a major and/or minor interests.

**GENERAL OFFICERS OF THE  
UNIVERSITY**

**BOARD OF TRUSTEES**

Honorable Bob Riley, Governor, Ex-Officio President

Dr. Shefton Riggins  
President Pro Tempore  
817 Princeton Avenue, SW, Ste 300  
Birmingham, AL 35211

Dr. Raymond Burse  
GE Consumer & Industrial  
Appliance Park, AP2-226  
Louisville, KY 40225

Mrs. Emma Jean Melton  
5003 4<sup>th</sup> Avenue  
Tuscaloosa, AL 35405

Mr. Robert Avery  
710 Crestview Drive  
Gadsden, AL 35901

Attorney H. Lewis Gillis  
3121 Zelda Court  
Montgomery, AL 36103

Mrs. Velma Tribue  
2385 South Oates Street  
Dothan, AL 36301

Mr. Hall Bryant, Jr.  
424 Locust Avenue, SE  
Huntsville, AL 35801

Mr. Oliver Washington, III  
11545 Bellingrath Road  
Theodore, AL 36582

Judge Martha Lynn Sherrod  
5724 Jones Valley Drive, SE  
Huntsville, AL 35802

Mr. R. Thomas Beason  
101 Monroe Street  
Huntsville, AL 35801

Mr. James Montgomery, Sr.  
P.O. Box 1870  
Anniston, AL 36202

**ADMINISTRATIVE OFFICERS**

President .....Dr. Robert R. Jennings  
Provost and Vice President for Academic Affairs .....Dr. Beverly Edmond  
Vice President for Student Affairs ..... Dr. Jerome H. Roberts  
Vice President for Business and Finance .....Mr. Charlie Rucker  
Vice President for Institutional Research, Planning &  
Sponsored Programs.....Dr. Teresa Merriweather-Orok  
Vice President for Institutional Advancement..... Mr. David Hoard, Interim  
General Counsel.....Dr. Kenneth Hairston  
Executive Assistant.....Dr. Greg Smith  
Athletic Director.....Mrs. Betty Austin

## **SPECIAL ANNUAL EVENTS**

Traditions are a vital part of the character, uniqueness and social life of any university. They serve to give students, faculty, staff and alumni a sense of community. This sense of community is important to the vitality of the university, and fosters the involvement of each student in the interchange of ideas, in academic inquiry, and in an exciting atmosphere of social and cultural development. Among the more prominent traditions are the special annual events described below.

### **Bulldogs S.O.A.R. (Student Orientation And Registration)**

Student Orientation And Registration (SOAR) Program is designed to (1) increase the amount of individualized attention that can be given to each new entering student when processing in to the University; (2) decrease the amount of wait time a first-year student experiences when completing required University enrollment and in-processing transactions; and (3) increase student satisfaction with the University's services provided during initial entry to the University. SOAR will afford first-year students the opportunity to register for classes, pay required deposits (i.e., housing), apply for and monitor financial aid applications, and discuss other concerns with appropriate University personnel prior to their move-in to campus.

During SOAR, students will have the opportunity to take COMPASS, the placement examination that must be completed by all first-year students prior to the issuance of their class schedules; meet other students who plan to attend the University during the upcoming semester; learn about the University's history; participate in campus tours; pre-order books for the classes in which they register; learn the University Hymn; and visit their residence halls.

In a nutshell, SOAR will connect first-year students to "The Hill."

### **Operation Jump-Start**

Operation Jump-Start (OJS) is the University's compliment to Bulldogs SOAR. This 3-day program has an activity-driven focus and serves as an entrée to the ORI 101, Survival Skills course, to acclimate students to each other, University campus life, and the legacy of William H. Council. Through a combination of activities, demonstrations and out-of-class activities, students are further initiated into the University family. The sessions include: *Bulldog Unity, Stress Management, Time and Money Management, Health Issues, Study Strategies, Learning Styles*, and others. In addition, there are such extracurricular activities as an AAMU Quiz Bowl, OJS Talent Showcase and a group excursion to a selected off-campus site.

### **Operation Transition**

Transfer students who enter the University with 31 or more hours are required to attend Operation Transition. This half-day session affords students the opportunity to learn about the University's illustrious history, its policies and procedures and other activities. Students also meet with their academic advisors and plan their schedules for the term. The University College transfer advisor coordinates Operation Transition in

conjunction with the Academic Advising Center and the individual Academic Advising Coordinators for the Schools of Agricultural & Environmental Sciences, Arts & Sciences, Business, Education, and Engineering & Technology.

### **Homecoming Week**

This is a time of festive gathering of alumni and friends of the University joining the faculty, staff and students. Homecoming events are highlighted with a Pep Rally, Dawn Dance, Football Game, and the Homecoming Dance.

### **Magic City Classic**

This is a highly publicized week of festive activities highlighting the longest continuous football rivalry in the State. Classic Week climaxes with the annual football game between Alabama A&M and Alabama State Universities, at the renowned Legion Field in Birmingham, Alabama. The game is played before the largest crowd of the season, gathering from all over the United States.

### **Christmas Cantata**

The Christmas Cantata is a popular production of the Music Department. It is an annual cultural tradition of long standing. Members of the University family and the Huntsville community come to the campus in large numbers to share in the experience of this quality performance.

### **African-American History Month**

The Department of Music, History, and Political Science, in conjunction with the Performing Arts Committee sponsors the observance of African-American History Month. Salient aspects of African-American history and life are highlighted during the month.

### **Men's Week/Women's Week**

These weeks respectively feature group oriented programs designed to highlight students and motivate them to aspire to the noblest and finest qualities of manhood and/or womanhood.

### **Academic Honors Day**

At this time, the University family focuses its attention on the honoring of those students who have demonstrated excellence in their academic activities. The day is highlighted by an all-university convocation honoring students who have distinguished themselves by their academic performance.



## **Coronation of Miss Alabama A&M University**

Miss Alabama A&M University is crowned in regal splendor during the fall semester. A Coronation Ball follows the ceremonies. Friends, relatives and well-wishers of the Queen and her Court, as well as the entire University family turn out to witness and participate in this gala event.

## **Athletics Award Program**

The annual Athletics Award Program recognizes and pays tribute to students-athletes who have distinguished themselves in the various varsity sports. On this occasion, athletic awards are made.

## **Founder's Day**

The re-dedication to ideals and principles upon which the institution was founded is observed during Founder's Week. This is a week of stimulating convocations, alumni activities, the renewing of old acquaintances and class reunions. In honor of the founder, William Hooper Councill, homage is paid by an impressive convocation and processional of faculty, seniors, and guests, to his resting place on campus.

## **Youth Motivation Task Force Conference**

During the Fall semester of each year, students have the unique opportunity to participate in discussions with successful business/industry/education representatives from all parts of the United States. The Youth Motivation Task Force Conference, sponsored by Career Development Services, provides motivating, stimulating and positive challenges to our students. Through classroom visits, a campus-wide networking symposium, one-on-one sessions and YMTFest (activity coordinated by Student Cluster and Co-op Professional Club), students receive valuable information on how to compete in today's marketplace.

## **Career Week**

Annually, the first week in October officially begins campus recruitment season for Alabama A&M University students. Employer organizations begin active recruitment for permanent positions and Co-op/intern positions. During the Career Week event, students are afforded the opportunity to talk with the recruiters regarding hiring policies, popularly recruited majors, and general company information. Career Week is a two-day event beginning with a one-day Career Fair, which attracts over 80 employer organizations to the campus. The second day, which is the Interview Day, provides sophomores, juniors and graduate students the opportunity to interview for Co-op/intern positions and graduating seniors to interview for permanent positions. The fair is held in the T.M. Elmore Health Science Building and the Interview Day in the Ernest Knight Reception Center.

# FINANCIAL INFORMATION

## Charges and Payments

All charges (including tuition, room and board, and special fees) are due and payable upon registration, and thereafter, on dates shown in the schedule of payments. All remittances, if not made in person at the Cashier's Office, should be addressed and mailed to:

Cashiers  
Alabama A&M University  
P.O. Box 1388  
Normal, Alabama 35762

A valid student identification card must be presented when transacting official business with the Cashier's Department. The University accepts the following method of payments: Cash, Money Order, Traveler's Check, Cashier's Check, Certified Check and Visa and MasterCard Credit Cards. The University does not cash any form of checks that are made payable to the University.

The University reserves the right to contact any cardholder for any payment being offered by MasterCard or Visa credit card.

Payment sent by parents to students for books and other personal items should also be made via money order, cashier's check, or certified check, *made payable to the student and mailed directly to the student.*

Students who pre-register will be forwarded a statement of fees due. **Upon receipt of payment, registration will be confirmed.** Payments mailed to the University must be mailed ten (10) days before the due date. Students who do not pre-register will receive a statement at the time of registration and must pay the entire amount within 35 calendar days after the first day of classes during a regular semester and 25 calendar days during a summer term. **Failure to pay the entire amount due or make definite arrangements with the Business Office will result in disenrollment and involuntary withdrawal from the University for the semester or term.**

## Refund of Room Rent and Board

The application for campus housing and subsequent room assignment is a contract between AAMU and the student for a one year period. Room rent will not be refunded to a student unless he/she officially withdraws from the University.

***Withdrawal from the University.*** If a student officially withdraws from the University with no mitigating circumstances, a refund of room rent will be made on the following basis:

Before the fourth week of classes of the unexpended portion of the rent for Residence Hall..... 75%  
After the fourth full week of classes to the end of the semester, of the unexpended portion of the rent for Residence Hall space..... 50%

Refunds are not given to residential students who move from the dormitory without officially withdrawing from the University.

If the student officially withdraws from the University with no mitigating circumstances, the unused portion of the meal ticket payment will be refunded. The date used to calculate the room and board refund shall be the official date of withdrawal or the room is actually vacated, whichever is later. The University requires all boarding and non-boarding students to obtain an ID card. **A \$50.00 fee will be charged for replacing lost ID cards for boarding students and \$25.00 for non-boarding students.**

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

### **Disciplinary Suspension Refund**

Suspension is a temporary dismissal from the University for a specific period of time. The student loses all the rights and privileges as a student, and forfeits all fees paid.

### **Indebtedness to the University**

No student will be permitted to register for a semester until all bills from the previous semester or term have been paid. Failure to meet financial obligations, as scheduled, will cause a forfeiture of privileges of the dining facilities, residence halls, classroom facilities, and other activities.

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

No student who is financially indebted to the University will be permitted to join a campus-based fraternity, sorority, or club which requires dues or any initiation fee for membership.

## **STUDENT FREEDOMS AND RIGHTS**

### **Academic Freedom**

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

1. The facilities, services and educational programs of the University are open to all students who are academically and otherwise qualified to participate and benefit from them without respect to race, religion, creed, sex, age, national origin or disability.

2. Students are free to learn and evaluate ideas. They are free to discuss, to express opinions, and to hear diverse opinions. Expressions of opinions and discussions must be made in an orderly manner which is not disruptive of scheduled operations of the University.
3. Students are free, individually and collectively, to express views on issues of University policy and on matters of general concern to the student body. Students shall have the opportunity for representation and a voice on University standing committees directly concerned with academic matters and student affairs. It is the responsibility of the University members who are dissatisfied with decisions that have been made relative to institutional governance to utilize existing channels of appeal to address those decisions. The University recognizes the Student Government Association as the official agency of the student body.
4. Students are free to organize and join associations to promote their common interests, provided they do not conflict with the mission, goals, and best interests of the University. Each recognized student organization is free to choose its own advisors. Student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
5. Students are free to invite and hear persons of their choosing, providing that orderly and timely scheduling of facilities shall have been arranged through routine University procedures.

## **Rights and Privacy in Regard to Educational Records**

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

## **Confidentiality of Student Records**

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

## **Directory Information**

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

## **Compliance Policy**

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

# **STUDENT COMPLAINTS: HANDLING AND RESOLUTION**

## **POLICY STATEMENT**

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

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

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

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

1. That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
2. That complaints are treated confidentially and information is only used for the purposes for which it was collected;
3. That the complaints procedures are easily understood and that students and staff have access to information about the operation and outcomes of the process;
4. That any barriers which deter or prevent students from accessing the complaints system are identified and steps taken to remove them;

5. That bias in favor of either students or staff is avoided and that reasons for decisions are provided to all parties concerned;
6. That faculty/staff involved in resolving complaints apply rules of natural justice; give all parties to a complaint the opportunity to respond to issues raised where appropriate; and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant;
7. That the complaints system is supported at all levels of the University, where a student's right to complain is recognized;
8. That a mechanism is in place to ensure that no student is victimized or suffers detriment as a result of making a complaint. Any attempt to penalize a student for compiling a complaint may be subject to University disciplinary procedures;
9. That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint;
10. That faculty/staff who handle complaints are enabled and encouraged to use their judgment within a framework of documented guidelines, procedures, legislation or University policy;
11. That wherever possible complaints are handled, resolved and reviewed locally and have the fewest people necessary involved;
12. That all students have the right to appeal local decisions to the next level and ultimately to the President of the University, who will only intervene when local reviews have not satisfactorily resolved the issues raised by the complainant;
13. That a mechanism is in place to monitor the nature and outcome of complaints across the University and identify issues of widespread concern to students; and
14. That the effectiveness of the complaints system is regularly evaluated by faculty/staff and students involved in the process.

## **APPLICATION**

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

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

This policy does not cover:

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

## ACCOUNTABILITY

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

The Divisional Vice Presidents will:

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

Academic Deans and Unit Directors will:

- a. ensure that complaint processes are promoted openly, and actively supported;
- b. ensure that staff have access to adequate support, information, resources and training in resolving complaints;
- c. ensure that information is gathered on the number and types of complaints received and used to inform policy and procedural review;
- d. ensure that any corrective actions arising from complaints are implemented and where appropriate, reasonable steps are taken to prevent a similar complaint re-occurring; and
- e. monitor working and teaching environments to prevent victimization as a result of complaints.

Department Chairperson and Administrative Managers will:

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

All academic and general staff will:

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

Students will:

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

## **PROCEDURES FOR HANDLING AND RESOLUTION OF STUDENT COMPLAINTS**

This process is designed to meet the following objectives:

- To provide procedures that recognize and protect the rights of students to make complaints and which are driven by AAMU to ensure that the rights of the complainant and the respondent are addressed in an even handed way;
- To provide processes which are accessible to all students and which are appropriate for dealing with all complaints in an equitable and culturally sensitive manner;
- To clearly identify the various steps and processes involved in handling and resolving complaints;
- To clearly identify sources of information for students and faculty/staff involved in a complaint;
- To specify timelines by which processes must be completed;
- To ensure that mechanisms are in place to maintain confidentiality, with a minimum number of people involved and secure record keeping; and
- To provide processes for feedback on service provision to staff and encourage dissemination of best practice examples.

### **PROCESS SUMMARY**

#### **STEP 1**

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

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

#### **STEP 2**

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



### STEP 3

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

### STEP 4

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

## **ACTION**

### **MAKING A COMPLAINT**

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

### **ACKNOWLEDGING RECEIPT OF COMPLAINT**

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

### **NOTIFICATION OF INITIAL RESOLUTION**

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

### **REQUESTING A REVIEW OF THE DECISION**

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

### **ACKNOWLEDGING A REQUEST FOR REVIEW**

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

### **NOTIFICATION OF REVIEW DECISION**

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

### **LODGING AN APPEAL**

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

### **APPEAL REVIEW**

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

### **NOTIFICATION OF APPEAL DECISION**

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

### **WITHDRAWING A COMPLAINT**

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

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

Students who choose to withdraw complaints must include their reasons for withdrawal.

## SECTION II ACADEMIC LIFE



# **SELECTED ACADEMIC STANDARDS AND REGULATIONS**

## **The Unit of Credit**

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

## **The Academic Year**

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

## **Registration**

All students are required to register before the first day of classes in each semester or summer session, and on the dates announced. A student is considered registered for a course only when he or she has conformed to all University regulations which apply to registration for the course. Students not properly registered during a semester or term may not, at the end of that period, receive credit for courses or parts of courses completed.

**A STUDENT IS NOT REGISTERED UNTIL FEES HAVE BEEN PAID OR CONFIRMED AND HIS OR HER CLASS SCHEDULE HAS BEEN VALIDATED BY THE FINANCIAL SERVICES OFFICE!!!**

## **Early Registration**

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

## **Credit Hour Load Policy**

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

## **Class Schedule Changes**

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

## **Drop/Add Regulations**

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

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

## **Procedure for Dropping and Adding Courses**

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

The signature of the instructor for an add, subsequent to the department head's approval, is to indicate the availability of space and that the student can make satisfactory progress at the time that he enters.

The signature of the instructor for a drop will provide the necessary reminder for the instructor to record the grade of "W" on the student's record.

Classes dropped after the first week of the regular semester and through the end of one week beyond the mid-semester examination period will receive a grade of "W".

Classes dropped after one week beyond the mid-semester examination period will receive a grade of "W". The grade of "W" will not be computed into the grade point average.

All additions to a class roll must be made through the Registrar's Office for a student to be officially enrolled in a class. Credit for a course will not be allowed if the Registrar's Office has not officially enrolled a student in a class. Drop and Add fees can be waived for the following reasons:

1. A course has been cancelled.
2. A course has been re-scheduled for a different time.
3. Other justifiable causes for changes made by the University.

# CLASS ATTENDANCE

## Class Attendance Policy

A student is permitted one (1) unexcused absence for each credit hour generated by the class. For example, two (2) absences are allowed in a two-hour class.

### TEACHERS

1. Teachers will keep accurate attendance records.
2. Each student who exceeds the number of unexcused absences will be counseled by the teacher regarding any applicable penalties as stated on the course outline.

### STUDENTS

1. Class attendance is expected as well as a privilege and students are required to be punctual and prepared.
2. Learning experiences proceed at such a rapid pace that attendance is necessary if students are to acquire the knowledge, develop competence, skills and strategies that students need to be successful in their endeavors.
3. Students are required to carry out all assigned work and to take examinations and quizzes at the class period designated.
4. Failure to take examinations and quizzes, carry out assignments at the designated times may result in an appropriate reduction in the final grade, except as provided in items 6 and 7 below.
5. Arrangements for make-up work, due to excused absences, must be initiated by the student.
6. Excused absences can be obtained upon presenting documentation to Special Student Services for the following reasons indicated below:
  - A. **Personal Illness or Illness of a Family Member**  
Documentation bearing the signature of Doctors, Dormitory Counselors, Student Health Center and/or Hospital Officials, Athletic Trainers, etc. shall constitute proof.
  - B. **Death in the Family**  
Funeral programs, newspaper obituaries, statements from funeral directors shall constitute proof.

**C. Subpoena for Court Appearance**

The student's copy of the document shall constitute proof.

**D. Emergencies or Circumstances over which the Student has no Immediate Control**

Appropriate corroboration, documentation and/or explanation shall constitute proof.

7. Trips by members of student organizations sponsored by Academic units, trips for University classes, trips for participation at/in intercollegiate athletic events.

Authorized excuses, dispatched from the appropriate offices, teachers, coaches or sponsors over signature of the Department Chairperson and Dean or Director, shall constitute proof.

Unresolved problems regarding attendance and/or procedures shall be appealed through appropriate University grievance channels.

## **Grades and Quality Points**

### **System of Grading**

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

### **Grade Point Average or Quality Points**

The University's grading system is based on a 4.00 point scale; quality points are assigned as follow:

A=4.00; B=3.00; C=2.00; D=1.00; F=0.00

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

## Example of Calculation of Grade Point Averages

Grade	Quality Pts.	Hrs. Attended	Grade Pts.	Hrs. Earned	GPA
A	4	3	12	3	-
B	3	3	9	3	-
C	2	3	6	3	-
D	1	3	3	3	-
F	0	3	0	0	-
	<u>10</u>	<u>15</u>	<u>30</u>	<u>12</u>	2.00

$$\frac{\text{Grade Points}}{\text{Hours Attempted}} = \frac{30}{15} = 2.00$$

## Classification of Students

Persons other than special students are grouped in four classes according to total credits in semester hours as indicated:

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

## Academic Progress

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

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

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



## **Academic Probation**

A student will be placed on academic probation when his/her cumulative grade point average or the required minimum cumulative semester hours fall below University standards as defined by the Academic Progress Policies and Procedures. Students who are placed on academic probation will have two semesters to bring their grade point average into compliance. During the periods of academic probation, students will only be allowed to take a maximum of twelve (12) semester hours.

## **Academic Suspension**

A student who has been placed on academic probation and fails to acquire the minimum cumulative GPA at the end of the two semester grace period will automatically be suspended. Academic suspension will result in the loss of one semester of matriculation. Academic suspension may be followed by readmission on academic probation. A student readmitted following academic suspension will not be permitted to enroll for the fall or spring semester immediately following suspension.

## **Appeal for Reinstatement Following Suspension**

A student on academic suspension is required to remain out of the University for one regular semester and may apply for consideration of readmission after the lapse of one semester. A student who can document important extenuating circumstances that have impacted his/her academic status can appeal for consideration of continued enrollment. The appeal must be filed within the time frame listed on the letter of suspension.

## **Academic Bankruptcy Policy**

A student may petition the Academic Appeals Committee for academic bankruptcy after completing a minimum of two semesters at Alabama A&M University. All work, however, remains on the student's transcript and records although it would be designated as work not included in the computation of the grade point average or applied toward degree requirements. Petitions may be granted for one or more semesters; however, a student may not request a grade-by-grade elimination. There must be a minimum of one calendar year between the date of the petition and the ending date for the period specified by the student's bankruptcy petition for application of relief. A student will be granted academic bankruptcy only once during the student's academic career at Alabama A&M University. For purposes of applying this policy, the student's academic career shall include all undergraduate work attempted.

## **Academic Appeals Process**

The academic appeal is a formal procedure designed to provide students with an optional avenue for review. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual

(student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

- A. Appeals must originate from the student in written form and must be processed through the department chair, dean of the school, and to the Office of Academic Affairs, in that order.
- B. The appeal may be handled as final at any level, with the consent of the applicant student, with a copy of the decision forwarded to the Office of Academic Affairs.
- C. If the appeal reaches the Office of Academic Affairs without resolution, the request may be handled within the Office of Academic Affairs or it may be sent to the Academic Appeals Committee.
- D. The Academic Appeals Committee shall complete an assessment of the issue(s) through a hearing, (2) individual interviews, (3) acquisitions and review of pertinent data, or other means as deemed appropriate by the Committee.
- E. The Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations shall be forwarded to the Vice President for Academic Affairs for final disposition.

### **Appeals for Reinstatement from Academic Suspension**

Only students who can document important circumstances that may have affected his/her academic status should appeal for consideration of continued enrollment.

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

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

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

Letters should be submitted to the following address:

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

## **Academic Appeals Committee**

The Academic Appeals Committee shall serve as a review and recommending body on matters of academic appeal filed by students and will set forth recommendations regarding issues against students that have been filed by faculty members. The actions to be reviewed include appeals regarding probation, suspension, and academic violations by students or grievances filed against faculty members by students. The Academic Appeals Committee will consist of five faculty members, one from each undergraduate school, and a representative from University College, a representative from the Student Government Association, and a representative from the Faculty Senate, all to be appointed by the Vice President for Academic Affairs. The Committee shall meet twice a semester, once during the week of registration and once during the second week following mid-term. Other meetings shall be scheduled on an as-needed basis.

## **Academic Misconduct**

All students in attendance at Alabama A&M University are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitutes academic misconduct. This includes, but is not necessarily limited to, the following:

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

Acts of academic misconduct may be punishable by one of the following:

- \* Letter of academic misconduct placed in the student’s academic folder.
- \* Temporary suspension from the University.
- \* Expulsion from the University.
- \* Expulsion from a class resulting in a failing grade.
- \* Lowering of a final grade.
- \* Academic discipline resulting in the loss of scholarships, nonparticipation in academic related activities, etc.

## Academic Honors Lists

**The President's Cup.** Undergraduate students maintaining a 4.00 grade point average for two consecutive semesters with at least 12 semester hours each semester will qualify for President's Cup honors. Each recipient's name is engraved on a permanent trophy which is housed in the Office of the President of the University. Additionally, each recipient will receive an engraved miniature cup and a "gold" certificate.

**The President's Award.** Freshmen who obtain a 4.00 grade point average for one semester with at least 12 credit hours in the regular academic program will qualify for the President's Award.

**The Dean's List.** Any student who has attained a quality grade point average of 3.00 or better (scholastic average of "B" or above), has earned no grade below "C", has carried a minimum of 12 semester hours, and had no disciplinary restrictions for the semester, is eligible for the Dean's List. It is compiled at the end of each semester.

**The Honor Roll.** Students who achieve an overall (cumulative) quality point average of 3.3 and above, provided they have been enrolled in a minimum of 12 credit hours per semester for at least 2 semesters, will qualify for the Honor Roll.

**The Freshmen Honor Roll.** Freshmen who achieve a grade point average of 3.3 and above with a minimum of 12 credit hours in the regular academic program after one semester are eligible for the Freshmen Honor Roll. Eligibility for Freshmen Honors is determined each spring semester based upon academic performance for the preceding fall semester.

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

## Withdrawal From The University

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

1. Notify the Office of Special Student Services located in 203 Ralph Lee Student Center.
2. Complete an official Student Withdrawal Form in the Registrar's Office.
3. Return the form with all required signatures to the Registrar's Office.

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

## **Emergency Separation for Military Purposes**

Students who exit the University because of military call-up or spouses of those called may withdraw without academic penalty. After the normal University withdrawal period, the student may choose to make arrangements with the instructor and/or department chairperson to complete the course work.

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

### Procedures

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

## **Academic Responsibility**

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

## SECTION III

### SUPPORT SYSTEMS FOR ACADEMIC LIFE



## **J. F. DRAKE MEMORIAL LEARNING RESOURCES CENTER (LRC)**

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

The LRC offers an in-depth selection of holdings related to educational research and public service programs of Alabama A&M University. The collection currently includes over 400,000 volumes (print, microform materials, and media) supporting the University programs of instruction, research, extension, and other public functions. Also provided are subscriptions to more than 1,700 journals, 60+ database subscriptions, and over 90 newspaper subscriptions in all formats.

### **Hours of Operation**

The Learning Resources Center (physical building)\*is open 7 days a week, for a total of 90 hours. The hours of operation for the LRC during the fall and spring semesters are as follows:

Monday – Thursday	8:00 A.M. – 12:00 A.M.
Friday	8:00 A.M. – 5:00 P.M.
Saturday	8:00 A.M. – 5:00 P.M.
Sunday	1:00 P.M. – 10:00 P.M.

\*However through the LRC Homepage, <http://www.aamu.edu/lrc> you can access the LRC databases and ejournals from off-campus by using EZ proxy (24/7 access). **USER AUTHENTICATION IS REQUIRED FOR OFF-CAMPUS ACCESS. YOU MUST BE REGISTERED WITH ALABAMA A&M UNIVERSITY AND HAVE A VALID UNIVERSITY EMAIL ACCOUNT.**

This account user name, and password is your EZ Proxy verification. Your computer must be set up to allow cookies.

NOTE: The hours of operation during the summer and intersessions are posted accordingly.

**NOTE: The Circulation Desk and the Reference Desk close for check out of resources 15 minutes prior to closing!**

Professional librarians and other knowledgeable and courteous personnel are available to assist patrons during all hours of operation. In order to facilitate accessibility to services and collections, LRC personnel place resources that are in high demand on reserve. Additionally, orientation programs for individuals and groups which teach the use of services and collections are provided by qualified LRC personnel. Additionally, orientation tutorials can be accessed via the LRC's Web Page.

## **Circulation of Resources/Fine System**

Materials held by the LRC are circulated to the University community according to rules which ensure the widest access to information. **A fine system is enforced to ensure all patrons maximum access to learning resources.** Repeated, flagrant violations will be considered cause for the suspension of borrowing privileges.

All books taken from the LRC must be properly checked out at the Circulation Desk. Students must present a current validated ID Card, inclusive of the LRC barcode, when checking out resources. Undergraduate students may check out a maximum of ten (10) books at a time for a one-month (30 days) loan period. Graduate students may check out a maximum of ten (10) books at a time for a three-month (90 days) loan period. **All books must be returned at the end of the semester.** If not returned, the books will automatically be declared lost and a bill for the cost of the book(s), the processing fee, and the fine will be submitted to Financial Services (Business Office) for collection from the borrower.

Fines will be assessed at twenty-five cents (\$0.25) per day per book up to a maximum of \$7.50. After the accumulation of a \$7.50 fine (30 days), the book will be declared lost. At that time, patrons will be charged the cost of the book, a \$15.00 processing fee, plus the maximum \$7.50 fine for each lost book. The costs of the book(s) will be repaid to the patron if the book(s) are found and returned to the LRC. However, the processing fee and fine are **non-refundable** and **must** be paid. **If a book checked out is returned directly to the shelf without being properly desensitized at the Circulation Desk, the patron is responsible for the amount of fine accumulated from the date due until found or the maximum fine of \$7.50.**

All books not returned to the LRC at the end of each semester are automatically assumed lost, and a bill for the cost of the book, the processing fee, plus the fine is sent to Financial Services for collection from the borrower.

A book depository, located near the front door of the facility, is available for the return of books when the LRC is closed.

Reference books are located on open shelves on the 2<sup>nd</sup> Floor. Reference books do not circulate as a general policy, however, they can be checked out for use with classroom presentations. These books may be checked out 15 minutes prior to the beginning of the class and returned immediately after the end of the class period. A fine of seventy-five cents (\$0.75) per day per item is charged for overdue reference materials.



Reserve materials accrue fines when removed from the LRC. The first hour is seventy-five cents (\$0.75) and fifty cents (\$0.50) each additional hour.

Periodicals and newspapers are not loaned for use outside the LRC. Bound volumes of periodicals are located on open shelves on the 2<sup>nd</sup> Floor in Serials. Current issues of periodicals may also be obtained from Serials for use within the facility.

Media materials (sound filmstrips, records, audio and video tapes, etc.), along with the accompanying equipment, are located on the 2<sup>nd</sup> Floor at the Circulation Desk and are available for use in the LRC during normal hours of operation. These items may also be checked out with a current validated ID Card for a loan period of one (1) week (7 days). Overdue fines will be assessed at the rate of \$2.00 per day per item for a maximum accumulated fine of \$28.00, in addition to a \$20.00 processing fee. Items will be declared lost after a two-week period if they have not been returned. At that time, a fine of \$28.00, in addition to the cost of the item, plus the \$20.00 processing fee will be reported to Financial Services for collection.

## **Renewals/Recalls**

All books in the circulating collections may be borrowed for a one-month period. Books may be renewed for an additional month providing there is no “hold” request for them. Alabama A&M students with a current validated ID Card with barcode may check out a maximum of 10 books at a time. Students should be sure that they understand the rules and regulations regarding the return and use of LRC resources prior to checking them out.

Book loans must be renewed in person. Telephone renewals will not be accepted. All circulating books can continue to be renewed up to a maximum of three (3) consecutive renewals unless a “recall” or “hold” has been placed on them. However, overdue books cannot be renewed until all fines have been paid.

Recalls can only be requested by graduate students, faculty, and staff members. Recalled books are due ten (10) days after the recall notice is sent. A seventy-five cents (\$0.75) per item per day fine will be assessed for books not returned after the ten (10) day grace period. No recalls will be requested until the patron has had the book checked out for a minimum of thirty (30) days. Patrons will be notified when recalled books have been returned. These books will be held at the Circulation Desk for ten (10) days, after which they will be returned to the stacks, if not claimed.

## **Reserve Materials**

Reserve materials are those books, articles, etc., that have been placed on reserve in the LRC by faculty members for student use in the LRC. A current validated ID Card is required to receive reserve materials. Reserve materials are located at the Circulation Desk.

## **Theft and Mutilation**

The theft and/or mutilation of LRC resources are offenses that will be reported to the Vice President for Student Affairs for appropriate action. The fine assessed for the mutilation of resources is \$15.00 per item in addition to the cost of the item. Thirty (30) hours of service performed in the LRC is also required (calculated at the minimum wage of \$5.15 per hour x 30 = \$154.50). However, students may opt to pay the \$25.00, cost of item(s), plus the \$154.50 in lieu of performing the 30 hours of service.

## **LRC Instruction**

The LRC offers a wide range of instructional programs designed to introduce users to general and specific aspects of library use. Formal orientation to the LRC's facilities, services, and collections is offered several times at the beginning of each semester, both for classes and for individuals. Instructional services include presentations tailored to specific classes on how to use library materials, how to develop information research strategies, and how to conduct electronic database searches. Methods of instruction include one-on-one instruction, generic group presentations, and customized class instruction via lectures, hands-on demonstrations, and online tutorials (assessed via the LRC's Web page).

The LRC also offers, under the auspices of the School of Education, a formal one-hour elective course, EDU 104 Bibliographic Instruction, which focuses on accessing and utilizing LRC resources and services.

## **Information Technology Services**

The J. F. Drake Memorial Learning Resources Center embraces emerging technologies that enhance the provision of resources and services. Online Public Access Catalog (OPAC) terminals are strategically located throughout the LRC to provide the Alabama A&M University populace with needed research access. The LRC subscribes to over 60 databases and an electronic book collection to provide access to a multitude of electronic resources. Remote access to electronic resources is available to currently enrolled students and faculty/staff of the campus.

The LRC houses an open access computer lab and multimedia/instructional lab along with three classrooms, a Multi-Purpose Auditorium. Equipment is available for both individual and group use inclusive of multimedia presentations of course related material, interactive videoconferences, and teleconferences. Printing and photocopying services are also available. No check-out materials.

## **Notification/Responsibility**

Communications to students regarding fines, overdues and recalls are sent to the address provided by the Office of the Registrar. Overdue and fine notices are sent as a **courtesy reminder**. Failure to receive a notice does not absolve the borrower from responsibility to return materials or to pay overdue fines.

Patrons are responsible for all transactions charged with their ID Cards. Lost ID Cards must be reported to Circulation as soon as possible.

## Replacement of ID Cards

The replacement fee for lost ID Cards is \$25.00 for off-campus students and \$50.00 for on-campus students. ID Cards can be obtained from the Access Card Office, Room 122, Patton Hall.

## Book Detection System

The LRC maintains two 3M Book Detection Systems; one on the Second Floor and one on the First Floor to aid in the prevention of unauthorized removal of LRC resources. Persons are electronically surveyed as they exit the LRC and an alarm will sound if they are in possession of materials which have not been properly checked out. Persons attempting to deliberately remove LRC resources without proper authorization will be reported to the Vice President for Student Affairs.

### Where To Go

1. Bibliographic Instruction (formal course) .....Head, Public Services (2<sup>nd</sup>) Floor
2. Reference & Information ..... Circulation Desk, Reference (2<sup>nd</sup>) Floor
3. Classrooms ..... (1<sup>st</sup>) Floor
4. Government Documents ..... (2<sup>nd</sup>) Floor
5. Banners/posters/lamination/binding..... (1<sup>st</sup>) Floor
6. Library automation workshops..... (1<sup>st</sup>) Floor
7. Microform readers/printers ..... Serials (2<sup>nd</sup>) Floor
8. Online Public Access Catalogs (OPAC)..... All Floors
9. Payment of fines/clearance from the University..... Circulation Desk (2<sup>nd</sup>) Floor
10. Periodicals/journals/newspapers ..... Serials (2<sup>nd</sup>) Floor
11. Photocopiers..... All Floors
12. Reserve materials ..... Circulation Desk (2<sup>nd</sup>) Floor
13. Status of book order requests ..... Acquisitions Office (1<sup>st</sup>) Floor
14. University Yearbooks/historical information..... University Archives (3<sup>rd</sup>) Floor
15. Student Lounge..... (1<sup>st</sup>) Floor
16. Lockers ..... Circulation Desk (1<sup>st</sup>) Floor
17. Library orientation/tours ..... Reference Desk (2<sup>nd</sup>) Floor
18. Public restrooms..... All Floors
19. Public Telephones..... (1<sup>st</sup>) Floor
20. International Room ..... (2<sup>nd</sup>) Floor
21. Other inquiries/services ..... Dean's Office (2<sup>nd</sup>) Floor
22. ESL Lab ..... (2<sup>nd</sup>) Floor

## **OTHER ACADEMIC SUPPORT SERVICES**

### **Academic Advising Center**

The Academic Advising Center is one of the five components of University College. The mission of the Academic Advising Center is to provide a coordinated advising process for first-time and transfer students. Through the University's new student orientation programs, SOAR, Operation Jump-Start and Operation Transition, as well as the ORI 101 Survival Skills for University Life course, students are provided with opportunities to explore their career options and become familiar with the requirements for their chosen majors, as well as, the general policies of the University.

### **Athletic Academic Advising**

The Athletic Academic Advising Program is designed to provide support to the student-athlete earning an undergraduate degree. This is done by monitoring progress towards degree requirements for each student-athlete, assisting them in identifying and finding solutions to potential academic problems and assisting them in preparing for life after intercollegiate athletics through the CHAMPS/Lifeskills Program.

### **Career Exploratorium**

Career planning is an integral aspect of the Academic Advising Center in University College. A student who wishes to gain more information about possible career options before selecting a degree major can do so by coming to the Career Exploratorium in the Academic Advising Center in Buchanan Hall. There, the student has access to career exploration activities, publications and on-line resources designed to assist in career choice and major identification. By working with an advisor in University College and using the various tools available in the Career Exploratorium, students can gain valuable information about possible career options.

### **Developmental Education Program**

The Developmental Education Program is designed to assist academically underprepared freshmen to increase their proficiencies in three areas, namely, English, mathematics and reading. Placement in each of the developmental courses is determined by criteria set by the responsible department. Additional assistance is provided through the use of the Reading, Writing and Mathematics Laboratories. Each is designed to provide assistance to students of all classifications where deficiencies arise.

## **Office of Retention and Academic Support**

The Office of Retention and Academic Support (ORAS) is a multi-faceted, comprehensive department designed to facilitate and improve students' success, retention, and graduation rates. Intrusive academic intervention is an integral part of ORAS, enhancing overall student academic and social development. All retention initiatives are designed to assist students in becoming successfully acclimated to the university. ORAS is located on the first floor of Buchanan Hall. The hours of operation are 8 a.m. – 5 p.m. After hours appointments are scheduled when students are unable to meet during regular hours.

### **Intrusive Academic and Probation Services (IAPS)**

Services are available to students who require intrusive academic assistance on an individual and group basis. Students can walk in or call the office to set up an appointment at any time throughout the semester. Students may also be referred by faculty and staff.

Specialized academic assistance is provided to students on academic and financial aid probation or students readmitted to the University after academic suspension. ORAS assists these students in identifying viable options and/or solutions to increase their chances of achieving academic success. IAPS Program Specialists are located in 100A and 100B, Buchanan Hall. For more information, call 372-5494 or 372-5496.

### **Tutorial Assistance Network (TAN)**

ORAS coordinates and maintains a campus wide peer tutorial program designed to increase student confidence and success, provide academic support to all students, and supplement faculty/staff instruction. ORAS's mission is to retain students through graduation and assist them in becoming successfully acclimated to the University by providing necessary academic and social support. Tutoring is available in most academic courses and offered at no cost to the student. Individual and small group tutoring are provided for those students who are interested in regular, weekly tutorial assistance and who submit tutorial requests to the TAN office located in Suite 100, Buchanan Hall. Drop-in tutoring is also available in a number of courses, depending on the course requested. Alabama A&M University TAN tutors are recommended by their instructors and undergo training each semester.

The Tutorial Coordinator maintains an open door policy where students may voice questions or concerns regarding the tutorial services. TAN is dedicated to serving students and strives to work the employment and study schedules of its students. Tutoring services cease one week prior to the start of semester final examinations.

## Learning Strategies Workshops

The Learning Strategies Workshops are designed, developed and presented by ORAS staff to enhance students' success. Workshop topics include goal setting, mid term and final exam preparation, procrastination busters, time management, thinking critically, self-confidence builders, and study skills techniques, among others. Experienced faculty periodically partner with the ORAS team to conduct both the mid-term and final exam prep workshops. The workshops are presented alternately on Tuesdays and Thursdays from 12:30 p.m. – 1:30 p.m. in a designated building. For more information, please call (256) 372-5490.

## Academic Alert System

The Academic Alert Program staff collaborates with faculty to intervene with students who demonstrate an academic need for assistance and to assist students to successfully complete their course requirements. ORAS contacts each student referred by faculty to extend intrusive academic assistance. For more information, please call the Learning Specialist at (256) 372-5493.

## Computerized Learning Assistance Center (CLAC)

The goal of the Learning Lab is to increase students' skill levels through the use of supplemental aids such as archived exams and notes from courses; computerized software or websites which compliment course text materials; and video and audio material. The lab houses six (6) computers for students to utilize lab software. Students may also use the lab for word processing and other information technology related functions.

Students who are referred by professors or other university support staff will have the opportunity to meet individually with the Learning Specialist to determine their academic needs. The Learning Specialist may provide documentation of the student's time spent in CLAC to the referring professor or support staff upon request. The Learning Specialist is located at 101 Buchanan Hall.

## **TRiO – Special Programs (Upward Bound and Student Support Services)**

TRiO – Upward Bound and Student Support Services are federally funded by the United States Department of Education to assist eligible participants in completing secondary school, enrolling in and completing postsecondary school and entering graduate school.

“The purpose of the TRiO – Upward Bound program is to generate the skills and motivation necessary for success in education beyond high school. The purposes and activities of the Upward Bound Program support the National Education Goals as well as the goals and mission of Alabama A&M University. The program is designed to increase

high school graduation rates; increase competency in challenging subject matter, including English, mathematics, science, foreign language, and literature; encourage more students to pursue postsecondary school programs; and help gain parents' participation in the social, emotional, and academic growth of their children.”

The purpose of the TRiO – Student Special Services at Alabama A&M University is to provide opportunities for students' academic development, assist students with basic college requirements, and motivate students towards the successful completion of their postsecondary education so that ultimately they can get into the graduate school of their choice. Students who have been admitted to the university who are: first-generation, who meet income criteria, and have an academic need for are eligible to apply for program services. Program services include but are not limited to: mentoring, academic advising, tutoring, computer assistance, access to graduate school data and tours, cultural and enrichment activities, workshops and seminars, and other activities depending on the academic and other needs of program participants. Services and activities provided by TRiO – Student Special Services are free to all participants.

### **ORI 101 Survival Skills**

The ORI 101 Survival Skills course is a one-semester, one credit hour course. Operation Jump-Start is a co-requisite for this course. The course endeavors to meet the ever changing needs of AAMU's first-year student population through the implementation of a learning triad that includes a *StrengthsQuest* assessment, *I'll Find a Way or Make One* (text), *LASSI* modules, and *The Confident Graduate Kit*. The course also provides information and structured activities that lead to students' persistence towards graduation.

### **Testing Services Center (TSC)**

The Testing Services Center provides access to quality testing services and assessment support services that are vital to the recruitment, admission, retention, graduation and post-graduation needs of Alabama A&M University students and surrounding community members. The Testing Services Center serves as the University's central clearinghouse for student placement and assessment data. Systematic data profiles which indicate student trends are developed and disseminated to appropriate professional personnel on campus to assist in academic advising, curriculum development, career education, institutional planning, and job placement.

Additionally, the TSC administers the following institutional, state and nationally-based assessments: Alabama A&M University Spanish Departmental Exam; General Educational Development (GED) Test; COMPASS; Learning Strategies Inventory (LSI); Learning and Study Strategies Inventory (LASSI); DISCOVER; Cooperative Institutional Research Program (CIRP); American College Tests (ACT); StrengthsQuest; College Level Examination Program (CLEP); Law School Admissions Tests (LSAT); Alabama Prospective Teacher's Testing Program (APTTP); and PRAXIS I and II. The Testing Services Center also houses registration packets and information for other nationally-based assessments as the Graduation Record Examination (GRE) and the Graduate Management Admissions Test (GMAT).

The director of the TSC also serves as the University's transfer advisor for students with fewer than 31 transfer hours from another institution. Any transfer student, however, may contact the transfer student advisor to determine the number of semester hours that have been accepted by the University. For more information on orientation for transfer students, please see the *Operation Transition* information located under the *Academic Advising Center* section in this publication. Furthermore, transient students at the University are advised by the transfer student advisors.

## **University Honors Center Program**

The Honors Center Program (HCP) provides academically talented students the opportunity to explore new knowledge and appreciate diversity through a curriculum of challenging coursework and social activities. Each HCP student enrolls in a specified number of honor-designated courses each semester. With an average classroom size of about 10 to 18 students, participants benefit from one-on-one interaction, creative instruction, and challenging professors.

Program participants are assisted in attaining scholarships, fellowships, internships, grants and afforded access to a variety of other academic resources and programs. HCP students are prepared to meet the standards of such highly competitive programs as the Harry S. Truman, Morris K. Udall, Thurgood Marshall, and Woodrow Wilson Scholarships. Among the kinds of activities hosted by the Honors Center Program are the following: "Fireside Chat" seminars with career professionals, travel opportunities, movie nights, cultural events, study trips, participation in local, regional, and national National Collegiate Honors Council events, as well as leadership and community service activities.

For information about current program entrance requirements, call the Honors Center at (256) 372-5859.

## **The North Alabama Center for Educational Excellence**

The North Alabama Educational Center Satellite Unit located on the campus of Alabama A&M University offers services to students in the following areas: (1) study skills aid; (2) social adjustment; (3) remedial and developmental reading; (4) cultural enrichment, and (5) psychological help on a limited basis.



## SECTION IV

### STUDENT LIFE AND DEVELOPMENT



## **STUDENT LIFE (GENERAL)**

### **Citizenship Development**

Authority for the implementation of University policies and regulations governing student life is vested with the Office of Student Affairs. It is the purpose of the Student Affairs function to ensure that students matriculating at Alabama A&M University are exposed to a total quality educational experience. The student is viewed as a citizen of an educational community. As such, the objective of the non academic program is to provide experiences that will not only support the student's academic endeavors, but will result in the development of an adaptable, well-rounded responsible citizen of both the University community, and the larger world community.

### **Orientation for Pre-freshmen and Other New Students**

The Office of Student Affairs works collaboratively with the Dean and the Staff of University College to carry out the Orientation Program, Bulldog S.O.A.R. Orientation serves as a transitional phase between high school and the University. It involves preparation for the following step in the educational process. The process of Orientation is to assist students to become more receptive to what the University has to offer. It begins the process of community building and forms a primary group for the purpose of identity. Thusly, new students are aided in becoming participating members of the new University community.

Periodically during the summer and the week preceding registration, Orientation activities are conducted. The activities for this week consist of the following: The President's assembly, Residence Hall meetings, appointments with faculty advisors, social hours and dances, general information assemblies, small group meetings, introduction to the various student services on campus, and registration procedures.

### **Student Identification Card**

The identification card is the student's official University identification. It should be carried at all times. Loss of identification cards should be reported immediately to the Financial Services Office located on the first floor of Patton Hall. The replacement charge is \$50.00 for boarding students and \$25.00 for non-boarding students. Cards may be replaced during the period specified for having ID cards made.

The ID card is to be used for withdrawing books and other resources from the Learning Resources Center. It is also a ticket admission to many University events for the legal bearer. Lending this card to anyone, or failure to present it when requested by authorized personnel, is a violation of University regulations and subjects the holder to disciplinary action. Identification cards become void upon expiration of the last day of the semester for which a card is validated. Termination or interruption of enrollment also invalidates the ID card, and it should be returned to the Financial Services Office.

# **Cultural Opportunities**

## **Drama**

The Thespians, a University drama organization, presents a variety of plays throughout the year. Opportunities are provided for interested students, faculty, and members of the community to participate in its dramatic productions both as audience and performers. These dramas are staged to provide cultural background and technical training in all areas of theater arts.

## **Film Festivals**

The Department of English and Foreign Language presents film festivals periodically throughout the year.

## **Lectures**

Many outstanding lectures are brought to the campus by the various University schools and departments.

## **Lyceum Features**

During the school year various renowned artists come to the campus. The lyceum features are marked by variety to reach the general tastes of the University family. In recent years the lyceum program has been facilitated by a collaborative arrangement with the Civic Art Association in the City of Huntsville.

## **Music**

Music organizations and activities of the Department of Music offer a substantial number of student recitals, choir and band concerts. Each year the Department of Music sponsors a Spring Fine Arts Festival.

## **RESIDENTIAL LIFE**

### **The Residence Halls (Student Housing)**

The University houses approximately 2400 students, or about 40% of the total undergraduate enrollment. The residence halls provide experience in hall government, social planning and group living. Trained personnel and selected student advisers are concerned with the educational and personal development of students. Students are enabled to develop social skills in an atmosphere conducive to their academic pursuits.

The directors of the respective residence halls encourage student participation both in residence hall governance and activities, and in the total campus community. Hall directors help develop hall government and assist in planning programs of interest to student residents.

### **Rules and Regulations Governing Residence Hall Living**

The rules and regulations appearing below are the same as those in the housing contract signed by all resident students. The privilege of maintaining status as a resident student requires compliance with ALL of the regulations below:

Each resident, by his/her signature on this contract, agrees to conform to the rules and regulations established by the University; those printed in the Student Handbook and the University Catalog and those contained in this Housing Contract. Any violation of these rules and regulations will subject the resident to fine(s), probation, and/or loss of housing, arrest, suspension or expulsion from the University.

1. Students are to comply with the instructions and directions of residential hall personnel (managers, custodians, resident hall assistants, etc.). Assault of a University Official is an expulsion offense.
2. The University reserves the right to inspect, repair, or otherwise maintain all student rooms during the period of the contract in keeping with University health and safety maintenance standards.
3. Students are required to become familiar with and abide by all regulations regarding safety, including those pertaining to fire safety. Students are not to remove "Evacuation Plans" from doors in rooms. Pulling fire alarms, tampering or handling fire extinguishers and other fire equipment when not necessary is prohibited. Violators will be subject to fines and/or suspension from the University. A \$100.00 reward will be given to anyone who has information leading to the conviction of violators. This reward will be charged to the account of the violator.

4. The University assumes no liability for damage to or losses of the student's personal property, or the property of others in the possession of the student, resulting from loss, fire, flood, theft, vandalism or other causes beyond its control. Please lock doors securely (bolt) and keep your key with you at all times whenever you leave your room. **Each student is encouraged to provide his/her own property loss insurance.**
5. Students are fully responsible for the care and custody of the assigned property in rooms (including telephones). Any items missing or broken will be chargeable to occupant(s) of said room. Room damage traceable to a particular student will be charged to the student's account. In instances where malicious destruction occurs in a room, hallway, or surroundings, the persons living in that room, on the hallway or in the facility may be charged a prorated share of the cost of repairs or replacement where perpetrators cannot be specifically identified.
6. Furniture is not to be moved from one room to another. Also, students may not remove glasses, china, or silverware from University Cafeterias for use in the residence halls.
7. Refrigerators, hot plates, microwave ovens and other appliances are prohibited in the residence hall rooms. Cooking is not permitted.
8. Students are to keep assigned rooms neat at all times and free of excessive trash. Students who consistently receive failing grades on room check and leave their room unclean when they check out, will be subject to fine(s) and cleaning fees.
9. Students are to refrain from attaching pictures and other material to the walls and doors which result in damage or defacement. **Alcoholic beverage containers, including empty containers, obscene or pornographic pictures and posters are prohibited in residence halls.**
10. Excessive noise is strictly prohibited in and around the residence halls at all times (i.e. banging on doors, loud talking or laughter, shouting, running and horseplay, etc.). CDs/Tape players, radios, etc. are to be played at room volume. Speakers are not to be placed in or near windows. Musical instruments are not to be played in the residence halls.
11. All resident students are required to attend monthly residence hall meetings.
12. Residents who fail to turn in a validated housing permit by the end of the second week of Fall Semester will face a fine and/or loss of housing. Squatters will be charged and disciplined, and the resident who permits the squatter will be subject to disciplinary actions and/or fines.

13. Rooms are rented as doubles. When a vacancy occurs in two (2) or more rooms occupied by two (2) students in the same residence hall, the remaining occupants have the following choices: (1) select a student who lives in the same residence hall and arrange to room together; (2) accept a roommate suggested by the residence manager.
14. Members of the opposite sex are not permitted IN STUDENTS' ROOMS (unless during Inter-room Visitation) including private and basement level rooms, hallways leading to rooms, rear and side entrances, and upper and lower level lounges. Each student, male or female, who is found violating this policy is subject to disciplinary action as indicated on the listing of housing fines and sanctions.
15. All non-residents should vacate housing by 12:00 midnight unless prior approval has been granted by a member of the residential hall staff. Students who permit persons to live in their rooms unauthorized are subject to disciplinary action, including fine(s) and/or denial of campus housing. **Under no circumstances is "babysitting" allowed.**
16. Students who vacate campus housing without withdrawing from the University or as a result of disciplinary action will forfeit all housing fees for that semester.
17. National, state and local laws and campus policy prohibit the unlawful use, possession, sale, dispensation or distribution of illegal drugs, alcohol or controlled substance. Violators will be subject to arrest and/or suspension, expulsion, or fines.
18. Smoking is prohibited in all areas of the residence halls. All buildings (including residence halls) are designated as **SMOKE FREE FACILITIES**. Burning of incense and/or candles is prohibited.
19. **The use of, and/or possession of firearms** (including those with a permit), fireworks, dangerous weapons (any or all items that could do bodily harm or cause physical injury), **and gambling are strictly prohibited.**
20. No pets are allowed.
21. The University does not provide housing during the interim and official closing of school without prior approval by the Vice President for Business and Finance.

22. All students living in University housing must sign a nine month contract (two academic semesters). **This contract is legally binding for the entire school year unless the student enters University housing during the spring semester, in which case the contract is binding only for the spring semester.** Once a student has paid (or deferred based on anticipated financial aid) for the residence hall space, he/she is bound to the contract and may only be relieved of the contract by the Vice President for Business and Finance for legitimate documented reasons.
23. All freshmen and sophomores are required to reside on campus the entire academic year.

**Exemptions:** 1) Students who graduate from Madison County Alabama High Schools and reside with parents in Madison County; 2) Part-time students; 3) Married students; and 4) Military personnel.

## **SANCTIONS AND/OR FINES FOR STUDENT HOUSING VIOLATIONS**

1. **Weapons** (All firearms, knives, etc., if used, found in possession or displayed in an altercation.)  
  
All cases go to University's Judiciary Board
2. **Illegal Drugs** (If caught in your room or in your possession; whether you are in the room or not; applies to each student present.)  
  
Possession, sale, distribution, and/or use of narcotics, marijuana, hypnotic or similarly harmful, habit-forming or controlled substances within the jurisdiction of the University or conspiracy to possess, sell or distribute such substances.  
  
All cases go to University's Judiciary Board
3. **Drug Paraphernalia** (If caught in your room or in your possession; whether you are in the room or not; applies to each student present.)  
  
All cases go to University's Judiciary Board
4. **Possession of Alcohol/Consumption of Alcohol** (No alcohol containers, including empty containers, allowed in residential facilities.)  
  
First Offense - \$50.00 Fine, Refer to Counseling  
Second Offense - \$100.00 Fine and/or Loss of Housing, Probation or Suspension
5. **Curfew Violations** (Non-residents are required to vacate campus housing by 12:00 midnight unless prior approval has been granted by a professional member of the residential staff.)  
  
Students who permit persons to live in their rooms unauthorized are subject to a fine and referral to the University's Judiciary Board.

6. **Unauthorized Visitation** – Female residents are not allowed in the public or private areas of male residential facilities after midnight and vice versa. Male residents are prohibited from visiting or loitering in the vicinity of female residential facilities after midnight and vice versa.

First Offense - \$200.00 Fine  
 Second Offense - \$400.00 Fine  
 Third Offense – Loss of Housing, Probation or Suspension

7. **Disorderly Conduct** (Includes, but not limited to, use of profanity, public nudity, drunkenness and lewdness.)

First Offense - \$100.00 Fine, letter of reprimand and refer to counseling  
 Second Offense - \$200.00, 48 hours to vacate campus housing

8. **Fighting**

All cases referred to University’s Judiciary Board

9. **Pulling Fire Alarms**

48 hours to vacate campus housing and refer to University’s Police Department for prosecution.

10. **Tampering with Fire Safety Equipment**

First Offense - \$250.00 Fine  
 Second Offense - \$350.00 Fine, 48 hours to vacate campus housing

11. **Destruction or Defacing University Property** (Includes, but not limited to, graffiti, holes, burns, etc.)

First Offense - \$50.00 Fine and Up, depending on nature of destruction, and/or Referral to University’s Judiciary Board

The following charges will be imposed on all students guilty of destruction of State Property in our residence halls.

1.	Key replacement	\$ 50.00
2.	Locks	165.00
3.	Door (Wood) (Fire Proof)	300.00
4.	Door (Metal)	350.00
5.	Light fixture/bulb	70.00
6.	Bed	250.00
7.	Mattress	150.00
8.	Dresser	200.00
9.	Desk w/light	210.00
10.	Window Glass	50.00-310.00
11.	Window Frame	375.00
12.	Blinds (tousle)	50.00-110.00



13.	Floor tile	10.00 per sq.
14.	Door knobs	30.00
15.	Passagework	30.00
16.	Replace all three locks	35.00
17.	Electric plugs	
18.	Speaker	150.00
19.	Elevator (repair)	150.00
20.	Fire Extinguisher	45.00
21.	Fire Extinguisher Case	55.00
22.	Smoke Alarm Complete	210.00
23.	Blinds	50.00
24.	Exit Lights	155.00

**Lounge Area:**

25.	Tables	250.00
26.	Chair	150.00
27.	Couch (3)	350.00
28.	Couch (2)	250.00
29.	Coffee Table	100.00
30.	Blinds	100.00
31.	Speaker	150.00
32.	Glass Door	(panel) 200.00

12. **Disrespect of University Official** (Threatening/Bodily Harm/Profanity/ Insubordination)  
 Referral to University's Judiciary Board
13. **Any Riotous Behavior**  
 First Offense - \$100.00 Fine, Refer for Counseling and/or Referral to University's Judiciary Board
14. **Smoking** – Smoking is prohibited in all buildings on campus.  
 First Offense - \$50.00 Fine, Refer to Counseling  
 Second Offense - \$100.00 Fine  
 Third Offense - \$150.00 Fine and 48 hours to vacate campus housing
15. **Gambling** –All cases referred to University's Judiciary Board
16. **Excessive Trash**  
 First Offense - \$50.00 Fine plus Cleaning Fee  
 Second Offense - \$100.00 Fine plus Cleaning Fee  
 Third Offense - \$150.00 Fine and 48 hours to vacate campus housing

## **Inter-Room Visitation Policy**

Alabama A&M University is committed to the concept that residence halls should provide an atmosphere conducive to both living and learning, where, in a spirit of cooperation and consideration for others, students may live, study, and relax together. Recognizing the differences in parental desires and in age and personal preferences of the student served by the University, a differentiated housing program is being proposed. Students and parents should give careful consideration to their selection of housing. Students under the age of eighteen requesting assignment to University housing must have their housing request cosigned by a parent or guardian.

The term “Open House” refers to the opening of residence halls at times specifically connected to and associated with special campus-wide activities observed by the University, in which members of the academic community, parents, and other guests may visit in student rooms for a designated period of time. An “Open House” must be authorized by the Director of Residential Life.

The term “Residence Hall Visitation” refers to the visitation of the opposite sex with residents in residence hall rooms during regular scheduled days and hours. Visitation hours will be posted in all Residence Halls.

All visitors are required to know the hours and dates of visitation in the hall in which they intend to exercise that privilege. Any violation of visitation policy is the responsibility of the guest as well as the resident and both will be held responsible.

### **Student Guidelines and Procedures for Inter-Room Visitation**

1. Before any student is allowed to have visitation they must read and sign an agreement.
2. The visitor will contact the resident whom they wish to visit.
3. The resident will check the visitor (maximum of 2) in by giving the counselor the visitor’s state ID/School ID and also their own ID, along with signing their names.
4. The resident is responsible for the visitor from that point and should accompany them at all times.
5. The resident will accompany the visitor for check-out.
6. There is a maximum of two visitors per resident.
7. Students and counselors should do their best to maintain a clean and neat residence hall.
8. There will be an assistant at the desk with the counselor for support during visiting hours.

## **Violations**

The following list of violations complement those set forth in Section IV.

1. Illegal entry – entrance at any door other than the prescribed entrance.
2. Students who aid in an illegal entry.
3. Guest who do not exit on time and the resident who registered the guest.
4. Theft or vandalism.
5. If the resident does not accompany their visitor for the duration of the visit.
6. Engaging in sexual acts.
7. Respectable residence hall behavior should be conducted at all times. The residents will be given warnings. If necessary the counselor may cancel visitation in the dorm for the day.
8. Loitering will not be allowed in the lobby area or hallway for those who are registered to visit residents.
9. Guest must be accompanied by the resident to the public facility restrooms on the main floor of the residence hall.
10. Residents are to be sufficiently dressed at all times. Full-length robes are to be worn to and from the shower or restroom area. Residents are not to loiter in the hallways while he/she is wearing shower/lounge attire. A resident who has a visitor should not be taking a shower while being visited.
11. Counselors are to keep an accurate account of all violations and violators and report them to the Dean of Students. The Director of Residential Life must make available to each dormitory, on a regular basis, the names and specific violations of program participants.

## **Penalties for Violation**

### On-campus Students

Each violation will be handled on a case by case basis as set forth in Section IV. In addition to the penalties set forth in Section IV, students may experience one or more of the penalties specified below.

1. Student will not be allowed to participate in the program for one month.
2. Student will not be allowed to participate for the remainder of the semester.
3. Student will be placed on social probation for the remainder of the semester.

4. The student will be suspended from on-campus housing.

#### Off-campus Students/Visitors

1. Off-campus student or visitor will not be allowed to participate in the visitation program.
2. Off-campus student will be placed on social probation for the remainder of the program.
3. The name of the violator will be released to the campus security to be formally charged.

## **STUDENT DEVELOPMENT PROGRAMS AND SERVICES**

### **Office of Counseling and Development**

The Office of Counseling and Development is located on the 2nd floor of Buchanan Hall. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. The telephone number is (256) 372-5800. Listed below is a brief description of services provided by this office.

#### **Mission Statement**

The Office of Counseling and Development supports the mission of the University by providing a myriad of services to students attending Alabama A&M University including consultation services, referral services, individual counseling, group/support group counseling, workshops and prevention education, information and literature, the Peer Educators Program, the Counseling Associated Program, and the Student Success and Resource Center.

#### **Consultation Services**

This office serves as a resource to the university community providing consultation services to faculty, staff, students and parents. We help the university community to address questions regarding the needs of students as well as other kinds of challenges that may impair a student's ability to be academically successful.

#### **Individual Counseling**

This office provides individual counseling to students **enrolled** at Alabama A&M University. Appointments are scheduled between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Students are encouraged to schedule appointments to secure counseling services; however, walk-in appointments are welcomed.

## **Group/Support Group Counseling**

Group/Support Group counseling is available to students attending Alabama A&M University. Group/support group counseling is theme based. Group size is limited. Groups are formed by referral from various sources including faculty, staff, and students. For more information about group/support group counseling, contact this office.

## **Referral Services**

Referrals are made to community-based organizations, agencies and individuals for students who have needs beyond the scope of counseling center staff expertise.

## **Information and Literature**

This office maintains literature and information racks providing materials of interest on a variety of topics to promote wellness and good mental health. Students are encouraged to take any information of interest to them.

## **Workshops**

This office develops, plans, and conducts workshops on topics related to good mental health and wellness throughout the year. Students, faculty, and staff are encouraged to contact this office to find out more about workshops and presentations available through this office.

## **Peer Educators Program**

The Peer Educators Program is a collective effort between the Department of Psychology undergraduate program and this office. This program allows senior Psychology majors enrolled in practicum to gain valuable experience working as paraprofessionals in this office. Peer Educators develop creative programs on topics related to good mental health and wellness and conduct presentations/workshops on those topics to their peers living in the residence halls in an evening format throughout the semester. In addition to presenting workshops, Peer Educators mentor children living in public housing, participate in the “Mental Health Days” Initiative, and market the services of this office to their peers.

## **Counseling Associates Program**

The Counseling Associates Program is a collaborative effort between the Department of Psychology graduate program and this office. This program allows graduate students enrolled in practicum to receive valuable experience working as paraprofessionals in this office. Counseling Associates conduct initial intake assessments of students referred for counseling, supervised individual counseling, group/support group counseling, and present workshops on topics related to wellness and good mental health.

## **Judicial Referral Program**

The Judicial Referral Program is a collaborative effort between the University Discipline Officer and this office. Students who are adjudicated for various violations of the Student Code of Conduct can be referred to the Office of Counseling and Development at the discretion of the University Judicial Officer. Referred students can access a variety of services including individual counseling, group/support group counseling, literature and information, and intervention/prevention education.

## **Special Student Services**

### **University Withdrawals**

Students are provided counseling support and provided other pertinent information as they contemplate initiating this action. Withdrawal forms are secured from the Registrar's Office.

### **VA Student Assistance Office**

This office, located in Room 202, Ralph H. Lee Student Center, provides guidance services and administrative support to veterans and their dependents in securing educational benefits from the Veterans Administration. Professional counseling assistance is also available to Veterans and dependents enrolled at Alabama A&M University. For more information regarding this service please call (256) 372-4263.

### **Access to Learning**

“Access to Learning” identifies the University’s program for providing equal access to all educational programs, and ensuring compliance with applicable laws, including Section 504 of the Rehabilitation Act of 1973, and the applicable titles of the Americans with Disabilities Act (ADA) of 1990. Questions that may arise regarding University compliance with Section 504 of the Rehabilitation Act, eligibility for the program or filing complaints should be directed to Sanoyia L. Williams, Coordinator of the Access to Learning Program, 203 Ralph H. Lee Student Center, Alabama A&M University, Normal, Alabama 35762; telephone number (256) 372-4263. The Coordinator of the Access to Learning Program will work with appropriate faculty, staff and administrators under the authority of the Office of the Vice President to provide assistance and/or to seek resolutions for persons with handicaps or disabilities. A manual describing the program and complaint procedures have been distributed to the Learning Resources Center and all offices on campus, and is available for reviewing upon request.

## **Career Development Services**

Career Development Services is a centralized office which assists students and alumni from all academic schools in identifying career areas which appear rewarding to them, and provides career opportunities through the Campus Recruitment Program. CDS works cooperatively with all departments of the University. Effective 2005, all students must be registered with Career Development Services before the completion of 31 earned

hours (sophomore status). Career Development Services and University College will be working jointly in monitoring registration of all students. Registration cost is \$20.00 (one time fee) which can be paid directly to Career Development Services. Payment can be made by cash, check, debit card or credit card. Registration with Career Development Services extends one year after graduation.

Exceptions apply to the following:

**International students** are reminded to file for off-campus work approval (OPT, CPT and/or Economic Hardship) through Home Land Security. Information regarding filing procedures can be obtained through the Office of International Student Services. Students who do not have these documentations are eligible to sign the Refusal of Services Form.

**Students who are non-traditional** and have full-time employment are eligible to sign the Refusal of Services Form.

The following services are provided:

### **Alumni Assistance**

Services are available to students who are registered in CDS through MonsterTrak.com for one year after graduation with no charge. Alumni who have been out of school two or more years can update their registration and receive employment information monthly for a minimum fee. They will also be referred to employers seeking to hire alumni and are eligible for interviews with any CDS sponsored recruiting event.

### **Career Information**

CDS Career Information Center houses useful resources that assist with the job search. These resources include company binders, videotapes, books, journals and CD's. Job Choices and other career magazines are available for students. Also available for student use is Vault, an online career library housing Career Guidebooks, Employer Profiles and more.

### **Career Counseling and Planning**

Career Counseling is open to all students from Freshman classification through Graduate School. CDS provides annual mini-workshops and individual counseling sessions for seniors, alumni, and co-op/internship applicants on resume and cover letter writing, interviewing skills, and job search strategies. A series of workshops and seminars are also scheduled on dressing for success, communication skills, and dining etiquette.

## **CDS Sponsored Events**

Annually, CDS sponsors events that bring a variety of employers to the campus. During the fall semester, CDS sponsors: (1) Career Week, which includes a Career Fair with employer exhibits and an Interview Day, where students can interview for permanent, co-op or intern positions; (2) Graduate and Professional Schools Day (GPSD) which brings graduate and professional school representatives to campus for the purpose of interacting with students interested in pursuing a degree beyond the bachelor's level. The Youth Motivation Task Force Conference, which has traditionally been held during the spring semester, is now during the fall as well. The spring semester brings the North Alabama Connection: Professional Employment Day event in February, Co-op Interview Day in March and Teacher Education Interview Day in May.

## **Cooperative Education**

The Cooperative Education Program is designed to make a student's academic educational program more relevant and meaningful by integrating formal academic study with special periods of practical work experience directly related to the student's major field. Sophomores and Juniors with a minimum GPA of 2.5 and Graduate students with a minimum GPA of 3.0 are eligible. Co-op positions are competitive. Selection for placement in a Co-op position is handled by the recruiting company.

## **Graduate and Professional School Information**

Graduate School and fellowship information is available for students interested in pursuing advanced degrees. In addition to the GPSD program, Graduate Visitation Programs are sponsored through CDS which provide students the opportunity to visit some prestigious universities and vie for fellowships.

## **Internships and Summer Employment**

Through CDS, students may obtain information on part-time jobs, summer employment and internships with local and national employers.

## **On-Campus Interviews**

CDS schedules on-campus employment interviews for seniors, graduate students, alumni, and co-op/intern students. Organizations interviewing on-campus are business, government, industry, and education.

## **CDS 301**

CDS offers a course entitled Career Development Seminar. The course is designed to further enhance skills relative to the interview process. Sessions on office politics, communications in the workplace, dress codes, resume preparation, dining etiquette, and interviewing techniques are addressed. It is a one credit hour course which is listed through the School of Business.



## OTHER STUDENT LIFE FACILITIES AND SERVICES

### Cafeteria

The University requires that all persons living in the residence halls purchase a meal card. **The cost of the meal card is part of the overall package of room and board and is non-refundable.** Upon payment, a Meal/ID Card will be issued, which will allow students a nominal charge per day for meals. The Meal/ID Card is not exchangeable and must be used during the period for which it is issued. Because of the low charge for meals, no allowance will be made for weekend absences or unused tickets except in the case of official withdrawal. A fee of \$50.00 will be charged for replacing a lost or damaged Meal/ID Card.

In the University's continuing effort to meet students' needs, special consideration will be given to students who have a medically-related dietary problem. Special diets will be prepared upon presentation of a statement from the University physician or nurse practitioner. Students should see the Food Services Director during the first week of classes to arrange for special diets.

Non-boarding students may purchase a Meal/ID Card at the same rate with the same requirements as boarding students. A \$50.00 replacement fee will be charged for a lost or damaged Meal/ID Card. There are two meal plan options available:

- Option 1: 18 meals per week per semester \$928.00
- Option 2: 21 meals per week per semester \$1,007.00

**A STUDENT WILL NOT BE PERMITTED TO CHANGE A MEAL PLAN AFTER THE FIFTEENTH CALENDAR DAY.** The University reserves the right to close the cafeteria at the beginning of the Christmas holiday period and at the close of the second semester, or whenever deemed necessary.

### Cafeterias

#### Foster Living & Learning Complex\*

##### Monday through Friday

Hot Breakfast – 7:00 a.m. – 8:30 a.m.  
Continental Breakfast – 8:30 a.m. – 10:00 a.m.  
Lunch – 11:00 a.m. – 1:00 p.m.  
Dinner – 4:00 p.m. – 6:00 p.m.

##### Saturday and Sunday

Closed

#### Ernest L. Knight Complex

##### Monday through Friday

Hot Breakfast – 7:00 a.m. – 8:30 a.m.  
Continental Breakfast – 8:30 a.m. – 10:00 a.m.  
Lunch – 11:00 a.m. – 1:00 p.m.  
Dinner – 4:30 p.m. – 7:00 p.m.

##### Saturday and Sunday

Continuous Service  
(7:00 a.m. – 4:00 p.m.)

**\*ALL STUDENTS WILL RECEIVE MEALS IN KNIGHT COMPLEX ON WEEKENDS.**

## Fast Food

### **Snack Bar (Greasy Spoon) – Ralph H. Lee Student Center**

**Monday through Friday**

8:00 a.m. – 10:00 p.m.

**Saturday**

Closed

The snack bar features grilled items, fries and assorted hot sandwiches, along with featured SPECIALS. A great place for in-between meal “munching” and late-night study breaks.

### **Quiznos – Knight Complex**

**Monday through Friday**

11:00 a.m. – 10:00 p.m.

**Saturday**

Closed

**Sunday**

5:00 p.m. – 10:00 p.m.

### **C-3 Express – Hillcrest**

**Monday through Friday**

1:00 p.m. – 8:00 p.m.

## Student Health Center

The University operates a Student Health Center to provide for minor illnesses, injuries, health problems, and general health maintenance.

The Student Health Center is located on the east side of the campus, directly across from T. V. Morris Hall. It is open Monday through Friday, 8:00 a.m. 5:00 p.m., during regular school sessions. It is closed on Saturday and Sunday and when school is not in session. The physician’s hours are determined at the beginning of each semester, notices are posted, and students are notified of those hours. It is required that students present their ID card for service.

A mandatory sickness and accident insurance plan is required for all students enrolled at the University. **There are no exemptions from the health insurance fee for enrolled students.** A brochure describing insurance coverage in more detail, as well as insurance claim forms, are available at the Student Health Center.

## The University Center

The Ralph H. Lee University Center, located near the center of the campus, operates to facilitate the educational, cultural, social, and recreational needs of students. It is under the oversight of a director, assisted by a Board of Advisors. The Center houses the University Bookstore, a Snack Bar, a Game Room and lounge, the Dean of Students Office, University Judiciary Office, the Student Activities Office, the Office of Residential Life, Office of Special Student Services, Office of Veteran Affairs, Office of International Student Services, International Student Association Office, and Student Government Association offices. The Director of the Student Center has operational

responsibility for the Center. The recreational areas of the Center are open each day and each evening while students are normally present on campus.

### **The University Bookstore**

The University Bookstore is located on the second floor of the University Center. Merchandise offered for sale include textbooks, paperbound books, technical and trade books, general supplies, art, architectural and engineering supplies, novelties, food and drink, clothing, a wide variety of A& M paraphernalia, and several other categories of merchandise. The Bookstore is open Monday through Friday, 8:00 a.m. – 5:00 p.m. It will also be open on Saturdays before home games; 10:00 a.m. – 2:00 p.m. for late games, 9:00 a.m. – 12:00 p.m. early games.

#### **Books**

Textbooks may be purchased from the bookstore located in the Ralph H. Lee Student Center. The estimated cost of \$900.00 per semester. The bookstore accepts the following method of payments: Cash, Cashier's Check, Traveler's Check, Personal Checks, American Express, Discover, MasterCard, and VISA credit cards. For further detailed information, contact the Bookstore at 372-5626.

## SECTION V

### STUDENT ACTIVITIES AND ORGANIZATIONS



## **Student Activities**

Although academic life centers around the classroom, the laboratory, and the library, the total educational experience of the student encompasses much more. Interaction with other students and faculty, social involvement, and physical exercises are all expansions of individual growth. The University offers many activities and organizations in addition to academics, which allow students to express and expand themselves intellectually, spiritually and physically. Students are encouraged to become involved in one or more fulfilling extracurricular experiences. The Office of Student Activities is responsible for coordinating all student activities, ensuring compliance with all University regulations, and conformity with the best interests of the students.

## **International Student Services**

The Office of International Student Services facilitates the integration of international students into university life and assists in resolving problems unique to their population. The office also promotes, provides, and supports international and intercultural opportunities for the university community and others by serving as information and advising resource and coordinating special projects. This office is located in Room 200 of the Ralph H. Lee Student Center and can be reached by called (256) 372-5804.

The office provides support services and activities to assist international students with, but not limited to, F-1 visa and immigration concerns after their enrollment at the university. Initial admissions for undergraduate and transfers, and I-20s are offered through the Office of Admissions, [www.AAMU.edu/admission/admissionsap](http://www.AAMU.edu/admission/admissionsap). For graduate admissions: [www.AAMU.edu/graduatestudies/apply](http://www.AAMU.edu/graduatestudies/apply) E-mail: [gradschool@AAMU.edu](mailto:gradschool@AAMU.edu).

The Office of International Student Services serves as adviser to the International Student Association (ISA), an organization designed to help facilitate their growth and enjoyment of university life. The ISA sponsors and participates in many campus and community based activities such as the International Food & Cultural Fair, black history, homecoming, international alumni, civic & community to increase awareness of international and intercultural nature of the university.

### Services provided by International Student Services:

- Processing employment applications
- Curricular practical training
- Optional practical training
- Economic hardship/off campus employment
- On campus employment
- Basic rule on working
- Program extension
- Maintaining student status
- Re-instatement of status
- Change of Status

Duration of status  
Replacement of lost documents/I-20s  
Dependents entry  
Transfer of schools  
Social security cards  
Travel authorization  
Consulate and Embassy matters  
Homeland Security matters

**Curricular practical training** is training or employment, which is an integral part of an established curriculum. If it is optional in the curriculum, it must be for credit. If it is required, it may be either credit or non-credit. If the training you are seeking does not appear in the college catalogue, chances are it does not qualify as curricular practical training.

Students must have been lawfully enrolled on a full-time basis at a DHS (Department of Homeland Security)-approved school for one full academic year before being eligible for CPT. Exceptions exist for graduate students whose program requires immediate curricular training. Students may engage in CPT only for the specific employer, location and period approved and recorded by the DSO in SEVIS.

**Optional practical training (OPT)** is employment directly related to and commensurate with the level of the student's course of study. Students must have been lawfully enrolled on a full-time basis at a DHS-approved school for one full academic year before being eligible for OPT. Available both before and after completion of the educational objective, but different rules apply to pre-and post completion OPT. Students may engage in OPT for any employer for the duration of OPT authorization as long as the employment qualifies under OPT standards. **Eligible students must apply for post-completion OPT before the completion date of their course of study.**

A student may check the status of his/her application online at <https://egov.immigration.gov/cris/jsps/index.jsp> or <http://uscis.gov/graphics/index.htm>

**Economic hardship.** Students must have been in F-1 status for at least one full academic year. Must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status. Approval is limited to twenty (20) hours per week while school is in session; can be full-time during official school breaks

**Basic rule on working:** Avoid working off campus without permission. Generally, to work off campus you must first obtain permission from your DSO from **USCIS**. Working without permission can lead to arrest, jail, interruption of studies, deportation and cancellation of your visa. Even if you are not caught, illegal employment can make obtaining readmission to the U. S., a work visa (H-1B), or permanent residence more difficult or impossible later on.

**On campus employment.** You may accept a job on campus for up to 20 hours per week during the school year, 40 hours during breaks and holidays. On campus employment at any on campus business or facility servicing students, or an affiliated campus or institution, without authorization from USCIS.

**Program extension** for student in lawful status. An F-1 who is unable to meet the program completion date on the form I-20 A-B may be granted a program extension by a PDSO (Primary Designated School Official) if the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extension. **YOU MUST APPLY AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPIRATION OF YOUR I-20.**

**Maintaining student status.** A non-immigrant alien admitted to the United States as an F-1 student must meet certain obligations in order to maintain status. The following are eight (8) easy ways to maintain student status under current regulations:

1. Have a passport that is kept valid at all times, unless you are exempt from passport requirement.
2. Attend the school you are authorized to attend as entered on your I-20. This does not apply to transfers, as long as they initially attend the school indicated.
3. Must not enroll in less than or drop below a full course of study (12 credit hours undergraduate – 9 hours graduate), or as established by your school.
4. Leave the United States by the anticipated completion date shown on your I-20. If you cannot, or have not completed by that date you must notify your DSO if unable to complete degree program within 30 days prior to facilitate a program extension. Academic probation is not a valid reason for an extension. You have 60 days to depart the U.S. or get into another degree program.
5. Apply to DSO to continue from one educational level to another at the same school within 30 days of the start of classes and request an I-20.
6. Limit employment, both on and off, to a total of 20 hours per week while school is in session. May work full-time during breaks and vacations.
7. DO NOT work off-campus without proper authorization by DHS and/or DSO.
8. Report a change of residence to DHS within 10 days of the change.

Health insurance is mandatory for F-1 student and their dependents. Willful failure to maintain health insurance at the required level will be considered a violation of status.

**Penalties for violations.**

- Leave the U.S. (or apply for reinstatement if available)
- May not be employed on or off campus
- May not be granted any immigrant benefits, such as OPT, extensions, transfer, etc.
- May not change status in U.S.
- May never adjust to permanent residence in the U.S. unless married to a U.S. citizen (there may be some exceptions).

**Reinstatement to student status.** As a general rule, the immigration service will consider reinstating an F-1 student who makes a request for reinstatement on Form I-539, Application to Extend Time of Temporary Stay, accompanied by a properly completed Form I-20 A-B from the school the student is attending or intends to attend if the student:

Establishes to the satisfaction of the Service that the violation of status resulted from circumstances beyond the student's control or that failure to receive reinstatement to lawful status would result in extreme hardship to the student;

Is currently pursuing, or intending to pursue, a full course of study at the school that issued the Form I-20 A-B;

Has not engaged in unauthorized employment; and

Is not deportable on any ground other than overstaying or failure to maintain status.

**Change of status.** Application for change of nonimmigrant status is made on Form I-539, Application to Extend Status/Change Nonimmigrant Status. A properly executed Form I-20 A-B must accompany the form from the admitting institution with item number 11 completed and signed by the applicant; a copy of the applicant's Form I-94; evidence of financial support; and the required fee. As of April 12, 2002, nonimmigrants in B-1/B-2 are prohibited from enrolling in school until USCIS has granted the change of status to F-1.

**Duration of status.** Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies, plus sixty (60) days to prepare for departure from the United States. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study and/or continuing from one educational level to another.

**Replacement of lost documents/I-94s.** Applications/form I-102 for the replacement of a lost I-94 may be picked up in the Office of International Student Services or online and filed with the required filing fee.



**Dependents entry.** The spouse and/or unmarried minor children of an F-1 student may accompany the student to the United States or follow to join the student at a later date. The dependent family members will be accorded F-2 status provided they establish to the satisfaction of the consular officer and immigration officer at the port that they have sufficient funds to cover expenses. They will need to submit to the consular officer a properly endorsed Form I-20 ID. Dependents in F-2 status are prohibited from enrolling in a degree-seeking program of study

**Transfer of schools.** Transfer of schools is coordinated via the **Office of Admissions and the Office of Graduate Studies.** An F-1 student who is maintaining status may transfer to another service-approved school by following the notification procedure. An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school-transfer and must apply for reinstatement.

**Social security card.** F-1 students should report to the office of the DSO for verification of their eligibility to work on campus. You must present proof of on campus employment before a DSO can certify your eligibility to the social security administration.

**Travel authorization.** Current regulations require that you have an I-20 ID endorsed for reentry by a DSO (page 3), a valid F-1 or F-2 visa, and a passport valid for at least six months beyond the projected date of your reentry to the United States. Students who travel/depart the United States prior to the adjudication of his/her application for practical training is considered to have abandoned his/her application and will be denied reentry. **DO NOT LEAVE BEFORE CHECKING WITH YOUR DSO.**

**Consulate, Embassy, and Homeland Security issues.** Will make necessary contacts with these agencies in support or in response to inquires from and/or to the agency. Embassy links: [http://travel.stste.gov/travel/tips/embassies/embassie\\_1214.html](http://travel.stste.gov/travel/tips/embassies/embassie_1214.html)

Please go to U.S. Citizenship and Immigration Services (USCIS) at <http://uscis.gov/graphics/index.htm> for a list of “HOT TOPICS” and a variety of other features and links.

## **STUDENT ATHLETICS**

### **The Intramural Program**

The Intramural Program offers a wide range of organized, campus-wide competitive activities, which include all of the sports that are offered in the varsity program. Intramural activities run the year around. Almost any competitive activity which is of interest to a sufficient number of students can be organized. The Intramural Program is coordinated by the Office of Student Affairs.

### **Intercollegiate Athletics**

Students are strongly encouraged to participate in the fine intercollegiate athletics program sponsored by the University whether on the competition field or in the stands cheering. Our sports teams are as diverse as our student body, consisting of athletes from around the world. Many of the sports teams have won not only conference championships, but also national titles. In recent years, many of our games have been televised nationally on ESPN, ESPN2, and ESPNU. Students with an interest and skill in the following sports should contact the respective coach about playing: baseball, basketball, bowling, cheerleading, football, golf, soccer, softball, tennis, cross country/track, and volleyball.

## **STUDENT PUBLICATIONS**

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students, the University must provide sufficient editorial freedom and sufficient financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, or the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.

The same freedom shall be assured oral statements or views on an institution-controlled and student-operated radio or television station. Such editorial freedom entails a corollary obligation under the canons of responsible journalism, applicable regulations of the Federal Communications Commission, and their station constitution or activity guidelines. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the University or of the student body.

### ***The Amuite***

*The Amuite* is the University Yearbook. Student volunteers are welcome to work as members of the staff. The Yearbook is coordinated by the Office of Student Activities.

### ***The Maroon and White***

*The Maroon and White* is the official student newspaper. Although the editor is an elected official, any student on campus may apply to work as a staff member on one of the many sections. Application may be made with the Student Publications Board by way of the Director of Student Activities.

## **STUDENT ORGANIZATIONS**

Student organizations provide the student with the opportunity to enrich his or her educational experiences at the University by presenting expanded channels of self expression, personal growth and development, and service. There are approximately 117 registered student organizations on campus. They include social clubs, religious groups, musical groups, sororities, fraternities, honor societies, departmental organizations, military, service groups and special purpose organizations. Students are encouraged to engage themselves in the opportunity to enrich their educational experience at the University by becoming involved in one or more appropriate organizations of their choice.

### **Student Government Association**

Alabama A&M provides a variety of opportunities for students to gain experience in self-government. The Student Government Association is the overall student governing body and is responsible for many of the activities and programs designed and

executed by students for students. It is composed of 2 main sections, the executive committee of twelve (12) elected officers and a 20-member council that is elected by the respective classes and includes each class president. Each of the twelve executive committee officers is required to do thirteen (13) office hours per week. The SGA has among its purposes the development of the modern tendency for students to promote the intellectual freedom, academic growth, and social welfare of the students of Alabama A&M University, to promote efficient communication channels in order to provide closer working relationships between the student body, faculty, staff, administration and the University family as a whole, to foster a program of wholesome activities for student enrichment. All students enrolled at Alabama A&M University are members of the student body and are entitled to representation by a governed body. A Constitutional Convention for SGA is to be held each year during the second week in September. All changes are subject to Cabinet approval.

Requirement for the executive officers are as follows:

President	3.0 cumulative/semester AND 80 credit hours
1st Vice-President	2.7 cumulative/semester AND 70 credit hours
2nd Vice-President	2.7 cumulative/semester AND 70 credit hours
Secretary	2.7 cumulative/semester
Treasurer	2.7 cumulative/semester
Parliamentarian	2.7 cumulative/semester
Miss Alabama A&M	3.0 cumulative/semester AND 80 credit hours
Miss A&M	must be of senior classification during her reign
Miss A&M	cannot hold any other position during her reign
AMUITE Editor	2.7 cumulative/semester
MAROON & WHITE Editor	2.7 cumulative/semester

Beginning Fall 2007, officers will be compensated in accordance with the following schedule:

**President**

- \$12.00/hour @ 15 hrs a week up to \$2,700/per semester

**Miss AAMU**

- \$10.00/hour @ 15 hrs a week up to \$2,250/per semester

**Other Executive Board Officers**

The following officers:

- **1<sup>st</sup> Vice President**
- **2<sup>nd</sup> Vice President**
- **Secretary**
- **Treasurer**
- **Parliamentarian**

- **Historian**
- **Maroon & White Editor**
- **Yearbook Editor**

will receive the following:

- \$8.00/hour @ 15 hrs a week up to \$1,800/per semester

The Offices of Student Affairs, Student Activities and the Student Government Association share the common goal as facilitators in the University environment. All seek to champion valid student causes and try to accurately represent the needs and concerns of students within and without the University.

The Student Government Association strives to function as follows:

1. Initiates activities of interest and importance for all students.
2. Facilitates the expression of student concerns through the established agencies of communication within the University. Works cooperatively for constructive change and improvements.
3. Stimulates productive involvement of students in campus affairs and activities.
4. Sees that students charged with violating University regulations receive fair and impartial due process toward appropriate sanctions.
5. Works cooperatively toward building a systematic, consistent, and impartial University judicial system.

## **LIST OF STUDENT ORGANIZATIONS**

### **GENERAL**

Student Government Association (SGA)  
Pre-Alumni Association

### **HONORARY AND SCHOLASTIC**

Alpha Kappa Mu (All Majors)  
Alpha Zeta (Agriculture)  
Beta Beta Beta (Biological Sciences)  
Beta Kappa Chi (All Sciences)  
Delta Mu Delta (Business Administration)  
Kappa Delta Pi (Education)  
Kappa Omicron Phi Kappa  
(Family & Consumer Science)  
Mu Kappa Tau (Marketing)  
Presidential Scholar (All Majors)  
Psi-Chi (Psychology)  
Omicron Honorary Accounting Society

### **RELIGIOUS**

Baptist Campus Ministry  
Baptist Student Union  
Campus Ministry Association  
Chapel Programs  
Christian Student Organization  
Islamic Organization

### **MUSICAL**

University Choir  
University Gospel Choir  
Baptist Student Union Gospel Choir  
Kappa Psi National Band Frat.  
Maroonettes  
Phi Mu Alpha Sinfonia  
Sigma Alpha Iota Sorority  
Tau Beta Sigma National Frat.

Sigma Tau Delta  
(English & Foreign Languages)  
Tau Alpha Pi (Technology)

### **DEPARTMENTAL**

Agricultural Economics Club  
Agronomy Club  
American Home Economics Association  
American Society of Civil Engineers  
Bahai Club (The)

### **SOCIAL GREEK LETTER**

Chemistry Club  
Economics Club  
Elementary/Early Childhood Assoc.  
Financial Management Association  
Food Science Club  
Kappa Delta Epsilon Fraternity  
Lambda Sigma Pi Math Club  
Learning Resources Club  
Management Club  
Marketing Club  
National Society of Black Engineers  
National Students Speech & Hearing  
Association  
Office Systems Management (OSM)  
Phi Beta Lambda Business Fraternity  
Physical Education Majors Club  
Political Science  
Pre-Law Society  
Pre-Professional Club  
Social Work Club  
Society of Human Resources Management  
Society of Logistics Engineers  
Society of Physics  
Sociology Club  
Student Dietetic Association  
Student Taking a Notable Stand  
(STAND)  
Telecommunication International

### **CLASSES**

Freshmen Class  
Sophomore Class  
Junior Class  
Senior Class

### **MILITARY**

Army R.O.T.C. Drill Team  
Pershing Rifles (Male/Female)  
Color Guard (Coed)

(Sororities and Fraternities)  
Pan Hellenic Council  
Alpha Kappa Alpha Sorority, Inc.  
(Gamma Mu Chapter)  
Alpha Phi Alpha Fraternity, Inc.  
(Delta Gamma Chapter)  
Delta Sigma Theta Sorority, Inc.  
(Delta Delta Chapter)  
Kappa Alpha Psi (Gamma Phi)  
Omega Psi Phi Fraternity, Inc.  
(Nu Epsilon Chapter)  
Phi Beta Sigma Fraternity, Inc.  
(Gamma Epsilon Chapter)  
Sigma Gamma Rho Sorority, Inc.  
(Kappa IOTA Chapter)  
Zeta Phi Beta Sorority, Inc.  
(Sigma Beta Chapter)

### **RESIDENCE HALLS**

Councill Hall - Female  
Foster Living/Learning Complex - Male  
Grayson Hall - Male  
Hopkins Hall - Male  
Hurt Hall - Female  
Inter-Residence Hall Council – Female  
Inter-Residence Hall Council – Male  
Morris Hall - Male  
Palmer Hall - Female  
Stephens Hall - Male  
Terry Hall – Female  
Thigpen Hall - Female  
Thomas Hall - Female  
Walker Wood Hall - Male  
West Campus Complex - Female

## SERVICE

Alpha Phi Omega	Martin Luther King Service Organization
Alpha Psi Omega (Thespian Society)	National Alliance of Business Cluster (Student)
Caribbean Student Association	National Association for the Advancement of Colored People (NAACP)
Circle K Club	Nigerian Student Association
Gamma Sigma National Service Sorority	Sigma Tau Epsilon Professional Fraternity
Groove Phi Groove Social Fraternity Club	
International Student Association	
Toastmasters International	

## Office of Student Activities

### Registered Organizations:

### General Provisions for Officially Recognized Organizations:

An Officially Recognized Organization is an organization that is registered under the Student Activities Office. An organization, under sponsorship of the University, may become registered and *officially recognized* upon the approval of the Student Activities Office. Registered, officially recognized organizations are guaranteed all rights and privileges allotted to students by the University. Organizations that are not registered thus not officially recognized by the University *will not* be granted the above mentioned privileges of registered and officially recognized organizations.

The nature and scope of such organizations are limited, and they must comply with the following provisions whether their activities occur on or off campus.

1. The sponsoring University group must assume full responsibility for the actions and procedures of the Organization along with the Organization's authorized advisors and representatives.
2. Organizations must have and conduct all of their activities according to the University Code of Conduct.

The sophistication and complexity of constitutions may vary according to the needs and scope of activities of the particular Organization, but all must address the following issues (in a manner acceptable to the Student Activities Office).

- A. Statement of Purpose
- B. Nondiscrimination in membership selection, operating procedures, activities, policies and practices
- C. Eligibility for voting privileges
- D. Necessary operating procedures
- E. Indication of willingness to make financial records available to Authorized University Officials upon request

## **Registration Procedures:**

In order for an organization to become **Officially Recognized** they must complete the required Registration forms. Registration forms can be obtained in the Student Activities Office. This registration form is a Public Record, thus it must be kept current and shall contain at minimum the following information:

1. The name, address and phone number of the organization.
2. Detailed Statement of Purpose that accurately reflects the intent of the proposed organization.
3. The name and phone number of the campus advisor(s).
4. A written statement asserting acceptance of responsibility to comply with University Policies and Regulations.
5. The signature of the head advisor to the sponsored group indicating the willingness to accept responsibility for the Organization's activities.
6. A current copy of their constitution.

## **Use of University Property**

1. All persons on University property are required to abide by University policies and campus regulations. Individuals on University property or in attendance at an official University function assume an obligation to conduct themselves in a manner compatible with the University's regulations and responsibilities as an educational institution. This means that all persons are responsible for complying with the University's Code of Conduct. This includes, but is not limited to, the following:
  - A. No Organization or person on University property at organizational events may obstruct or disrupt campus classes or other campus activities.
  - B. No Organization or person may engage in the production of amplified sound that disrupts the campus academic setting (except in authorized facilities or locations).
  - C. No Organization or person may engage in physically abusive, threatening or intimidating conduct toward any person.
  - D. No Organization or person may exhibit disorderly or lewd conduct.
2. During the scheduled event, all persons are required to identify themselves to and comply with instructions of authorized University Officials acting in the performance of their duties.



3. The Office of Student Activities prohibits non University commercial activities on campus except by special arrangements with the Office of the Dean of Students.
4. Commercial products may be distributed on University properties or at Official University functions only after prior authorization by the Office of the Dean of Students and the Vice President for Student Affairs. University Units, Student Government, Registered Organizations and Support Groups may, however, distribute material incidental to their purpose at their own meetings and programs.
5. Commercial support of student programs and activities or registered Officially Recognized Organizations are not considered a commercial activity under these guidelines and may therefore be permitted, provided that the primary purpose of such support is to underwrite a student organization or activity, as opposed to the promotion or endorsement of a commercial product. Prior to any solicitation, all plans for commercial support involving Registered Organizations must receive prior approval from the Office of Student Activities. The Office of Student Activities will consult with the Vice President for Student Affairs to ensure consistency with the University's corporate fund raising efforts.
6. The Student Activities Office must approve all scheduled events **at least ten (10) working days prior to the day of the event**, regardless of whether or not campus police surveillance or security is required.
7. At least one advisor to the Organization **must** be in attendance of **every scheduled event**.

## **Distribution and Public Posting of Literature**

Literature may be distributed on University properties or at official University functions subject to the following provisions:

1. Student Government, Registered Organizations, Support Groups and Faculty/Staff Organizations may distribute literature in campus buildings or at programs.
2. Literature may be distributed in rooms or areas reserved for meetings.
3. The staff of Residential Life must approve distribution within the residence halls.
4. Inappropriate literature (i.e. literature that is lewd, vulgar, or profane in nature) may not be posted or distributed.

5. Literature must be stamped and approved in the Office of Student Activities.

Organizations that are not registered thus not officially recognized by the University will not be granted the above privileges of registered and officially recognized organizations.

Permission to function will be granted on a yearly basis (for fall and spring terms). All student organizations must register each year with the Office of Student Activities. The registration must be made prior to October of each year. Changes or corrections should be made at the beginning of the second semester or by February 1<sup>st</sup> when necessary.

Organizations wishing to function during the summer session, should register within the first two weeks after the first day of class meeting.

All student organizations must have a primary and alternative advisor. The advisors must be a full-time faculty or staff member. **If the organization does not meet these requirements, the organization is ineligible to operate as a registered and recognized organization at Alabama A&M University.** The advisors are responsible to the Director of Student Activities for the activities of the organization. **It is under the discretion of the Director of Student Activities to cancel an event at any given time, if there is not an advisor present.**

## **Expectations**

1. Organizations are expected to render programs and services which contribute to the social, recreational, and cultural life of the University. Any organization which promotes clandestine relationships, or encourages violation of University regulations, forfeits the privilege of operating on the University campus. The University reserves the right to withdraw its approval of any organization when it deems that the well-being of the University or its constituents warrants such action.
2. It is the premise of the University that campus fraternities and sororities are operating in accordance with the written philosophy and principles stated by their respective national parent organizations as to purpose, functions and procedures; that the philosophy and principles of the parent organizations are in harmony with those of the University; and further, that neither the local chapter or parent body is operating on the basis of an established quota.
3. All approved student organizations must implement a self-monitoring system to insure compliance with the Alcohol and Drug Policy which appears in this publication. The appropriate officer of each organization will certify in writing to the Director of Student Activities that the organization is aware of and will comply with the provisions of the policy.

4. Organizations are expected to submit their proposed calendar of activities with registration forms for each semester. NOTE: This will assist the Office of Student Activities in scheduling organizational activities.
5. All organizations, with the help of their advisors, are asked to submit an end-of-year report on the organization's activities. This should include supporting documentation. Failure to submit this report may lead to restrictions for the following year.
6. All organizations are encouraged to perform community service.
7. All organizations are encouraged to use weekends (Friday evening to Sunday afternoon) for meetings, so as not to interfere with academic life.

### **Role and Responsibilities of Advisors**

1. Provide counseling, leadership and direction regarding the interpretation of University policy and guidelines, and role and mission of the organization.
2. Insure the adherence to University policy and guidelines.
3. Certify the membership eligibility of each student and submit the list of eligible students to the Director of Student Activities.
4. Attend and remain present for the duration of all organizational meetings and sponsored activities.
5. Assist the organization with the formulation and implementation of all activities.
6. Report infractions of University rules and regulations to the Director of Student Activities.
7. Insure that respective governing bodies (local, regional, and national) of Greek letter organizations are made aware of the rules, policies, goals, and objectives of the University.
8. Monitor all activities during and related to membership intake.
9. Review all objectives and programs of the organization, the academic standing of its members, and report the assessments to the Office of Student Activities at the end of each academic year.
10. All advisors must sign an Advisor Agreement letter.

## Sponsorship of Activities

1. Recognized student organizations may request the use of University facilities for their regular meetings and for other purposes, including public entertainment, exhibits and celebrations. Permission to use a particular University facility must be obtained by complying with standard facility request procedures.
2. Each registered and recognized organization will be allowed to have one fundraising activity per year on campus, using campus facilities, and one other activity on campus that does not involve fundraising.
3. All activities, including parties and rallies, must be approved in advance by the Office of Student Activities.
4. **Requests for the use of campus facilities must be in the Office of Student Activities at least 10 working days before the scheduled function.** Requests must be on the standard Request Form for Approval of Student Activity available at the Office of Student Activities.
5. Janitorial and security costs in connection with a fund-raising event must be paid by the sponsoring organization.
6. All signs and posters publicizing an activity must be in English, and must be approved for posting by the Office of Student Activities. Sponsors are responsible for removal of signs and posters once the event is over, or risk denial of sponsoring privileges in the future.
7. An organization which desires to cancel an approved activity should give notice of the cancellation to the Office of Student Activities as early as possible in order that substitute programming or an adequate announcement may be made. Failure to give adequate notice of activity cancellation may result in forfeiture of date requested for a later time.
8. Students or student groups representing the University on out-of-town trips must submit to the Director of Student Activities at least five (5) days prior to departure, a roster to include names and student numbers of persons traveling, mode of travel, destination, date of departure, expected date of return, and how they may be reached in case of an emergency. Said information must have the approval of the advisor of the organization or sponsor of the group. It is the responsibility of the advisor, sponsor, and Director of Student Activities to make sure that all persons representing the University as students are, in fact, bona fide students of the University.

9. No student, nor organization, or group shall use the name of Alabama A&M University while engaging in any off-campus activity unless authorization has been granted by a designated University official with the approval of the President.
10. Fraternities and sororities will have only one combined week in April, known as “Greek Week”, to exhibit organizational interest and goals to the University and the larger community. **This replaces the individual weeks for Greek organizations.**

## **Greek Chapters**

Alabama Agricultural & Mechanical University has traditionally hosted chapters of eight national Greek-letter organizations on the campus. Since their founding after the turn of the 20<sup>th</sup> century, African American fraternities and sororities have made significant contributions to the human development process. Existing often in educational and social environments, Black Greek-lettered organizations have extended for their members and for the broader community a constructive tradition. This tradition has included academic support, bonding in extended families, community service and the promotion of ideals and values tradition has also included involvement at all levels with activities and programs of service to the college and the student body in general. All Greek-letter organizations on campus are here at the pleasure of the University. At the discretion of University Officials any organization can be de-chartered and removed if seen as a threat or unsafe to the campus community. The Greek-letter organizations include; Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc.

### **Guidelines for Greek-Letter Organizations**

The following guidelines govern Greek-letter organizations at Alabama A&M University:

1. Fraternities and sororities must function in accordance with University Policies and Procedures. Each Fraternity and sorority shall be represented and governed by the Pan

Hellenic Council, and shall have an University faculty and staff advisor chosen by the local graduate chapter and an alternate advisor to oversee the organization.

2. No student shall be allowed to join any organization or participate in any activities without final approval of the Director of Student Activities. Advisors and Chapter Presidents must submit the names of the aspirants on the appropriate college forms for approval, at least two full weeks prior to initiating the Intake process.
3. Any student invited to join a Greek-letter organization must have satisfied his/her financial obligation with the University and other regulations with regard to scholarship and conduct.
4. Students have a right to full disclosure of the direct and indirect cost of intake activities after having been accepted as a candidate into the Intake process. Each fraternity/sorority is obligated to provide it upon request.
5. Greek organizations must maintain a grade point average of 2.5 cumulative to remain active. The average is computed from the sum of hours pursued and grade points earned by all active members of the organization the previous semester. Failure to maintain this requirement will result in the organization being placed on inactive status until such time as it does achieve the minimum average.
6. Inactive status constitutes a suspension of public meetings, activities, or social affairs, wearing organizational paraphernalia and may not pledge or initiate new members.

7. No person shall be elected to any title "MISS" by a Greek-letter organization who is married, has children and carries the title "Mrs."
8. All chapter meetings of Greek-lettered organizations must be held on the campus.
9. All Greek-letter organizations will be required to perform three (3) projects per semester, three (3) educational programs per semester, and participate in leadership development training to remain in good standing with the University. Projects must include one community service project, one campus service project, and one fund raising project for the Council Challenge.
  - a. The community service project shall benefit some civic or social organization in the Huntsville Area, who is dedicated to the service of mankind. This will facilitate involvement with the surrounding community. It is also intended to give students some marketable experience through volunteer work.
  - b. The campus service project should be one to benefit the academic skills of the students at Alabama A&M University or to improve the physical condition of a facility or location on campus. The purpose of this activity will get the organizations more involved with the overall development of the University.
- c. Members of Greek organizations should expect to actively contribute to the Council Challenge, which assist future students in coming to the University by providing scholarship dollars to deserving students. Non-Greek organizations are expected to contribute a minimum of fifty dollars (\$50) and Greek organizations a minimum of one hundred dollars (\$100). Monies are to be paid to the Office of Institutional Advancement by December 1 of each year.
- d. The academic/informational program should reinforce the classroom aspects of college learning. Examples of academic/informational programs include faculty involvement, educational films, slides, study halls, tutoring, debates, open forum discussions, and seminars.
- e. The social program should create a sense of belonging and accomplishment and stimulate new interests, campus involvement, and bring new people into the group. Examples include but not limited to parties, dances, talent shows,

movies, and other similar activities.

- f. The cultural program should help to establish all types of appreciate and understanding of life; knowledge of ones own and other cultures. Examples include but not limited to art displays, concerts, theatrical performances, speakers, films, etc.
- g. Officers and members will be expected to actively participate in a series of leadership workshops/seminars sponsored by the Office of Student Activities.

- 10. The Pan-Hellenic Council is the principal governing body for all Greek-letter organizations. The Council shall establish guidelines for the organization, monitor compliance with the guidelines and establish appropriate sanctions. All actions of the Council are subject to the approval of the Director of Student Activities.
- 11. The Pan-Hellenic Council shall be composed of the Presidents, Vice Presidents, and Secretaries of all Fraternities/Sororities, advisor(s) to Pan-Hellenic Council, the NPHC Advisor, and the Director of Student Activities.
- 12. Hazing, as defined and described in the University Hazing Policy, is strictly prohibited. The President of each organization must sign an anti-hazing policy form at the beginning of each year. Should the University become aware of such abuses on the part of the fraternity/sorority or any of its

members; the University will immediately suspend the Chapter indefinitely pending the results of the investigation. In the event that the abuse charges are substantiated, the University will invoke appropriate disciplinary sanctions against the individuals as well as the fraternity/sorority chapter.

### **Academic Standards for Greek-Lettered Organizations**

Due to the Mission of the University and the importance of academic process, the Greek system must be a promotion of academic success of its students (members); these selected guidelines below are strictly emphasized.

- 1. Each member of a chapter is required to maintain the minimum grade point average of 2.5 on a 4.0 scale. Otherwise, he/she must be placed on the fraternity's/sorority's inactive list. Names and banner identification numbers of all active and inactive members must be filed with the Office of Student Activities at the beginning of each semester.
- 2. In accordance with stated University policy, a student who is subject to dismissal from the University, but is permitted to continue on academic probation, may not hold an elected office or appointed office in any chapter or council function during the time of probation.
- 3. The National Pan-Hellenic Council will develop a scholarship to present to a deserving student in the spring semester of each year. Each chapter is required to designate one person to



serve as a scholarship committee representative. The Office of Student Activities will serve as the liaison to the scholarship chairperson. The Office of Student Activities will be responsible for assisting in the development of a scholarship program that assists students in their academic achievements.

### **Guidelines and Procedures for Membership Intake (NPHC)**

1. A student must attend and pass the Mandatory Greek Class presented by the Office of Student Activities
2. A student must have signed the University Waiver Form for understanding of hazing
3. A student may participate in intake procedures of a Greek-letter organization when he/she attains sophomore status; having earned a minimum of thirty-one (31) credit hours, and a cumulative GPA of at least 2.5 on a 4.0 scale. Transfer students must have been in good standing with the school attended prior to enrolling at Alabama A&M University and have completed one semester or twelve (12) hours at Alabama A&M University as a full-time student.
4. There will be one initiation/intake process per year for each organization. No intake activity is permitted during mid-term examinations and must conclude two weeks prior to final examinations
5. Greek –letter organizations that intend to conduct a membership intake procedure must complete the membership intake request approval form and submit it to the Office of Student Activities two weeks prior to the interest meeting and/or start of the membership intake procedures.
6. The advisor of your organization will be notified in writing as to the status of your request form and eligibility of all prospective members.
7. Prior to the intake activity, a meeting of prospective candidates must be scheduled with the NPHC advisor and Director of Student Activities to review the University’s hazing policy. Current members must have attended the anti-hazing workshop in order to participate in the intake process.
8. During the intake process, initiates are not permitted to engage in the following or similar activities:
  - a. Public demonstrations such as bowing before brothers or sisters and other humiliating gestures
  - b. Dressed in certain attire during the intake process
  - c. Any meetings or activities that require an initiate’s time before 8:00am and later than 10:00pm
  - d. Providing personal services or being required to perform personal or menial tasks
  - e. Disruptive activities during campus activities, i.e. classes, residence hall programs, administrative meetings, study hours, etc.
  - f. Activities, which damage or destroy any property on or off campus.
  - g. Any activity that will reflect unfavorably upon the University or the organization

9. All Greek-lettered organizations must hold interest meetings, membership initiation, presentations, probates, and ceremonies on campus unless approved otherwise.

**Greek Letter Student Organizations (Social, Service, Band, etc.)**

Active membership of chartered Greek Letter student organizations shall be limited to full-time enrolled students, with the approval of the organization’s advisor(s). Students must have and maintain a minimum of 2.5 cumulative grade point average on 4.0 scale to participate.

A student shall not be considered an active member and is not eligible for participation in an organization or club unless his or her name is included on the membership roster and he/she has a 2.5 cumulative grade point average.

The University will strictly enforce all guidelines regarding membership intake. Membership intake must be approved by the Office of Student Activities & Leadership Development 2 weeks prior to having an interest meeting. We will support the intake procedures prescribed by the National Office of that organization with prior approval from the Office of Student Activities & Leadership Development.

**If an organization does not have a Charter and National Office with membership intake procedures; there will NOT be a membership intake process approved. The organization membership procedures will consist of an interest meeting and interviews that must be completed within a 2 week time frame. After the interviews, new members need to voted upon and selected.**

NO PRESENTATIONS OR PROBATES are allowed for these organizations (NPHC ONLY).

If the organization is found in any violation of the above information; it will be placed on Cease and Desist, a full investigation will be conducted and depending upon the findings, the organization may be suspended immediately.

**National Pan-Hellenic Council (NPHC) Greek Organizations**

*Article I Name*

The name of this organization shall be “The National Pan-Hellenic Council, Inc. of Alabama Agricultural & Mechanical University, “hereinafter referred to as “NPHC-AAMU”

*Article II Purpose*

The purpose of this organization shall be to serve as the governing body of the NPHC-AAMU; to resolve any difficulties that may arise with the NPHC-AAMU and to enforce all policies that are stated in this constitution; to promote congenial relationships among members of the NPHC-AAMU and the administrators; to foster harmonious relationships among members of the NPHC-AAMU; the student body, and the surrounding community; to encourage and promote high academic standards and community involvement.

*Article III Full Membership*

Section I. The members of the NPHC – AAMU shall be:

Alpha Kappa Alpha Sorority, Inc.  
Gamma Mu Chapter

Alpha Phi Alpha Fraternity, Inc. Delta  
Gamma Chapter

Delta Sigma Theta Sorority, Inc. Delta  
Delta Chapter

Kappa Alpha Psi Fraternity, Inc.  
Gamma Phi Chapter

Omega Psi Phi Fraternity, Inc.      Nu  
Epsilon Chapter

Phi Beta Sigma Fraternity, Inc.  
Gamma Epsilon Chapter

Zeta Phi Beta Sorority, Inc.  
Sigma Beta Chapter

Sigma Gamma Rho Sorority, Inc.  
Kappa Iota Chapter

#### Section II.

All active members must have settled all financial obligations with the NPHC-AAMU and be in good standing with the University

#### Section III.

Each member must have two representatives and an Executive Board Member. This will collectively form the General Assembly of the NPHC-AAMU

#### Section IV.

Any organization whose active membership is below fifteen shall be required to have at least one representative

#### Section V.

Inactive members shall be the affiliate fraternities and sororities who failed to pay their required dues, and/or under suspension from Alabama A&M University, their respective National organizations or other infractions stated in this Constitution

#### Membership Intake / Initiation Process

1. To maintain active status on campus, each organization must have a minimum of seven (7) active members
2. Membership intake should take place during the Spring Semester Only. Fall Semester intake can be granted by the Director of Student Activities depending upon organization's membership requirements by the University.
3. All organizations must follow and meet the requirements set by the University
4. The Fall Semester Intake period must end by the Friday prior to Thanksgiving Holidays
5. The Spring Semester Intake period must end by the Friday of the 2<sup>nd</sup> week in the Month of April
6. To be eligible for membership intake into a Greek Letter organization, a student must meet the following criteria:
  - a. Full time student (12 hrs) the semester of the membership intake process
  - b. Completed a minimum of twelve (12) credit hours the previous semester prior to membership intake
  - c. Completed the **Mandatory Greekdom Class** with a passing grade within the academic year of student's membership intake process (August – May)
  - d. Signed the University Waiver Form regarding Hazing
  - e. Minimum Cumulative Grade Point Average of 2.50 or the higher academic standards set by the organization
  - f. First Semester Sophomore – Completion of thirty-one ( 31) credit hours

- g. Good Academic Status with the University
  - h. Under NO disciplinary sanctions
7. Transfer students must have completed twelve (12) semester hours at Alabama A&M University
  8. All students must NOT be under any type of disciplinary sanction at the time he/she is accepted for membership
  9. All candidates must be certified by the Registrar, Judiciary Officer, and Director of Student Activities as meeting the requirements of the University before the intake process begins. Each organization must complete a membership intake approval form two (2) weeks prior to the interest meeting date, must complete a candidate approval form that ensures each potential candidate has successfully completed the Mandatory Greekdom Class and is certified by the Office of Student Activities & Leadership Development, the Judiciary Office, and the Registrar's Office. The final list of inductees must be submitted to the Office of Student Activities & Leadership Development prior to induction activities. The office must be notified of any changes to the list at the completion of membership intake. Organizations must complete and have approved the membership intake request form prior to having any interest meetings regarding a process. Organizations must notify the Office of Student Activities and complete a Student Activity Form as to when and where the membership intake will take place on-campus. **Contact with any initiates off-campus is prohibited.**

10. The membership intake process must take place by the close of the designated intake period or in accordance with the time frame established by the Director of Student Activities.
11. No more than two (2) hours per day may be devoted to membership intake workshops. When guidelines of the parent organization(s) call for the use of more time, the Office of Student Activities must be notified for approval.
12. Absolutely NO personal service shall be required of prospective members. Prospective members are not to solicit money, food from other members of the University community.
13. It shall be the responsibility of the organizational leaders and the advisor(s) to enforce the rules governing membership intake/initiation and to prevent exploitation or hazing of potential members
14. No membership intake/initiation activities shall take place in the residence halls
15. All sick or injured prospective members are to be reported immediately to the Director of Student Activities.
16. The advisor(s) must be present at all official membership intake/initiation meetings, activities and functions of the organization.

#### **Penalties**

1. All membership intake/initiation violations are to be reported to the Office of Student Activities. After an investigation has been conducted, depending upon the

- findings, the Director of Student Activities will take appropriate action or make recommendations to the Vice President for Student Affairs.
2. The Director of Student Activities may recommend direct action against an organization, and/or that individual student or students if viewed as a threat. The individual(s) can also be referred to the Judiciary Office for disciplinary suspension or expulsion.
  3. Any student inflicting bodily or psychological pain on another in connection with actual or implied organizational activity will be referred to the Director of Student Activities, who may in turn refer the student to the University Judiciary Board with a recommendation of suspension or expulsion. If the infraction occurs during a meeting, the advisor should report the matter to the Director of Student Activities or the Judiciary Officer.
  4. If an organization has been suspended, members of the organizations will not be permitted to display any symbol or paraphernalia that represents the organization in any manner during the period of suspension. Failure to adhere to this regulation will result in extension of the suspension.
  5. Any and all organizations found guilty of out-of-season (unapproved) membership intake may be suspended from the University for up to seven years.
  6. When any member of any organization or its affiliated club is placed on Disciplinary Probation, such member will not be eligible to participate in any of the activities of any organization until the student is again officially in good standing with the University.
  7. When a member's scholastic average falls below 2.50, the organization must declare such person ineligible for further participation in the organization until his/her scholastic average again reaches 2.50. It is the responsibility of the Advisor and President of the organization to ensure that this policy is followed. A written statement of the action taken by the organization must be sent to the Director of Student Activities immediately.
  8. If an ineligible person is taken into an organization or its affiliated club, both the organization and the ineligible person will be denied intake privileges for the current and /or following period. This will also result in an investigation and depending upon the results; the organization could possibly be sanctioned or suspended

## **Excerpts from the Alabama State Law Against Hazing**

**Section 1.** No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offended.

**Section 2.** “Hazing” is defined as follows:

- (A). Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any students in connection with, initiation into, or affiliation with any organization; or
- (B). Any willful act on or off any school, college, university or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or do or seriously offer, threaten, or attempt to do physical violence to any student of any educational institution or any assault upon any such students made for the purpose of committing any such acts, or producing any of the results, to such student as defined in this section;

- (C). The term “Hazing” as defined in this section does not include customary athletic events or similar contests or competitions.

**Section 3.** No person shall knowingly permit, encourage, aid or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such an offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence or practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act or omission or commission shall be deemed “hazing” under the provisions of this section.

### **Governance of Greek Letter Organizations**

A Greek Letter Organization Advisory Council will assist and advise the Pan Hellenic Council, the Director of Student Activities, and the Vice President for Student Affairs on matters relating to the need, formulation and implementation of policy pertaining to Greek letter organizations. The Council shall consist of the primary advisor of each Greek letter organization and others as designated by the Vice President for Student Affairs.

The council should select a chairperson from within the group to be responsible for calling meetings and making other necessary arrangements.

### **Other Student Governing Organizations**

#### **The Residence Hall Clubs Inter-Residence Hall Councils (Male and Female)**

The Residence Hall Clubs are designed to promote the growth and development of greater fellowship among the residents, to foster a sense of responsibility toward each other, and to maintain high standards of residence hall living.

The Male and Female Inter-Residence Hall Councils coordinate activities and programs among the various residence halls.

## SECTION VI

# STANDARDS OF STUDENT CONDUCT AND DISCIPLINE





## **A. AAMU CODE OF STUDENT CONDUCT**

All Alabama A&M University students (all persons taking courses at the University, both full-time and part-time, pursuing undergraduate and graduate studies), are expected to prescribe to conduct set hereto. **Any student found to have committed acts of misconduct in the following categories is subject to disciplinary sanctions by the University as described in section D of this Handbook.**

### **Category I - Offenses against the University**

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any University official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - c. Tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities on or off-campus, including non-University activities which occur on University property.
3. Failure to comply with directions of University officials or law enforcement officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Violation of published University policies, rules or regulations, including, without limitation, the Student Handbook and University catalogues.

### **Category II - Offenses against Persons**

1. Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person. (This is intended to include any contact or communication which threatens, harasses, or injures a person).
2. Hazing, or any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

### **Category III -Offenses against Property**

1. Attempted or actual theft of and/or damage to property of the University or property of a member of the University family or other personal or public property.
2. Unauthorized possession, duplication, or use of keys to any University premises, or vehicles or unauthorized entry to or use of University Property.
3. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entries into a file, to use, read, or change the contents for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the University computing system.
  - g. Use of computers and other technology for personal and non-university business or to view or promote pornography.
4. Damage to or littering on public grounds of the University, including driving motor vehicles on lawns or grounds of University property, without prior authorization from the appropriate University official.

### **Category IV-Offenses Disrupting Order or Disregarding Health and Safety**

1. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
2. Use, possession, or distribution of alcoholic beverages on University property.
3. Possession of firearms, explosives, other weapons, or dangerous chemicals on University property.
4. Participation in campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University Family; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; and intentional obstruction which unreasonably interferes with the freedom of movement, either pedestrian or vehicular, on campus.

5. Conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace, on University property or at functions sponsored by, or participated in by, the University.
6. Violation of federal, state, or local law on University property or at University sponsored or supervised activities.
7. Entering false fire alarms or bomb threats and/or tampering with fire extinguishers, alarms, or other safety equipment.
8. Violation of traffic and parking rules and regulations, including, but not limited to:
  - a. Repeated or flagrant violations of the rules as set forth by the University Department of Public Safety (DPS).
  - b. Tampering with, removal of, or theft of barricades, traffic cones, or traffic control devices.
9. Violation of federal, state, or local law off University property and not related to University sponsored or supervised activities which adversely affects the University family and/or the pursuit of its mission. The decision to pursue disciplinary action under this provision is that of the Vice President for Student Affairs.\*
  - If a student is charged with an off campus violation of federal, state, or local laws, but not with any other violation of the code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates disregard for the University family.
  - University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this student code if both violations result from the same factual situation, without regard to the possible outcome of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

### **Category V-Non compliance with University Judicial System**

1. Failure to obey the summons of the Judiciary Board or Judiciary Officer.
2. Falsification, distortion, or misrepresentation of information before the Judiciary Board.
3. Disruption or interference with the orderly conduct of the judiciary proceedings.
4. Failure to comply with judiciary sanction(s).

## **B. LAW ENFORCEMENT POLICY GENERAL**

The University regards as serious offenses all substantial acts of destructive behavior, as well as violations of University regulations or state law. The University will take disciplinary action against any student found guilty of committing an offense covered by University regulations. The University will also discharge its responsibility to public authorities by cooperating with public authorities in dealing with events that occur on campus or under its supervision, which involve illegal acts injurious to the University's educational processes, its property or personnel, or the general public.

### **I. ARRESTS**

#### **Police Procedures**

University law enforcement personnel shall at all times adhere to the following principles: The officer shall use his powers strictly in accordance with the law and with due regard of the rights of the citizen concerned. His office does not give him the right to prosecute nor to mete out punishment for the violator. He shall at all times have a clear appreciation of his responsibilities and limitations regarding the detention of the violator. The officer will make arrests only in those cases where he has probable cause to believe that an arrest offense was committed by the person to be arrested or where an arrest warrant has been issued by a judge or magistrate upon a showing of probable cause. The officer shall conduct himself in a manner so as to minimize the necessity of having to use force. Firearms and other weapons are to be used by campus police only in extreme circumstances and as a last resort. The officer shall cultivate a dedication to the service of the people and the equitable upholding of the laws and regulations, whether in the handling of a law violator or in dealing with the law-abiding.

#### **Procedures for Arrest**

1. Students involved in the commission of felony offenses, any disruptive or abusive acts arising out of a misdemeanor offense, or any misdemeanor offense committed in the presence of an officer, on University owned or controlled property, shall be subject to arrest.
2. The offender will be told that he/she is under arrest and the reason for the arrest.
3. The offender will be handcuffed.
4. The offender will be read his/her "rights", if applicable.
5. The offender will be escorted to the Huntsville/Madison County Metro Jail.
6. Officers may answer any appropriate questions asked by the offender.

## **II. SEARCH AND SEIZURE**

1. Campus police officers will not search or seize a student's personal effects without probable cause, a search warrant, or the consent of the owner or other person having mutual control, access, or dominion over the property to be searched or seized.
2. An officer may seize any contraband that is plainly visible to him without a warrant.
3. Any officer who reasonably suspects that criminal activity which may involve a clear danger to persons is imminent may "stop and frisk" any student on University property or property adjacent to the University for a weapon.
4. An officer may briefly detain any student for purposes of conducting an investigation, or any other legitimate law enforcement activity, provided that such detention is not arbitrary.

## **C. SEXUAL HARASSMENT**

Sexual harassment by any member of the University is a violation of both law and University policy. No academic or personnel decisions, such as awarding of grades, jobs, or promotions shall be made on the basis of granting or denying sexual favors. For purposes of this policy, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions the effect of which unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

As defined above, sexual harassment is a specific form of discrimination in which power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is unfairly exploited.

While sexual harassment most often takes place between persons of different University status, sexual harassment may occur between persons of the same University status, i.e., student-student, faculty-faculty, staff-staff.

This policy is designed to encourage students, faculty, and employees to express freely, responsibly, and in an orderly manner their opinions and feelings about any problem or complaint of sexual harassment. Any act by a University employee or agent

of reprisal, interference, restraint, penalty, discrimination, coercion or harassment - overtly or covertly - against a student or an employee for using this policy, will necessitate appropriate and prompt disciplinary action. This policy shall not be used frivolously, falsely or maliciously to convey charges against fellow students, faculty, or staff employees.

Students who feel that they may be the victim of some form of harassment as a result of the actions of another student should contact the Dean of Students to lodge a complaint. These cases will be resolved in accordance with student disciplinary procedures outlined herein. Students who believe they have been harassed or otherwise discriminated against by faculty members or by the University as employer should report the incident promptly to the appropriate department head or the dean of the appropriate school if the offender is a part of the teaching faculty; the Affirmative Action Officer/Coordinator of Title IX Compliance, Mrs. Lois Thompson (Director of Human Resources) at 372-5835; or the Vice President for Student Affairs, Dr. Jerome Roberts at 372-5233, who will investigate and attempt a resolution of the complaint.

## **D. DISCIPLINARY SANCTIONS**

Authority for the implementation of University policies and regulations governing student life and discipline is vested in the Office of Student Affairs, with the Dean of Students representing this office in disciplinary matters. Any one or more of the below listed sanctions may be imposed on a student for offenses against University rules and regulations.

### **Assessment**

Assessments may be levied against student violators in the form of fines or damage costs. Students will also be held responsible for damage to University property caused by their visitors. Assessments in connection with disciplinary sanctions are imposed by the Dean of Students. Traffic fines are imposed by the Department of Public Safety.

### **Social Probation**

Social Probation is a loss of designated privileges for a definite period of time, not to exceed one (1) calendar year. The designated privileges lost shall be commensurate with the offense committed and the rehabilitation of the student. A student is subject to suspension if, while on Social Probation, he/she is found guilty of additional violations (including failure to adhere to the terms of probation).

## **Disciplinary Probation**

Disciplinary Probation precludes the student from representing the University in an official capacity, such as inter-collegiate activities, including athletics or student office; and it may include loss of other specific privileges as in Social Probation. It is invoked for a specific period of time, which shall not be less than three (3) months or more than one (1) calendar year. A student is subject to suspension if, while on Disciplinary Probation, he/she is found guilty of additional violations (including failure to adhere to the terms of probation).

## **Disciplinary Suspension**

Suspension is a temporary dismissal from the University for a specific period of time. The student loses all the rights and privileges of a student, forfeits all fees paid, and is not permitted to make unauthorized visits to the University. Violation of the conditions of suspension or of University policies or regulations during the period of suspension may be cause for further disciplinary action.

## **Expulsion**

Expulsion is the permanent exclusion of the offender from the University. Expulsion results in the permanent loss of good standing at Alabama A&M University; the forfeiture of all student rights and privileges, including all degrees and academic honors not actually conferred at the time of the expulsion; and all fees already paid at the time of the expulsion. The action of expulsion is noted on the student's permanent record.

## **Counseling**

The University may require a student to undergo counseling by the Office of Counseling and Development in connection with any of the above listed sanctions.

## **E. OFFENSES SUBJECT TO DISCIPLINARY SANCTIONS UP TO AND INCLUDING SUSPENSION OR EXPULSION**

A student found guilty of any of the offenses listed below shall have one or more of the sanctions of reprimand, assessment, probation, fine, disciplinary suspension, expulsion, or counseling imposed upon him/her depending upon the circumstances surrounding the offense and the nature of the offense. Repeated offenses shall justify increasingly severe sanctions.

1. Possession of firearms (including those with a permit), explosives or any instrument or paraphernalia classified as weapon, except as required by law or approved University programs.

2. Possession, sale, or distribution of narcotics, marijuana, drug paraphernalia, hypnotics; or similarly harmful, habit-forming or controlled substances within the jurisdiction of the University or conspiracy to possess, sell, or distribute such substances.
3. Furnishing false or intentionally misleading information to University officials or on University records, including affidavits for financial aid or altering or tampering official records, including identification cards.
4. Use of narcotics, hypnotics, marijuana, or other similarly harmful, or habit forming drugs or controlled substances, except as provided by law.
5. Possessing or consuming alcoholic beverages on University property at any time, except as specifically approved for academic or research programs.
6. Misuse of one's position as a student or misuse of University property to commit or induce another to commit a violation of local, state, or federal laws or University regulations.
7. Obstructing, interfering with, inciting, or aiding and abetting others in the obstruction or interference with the ongoing activities of the University.
8. Use of coercion, riot or physical violence to interfere with the freedom of expression or any other legitimate activity of students or others invited to the University.
9. Physical abuse to, detention of, threat of violence upon, or interference with a University employee, including student employees, acting in the line of duty.
10. Unauthorized entrance to, or use of, or theft of University property.
11. Hazing: Physically and/or mentally abusive and humiliating acts perpetrated upon another as defined and described in Section V of this publication.
12. Appropriating University property without consent of the responsible officer or private property, without consent of the owner.
13. Disrupting or tending to disrupt or endangering or threatening to endanger the peace, safety, health or life of any person.
14. Off-campus conduct which endangers, or threatens to endanger, the safety, health or life of any other member of the University community.



15. Failure to appear as a witness at a University hearing, after having received official notice to appear.
16. Lying or giving false information to the Judiciary Board.
17. Failure to comply with regulations relating to the use of campus buildings and other University-owned or operated facilities and services.
18. Failure to obey a lawful order of a University officer, including a student officer, acting in the line of his/her official duty.
19. Gambling.
20. Tampering with fire extinguishers, fire alarms, door-locking mechanisms, gas equipment and safety equipment.
21. Intentional false reporting of a fire, bomb, or other explosives having been placed in any building or elsewhere on University property.
22. Misuse of identification card, failure to present identification card for inspection, or to surrender identification card upon request of a University officer, including student officers.
23. Verbal abuse of, or insubordination to any University official, including student officials, acting in the line of duty.
24. Violation of University housing regulations.
25. Violation of University regulations concerning the operation of motor vehicles.
26. Violation of the city noise ordinance restricting audible sounds (including audio and mechanical noises) to within 25 feet of a motor vehicle.
27. Conviction of, or a plea of guilty to, any crime which also violates a University rule or regulation.
28. Any disorderly or offensive behavior, not specifically described herein, but impermissibly by civil law.
29. Any conduct in violation of established University regulations as published in Life on the Hill, the Alabama A&M University Bulletins, executive memoranda; and any on-campus conduct which is an offense under public law.

## **F. DISCIPLINARY PROCEDURES**

When it is alleged that a student has violated the University Standards of Student Conduct and Discipline, the University Judiciary Officer will be notified by an official complaint in writing. If after review of the complaint by the University Judiciary Officer it is determined that there is adequate cause for disciplinary action, the Judiciary Officer will consult with the Chairperson of the Judiciary Board. They will determine how to pursue the case in accordance with the appropriate procedures and authorities.

The Judiciary Officer and the Chairperson, in appropriate cases seek prompt resolution of the charges through informal consultation with the principal parties, mediation and other voluntary means. If a charge of misconduct is not settled through mediation, it shall be referred for a hearing.

The hearing shall be an administrative fact finding proceeding. The purpose of the hearing is to determine whether the principal party is or is not guilty of committing the misconduct charged in the complaint.

### **Cases Involving Minor Disciplinary Sanctions**

Cases of less disciplinary import, which if substantiated, are deemed to be appropriately subject to guidance, counseling, reprimand, assessment, probation, work assignment, or eviction from campus housing with no interruption of academic work or progress, may be referred to and handled by an authorized University official serving as discipline officer. A student dissatisfied with the action of the primary discipline officer may appeal in writing to the chief Student Affairs officer within 48 hours after receiving written notice of the Discipline Officer's action. The student will remain under the stipulations of the imposed sanction until such sanction is suspended, modified or terminated. The Vice President for Student Affairs shall respond to the appeal within five (5) class days after receiving it. The action of the chief Student Affairs officer shall be considered final in such cases.

### **Cases Involving Disciplinary Suspension or Expulsion**

In observance of the rights of students, and to meet the requirements of fairness, the University has established procedures to ensure that an accused student is accorded due process pursuant to University procedures before being suspended or expelled from the University. In cases involving dismissal offenses, the procedures and guidelines described below will normally apply.

- A. The student shall receive written notice of the following:
  - (1) The charge(s) against him/her;
  - (2) The date, place and time of the scheduled hearing, and consequences of not appearing;
  - (3) A brief statement of his/her rights and limitations at the hearing.

- B. The scheduled hearing will be conducted by the University Judiciary Board, and will be normally held not less than one (1) class day nor more than five (5) class days after the student is notified.
- C. The student shall have the right to testify in his/her own behalf to present witnesses, or oral or written sworn affidavits on his/her behalf. He/she will be responsible for his/her own witnesses and defense.
- D. The accused student may be assisted in his/her defense, and/or represented at the hearing by a campus advisor of his/her choice, but legal counsel is not permitted on either side at or during the hearing.
- E. University hearings are not intended to be analogous to proceedings in a court of law, nor are they required to conform to strict rules of evidence in arriving at a decision; however, they will be conducted in a fair and judicious manner.
- F. Within five (5) class days of the hearing, the Judiciary Board shall issue a written report, including its findings, recommendations, and notification of right to appeal, to the accused student and other University personnel who have an official “need to know.” Disciplinary-related documents are not for distribution to those who do not have an official “need to know.”
- G. The student will have 48 hours after receiving the Judiciary Board’s report to exercise his/her appeal rights in writing to the chief Student Affairs officer. The chief Student Affairs officer will issue a response to the report of the Judiciary Board and appeal of the student (if applicable) within five (5) class days after receipt.
- H. The student may appeal the decision of the chief Student Affairs officer within 48 hours, to the President of the University, who in turn will render a final decision to the student within five (5) class days.

The above procedures and guidelines will not apply when it is determined that the accused student’s conduct or presence poses an imminent danger or serious concern for the life or health of him/herself or others. In such cases, the accused student is subject to immediate disciplinary action with the right of review.

## **THE UNIVERSITY JUDICIARY BOARD**

The University Judiciary Board shall be appointed by the President of the University or his designee. The student members shall be nominated by the President of the Student Government Association. Each hearing panel will consist of two students, two faculty members, two staff members, and a chairman.\* The chairman, who is appointed by the President or his designee, is responsible for selecting each hearing panel

from the pool of Board members. The Board shall be appointed annually, with each Board serving until the new Board is appointed.

\*A quorum of the above must be convened and consist of at least one representative from each category.

## **G. DRUG-FREE CAMPUS PROGRAM**

### **Policy and Program Overview**

Alabama A&M University recognizes alcoholism and drug abuse as medical and public health problems. The use and abuse of alcohol and other drugs can and do lead to a broad spectrum of physical, mental, social, and safety and security consequences which militate against the goals and objectives of an academic environment. The University is committed to providing a healthy and safe academic environment. The primary goal of this University-wide policy and program is to foster an environment that is conducive to the intellectual and personal development and functioning of all members of the University community.

This notice certifies that Alabama A&M University subscribes to a drug-free campus, and places in operation this policy and program. It is unlawful for any student, employee or visitor to manufacture, distribute, dispense, possess or illegally use a controlled substance on the campus or under the jurisdiction of Alabama A&M University. A violation of any part of this policy, resulting in a conviction by campus or civil authorities, will subject the violator to penalties up to and including suspension or expulsion from the University, discharge from employment, and applicable penalties under the civil laws.

To facilitate the “drug-free campus” policy, a program has been devised consisting of four major thrusts, namely, (1) increasing the awareness of the debilitating effects of drug abuse; (2) student education, counseling, rehabilitation, and assistance; (3) application of University regulations and sanctions against alcohol and drug abuse; and (4) application of local, state, and federal laws against unlawful possession, use, or distribution of illicit drugs and alcohol.

The Offices of Human Resources and Student Affairs are responsible for implementation and maintenance of the program.

To comply with Federal, State, Local Laws and Regulations, as well as University Policy and Procedures, the Employee and Student Assistance Program will be implemented as follows:

#### **1.0 EMPLOYEE AND STUDENT ASSISTANCE SERVICE**

The Employee and Student Assistance Service will provide proven, successful methods of treating alcohol and drug abuse. The results will be increased productivity

and safety, along with cost-savings and morale-building or rehabilitating employees and students.

The Employee and Student Assistance Service will be provided through Bradford-Parkside, EAS Department, 2101 Magnolia Avenue South, Suite 518, Birmingham, Alabama 35205.

Employees and students will be provided a telephone number, used as a hotline, for direct communication with an Employee and Student Assistance Professional, who will assess the employee and/or student and refer them to counseling services or appropriate level of treatment or a self help program.

Brochures and posters about Employee and Student Assistance Service (EAS) will be distributed to employees and students.

## 2.0 EDUCATIONAL TRAINING

Supervisors and Student Personnel are the key to solving job and educational performance problems.

Supervisory training (to be provided by Bradford-Parkside) will provide supervisors with a basic understanding of chemical dependency and other issues in the workplace and higher education environment. The various levels of management will learn how to identify a troubled employee and/or student and how to document deteriorating performance as well as confront the employee and student.

### **University Alcohol/Drug-Related Regulations and Penalties**

1. The unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances by students, employees, or visitors while on University property or under University jurisdiction or on University business is prohibited.
2. Students who engage in unlawful activity involving or related to alcohol and drugs will be subject to disciplinary action up to and including expulsion from the University. Non students and students will be subject to penalties provided in the criminal laws of Alabama.
3. The legal use of prescribed medicine under the direction of a licensed physician is permitted. Students using prescribed medication should consult with a physician concerning the safe use of drugs while on University property or off-campus on University business.
4. The use, consumption, distribution, storage, or sale of any alcoholic beverage, or the possession of sealed or unsealed containers of alcoholic beverages on any property owned or leased by the University, or any unit or subdivision thereof, is prohibited and subject to disciplinary action up to and including suspension or expulsion.

5. The use of any funds of the University, including but not limited to student activity monies, or any attempt to obligate such funds for use, consumption, possession, distribution or sale of alcoholic beverages and/or illegal drugs is strictly prohibited and subject to disciplinary action up to and including suspension or expulsion.
6. Being under the influence of alcohol or illegal drugs while off-campus on University business is prohibited and subject to disciplinary action up to and including suspension or expulsion.
7. Reporting to class under the influence of alcohol or illegal drugs is subject to disciplinary action up to and including suspension or expulsion.
8. Possession of illegal drug paraphernalia while on University property is subject to disciplinary action up to and including suspension or expulsion.

### **State Alcohol/Drug-Related Penalties**

#### **Alcohol**

- a. Public Intoxication (Sec. 13A - 11 -10): Up to \$2000 fine, one year in jail for repeated offenses.
- b. Driving under the influence (Sec. 32-5A-191):  
 First Offense: Up to one year in jail and a fine of \$250 to \$1000, 90-day suspension of license.  
  
 Second Offense within Five Years: Fine of \$500 to \$2500, up to one year hard labor with mandatory minimum of eight hours in jail or 20 days community service. License suspended one year.  
  
 Third Offense within Five Years: Fine of \$1000 to \$5000; Sixty (60) days to one year hard labor, license suspended for three years.

#### **Narcotics**

- a. Possession of Marijuana (Sec. 13A-12-215): Personal use only: Fine of up to \$2000, up to one year in jail.  
  
 Second Offense: One year and one day to 10 years, up to \$5000 fine.  
 Other than personal use (Sec. 13A-12-213(2)): Same as second offense.
- b. Possession of Paraphernalia or visiting where drugs are being used (Sec. 20-2-27):  
  
 First Offense: Up to one year in jail.  
  
 Second Offense: Two to 15 years in jail.
- c. Controlled Substances Other Than Marijuana (Sec. 20-2-73): Four to 30 years and up to \$50,000 fine.

## **No Suspended Sentence and No Probation**

Enhancements (Sec. 20-2-76): Second offense of any crime except marijuana possession for personal use can draw up to twice the fine and jail time.

Habitual Offender Act (Sec. 13A-5-9): Provides up to life without parole on third felony conviction, whether or not first two occurred in Alabama.

## **Federal Drug Penalties**

Marijuana, Hashish, Cocaine, Heroin, LSD, and Other Drugs: Penalties and fines vary according to the amount of substance involved and whether it is the first, second, or habitual offense. Penalties can range from one year to life. Fines can range from \$1,000,000 to \$20,000,000.

**SECTION VII**  
**CAMPUS TRAFFIC AND SAFETY REGULATIONS**





# **CAMPUS TRAFFIC AND SAFETY REGULATIONS**

## **Vehicle Registration**

Each student, faculty member, administration officer or staff member operating a motor vehicle, including motorcycles and scooters on campus must secure from the Department of Public Safety, a parking permit (a numbered sticker or decal) which must be affixed to the registered vehicle.

If after registration of your vehicle: (1) an additional vehicle is put into campus use, (2) a change of vehicle is made, or (3) a change in license number occurs, or (4) a new registration year begins, this information must be given to the Department of Public Safety promptly.

Failure to register motor vehicles and to properly display the registration sticker as provided by this section shall be a violation of the University traffic regulations.

Registration permits are issued to those students who present evidence that they are licensed drivers and that their vehicles are properly covered by liability insurance.

A student who is permitted to operate a motor vehicle on campus must not permit another student to operate his/her vehicle unless the student is a licensed driver and is specifically covered by the insurance on the vehicle.

## **Parking Regulations**

- a. All regular and special parking permits are issued by the Department of Public Safety and must be properly affixed to the vehicle per instructions, to be valid.
- b. A second parking permit may be issued to faculty and staff members desiring to register a second car for alternative use only.
- c. Student parking permits are valid only in the assigned student parking zone.
- d. Boarding students' parking permits are valid only in their dormitory areas except by special permission from the Department of Public Safety.
- e. Physically handicapped students, faculty and staff may be issued special permits from the Department of Transportation within their home of record.
- f. Students, faculty and staff members who have purchased a parking permit, may not attach such permit to another vehicle.

- g. STUDENTS, FACULTY AND STAFF MEMBERS MUST NOT PARK IN ANY AREA OR ZONE OR SPACE FOR WHICH THEY DO NOT HAVE A VALID PARKING PERMIT OR SPECIAL AUTHORIZATION FROM THE DEPARTMENT OF PUBLIC SAFETY.

**Violators of the aforementioned Parking Regulations will be ticketed and/or towed at the owner's expense.**

### **Parking Permit Fees**

Residential Student	\$60.00
Commuter Student	\$60.00
Reserved Faculty/Staff	\$125.00
Non-Reserved	\$100.00
General	\$65.00

### **Speed Regulations**

The speed limit for motor vehicles on campus, unless otherwise posted, is as follows:

1. University streets: Fifteen (15) miles per hour
2. Parking lots: Five (05) miles per hour
3. Service drives: Five (05) miles per hour

### **Other Vehicle Regulations**

1. Pedestrians in crosswalks or in formations on campus have the right of way.
2. A person to whom a vehicle registration decal or parking permit has been issued may be held responsible for any violations in which the vehicle is involved.
3. The Department of Public Safety may cancel the vehicle registration of any unsafe vehicle.
4. In the event of mechanical failure of a vehicle, the owner or driver will be responsible for its removal within 48 hours, and the Department of Public Safety should be advised of its location at the time of the mechanical failure on campus. This will ensure the vehicle is not ticketed or towed during this 48 hour period.
5. Vehicles which are not properly licensed to drive in compliance with State law, and vehicles which are not in safe operating condition, must be removed from campus property within 10 days of the time said vehicle is no longer in operating condition or license and/or registration have become invalid.

6. Sound systems within motorized vehicles must be kept at a level so as not to be heard beyond a distance of 25 feet from the vehicle. **THIS ORDINANCE IS STRICTLY ENFORCED.**

### **Violations Subject to Towing of Vehicle**

For any of the parking and safety violations listed below, a vehicle may be towed away at the owner’s or operator’s expense without warning. Once the towing service has been engaged by the University, the applicable charge, to include towing service fee and ticket issues, must be paid even if the violator returns to the scene before the towing service actually arrives.

1. Obstructing walkways or driveways.
2. Double parking.
3. Parking on the wrong side of the street.
4. Parking in such a manner as to take the space of two vehicles.
5. Parking on a walkway.
6. Parking on or over a yellow line.
7. Parking on any lawn or behind any building or driveway without special permission.
8. Parking in such a manner as to obstruct access to a fire plug by fire truck, or emergency vehicle.
9. Parking in a loading zone or service drive, except for service or emergency vehicle.
10. Unauthorized parking in a handicap zone.
11. Parking in a space marked, “NO PARKING.”
12. Parking in any zone or area other than the zones authorized by the permit attached to the vehicle.
13. Parking on grass.

### **Other Vehicle-based Penalties**

Persons found in violation of vehicular and campus traffic regulations will be subject to fines as stipulated below. Persons receiving campus traffic tickets should report to the Cashier’s window of the Financial Services Office between the hours of 8:30 a.m., and 4:00 p.m. Monday through Friday.

<b><u>Violation</u></b>	<b><u>Fines</u></b>
Improper Parking	\$25.00
Parking in a Handicapped Zone	\$50.00
Speeding	\$30.00
Reckless Driving	\$50.00
Abandoned Vehicle	\$25.00
Loud Music	\$40.00
Failure to Register Vehicle	\$50.00
Failure to Display Vehicle Registration	\$25.00

## **THE BULLDOG TRANSIT SYSTEMS (BTS) TRANSIT LOOP (TL)**

The mission of the Bulldog Transit System (BTS) is to serve the University community by ensuring an efficient, safe, and convenient transit system. It is the overall purpose of the Alabama A&M University Department of Transportation to provide a comprehensive transportation and parking service that meets the vital interest of the University and enhances the quality of life of the faculty, staff, and students today and tomorrow.

### **Navigating “The Hill”**

Alabama A&M University utilizes and enforces a **curb color-coded** parking system:

<b><u>Classification</u></b>	<b><u>Curb Color</u></b>
Faculty and Staff	Maroon
Commuter Students	Orange
Residential Students	Green
Visitors	White
Handicap*	Blue
No Parking	Yellow and Red

Only faculty and staff with swipe cards can pass through the control-access gates. Commuter and residential students can access their parking lots without going through the inner perimeter of the campus.

\*Handicap vehicle drivers should park in the color-curb of their respective parking designation.

All vehicles **must be registered** with Alabama A&M University’s Department of Public Safety. A parking permit designating the parking zone will be issued and must be displayed in the windshield of the vehicle. For more information, see “Campus Traffic and Safety Regulations.”

### **Park, Ride, or Walk**

Once you have parked in your zone, you may choose to catch the BTS. It will take you to your destination or you may walk on our safe, pedestrian-friendly campus.

### **Bus Routes**

There are four (4) routes that are designed to strategically pass through all major buildings:

**Bulldog Route**     Runs to Louis Crews Stadium, Elmore Gymnasium, Knight Complex, Learning Resources Center, Patton Hall, and around the Quad.

**Councill Route** Runs to Normal Hills along Chase Road, T.R. Parker Building, Engineering Building, Forestry, Dawson Building, and along the Quad.

**Drake Route** Runs to Foster Living and Learning Complex, Hopkins Hall, Public Safety, Ralph H. Lee Student Center, Bookstore, Thigpen Hall, Terry Hall, U.S. Post Office and around the Quad.

**Para-Transit Route** Covers all routes.

### **Boarding the Bus**

The bus stops at designated bus-stop signs. The bus-stop signs are strategically located along all routes for pick-up and drop-off. Some bus stops are furnished with shelters.

### **How Much Do I Pay?**

The BTS has a fare-free policy. Every faculty, staff, and student pays a transportation fee which is included in the parking permit fee. The shuttle bus drivers reserve the right to ask for University identification when boarding the bus.

### **What's Up with the Schedule?**

Shuttle bus service is offered Monday-Thursday (7:30 a.m. – 10:30 p.m.) and Friday (7:30 a.m. – 5:30 p.m.). Given normal campus traffic flow conditions, the buses continuously run every 15 minutes. Additional buses are added to meet demand at peak times.

### **Safety, Security, Cleanliness, and Friendliness**

The Alabama A&M University Department of Transportation takes all the necessary precautions to assure passenger safety. We aspire to keep our buses clean. No food, drinks, smoking, or cursing is allowed on the buses. Shuttle bus drives are to be courteous and respectful of passengers at all times. All buses and major parking lots are equipped with surveillance cameras for passenger safety.

Park in your zone and zoom around with BTS!

### **Information**

The Bulldog Transit System is owned by Alabama A&M University and operated by the Alabama A&M University Department of Transportation, overseen by the Office of Student Affairs. For more information, please contact BTS at (256) 372-5826 or (256) 372-RIDE (7433), email: [bts@amu.edu](mailto:bts@amu.edu) or visit our website at [www.amu.edu/bts](http://www.amu.edu/bts).

**SECTION VIII**  
**FINANCIAL AID**



## FINANCIAL AID PROGRAMS

The objective of the University's Student Financial Aid Program is to make it possible for students to attend the University by reducing one of the major obstacles. The selection of aid recipients, depending upon the funding source, is based upon academic achievement, character, and/or financial need. Financial aid is designed to help cover much of the cost of a college education, eliminating or reducing the barrier often presented by expenses associated with the degree obtainment. Federal Financial Aid has the additional intent of supplementing the financial resources of Parent(s) and the student and is based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their postsecondary education. Financial Aid includes Gift Aid (grants and scholarships) and self help aid (low interest loans, and part-time employment). The University provides assistance through the following programs:

### Federal Aid Programs

Alabama A&M University's student financial aid programs are designed to assist financially needy students who otherwise would not be able to pursue a higher education. Student financial assistance programs are an integral part of any attempt to accomplish the aims, objectives, and mission of the University. Specifically, Alabama A&M University subscribes to the philosophy that all students, who are academically capable but are financially disadvantaged, should be given an equal opportunity to develop their potential in an institution of higher learning. To this end, Alabama A&M remains committed to the belief that a productive citizenry is essential to a fully democratic society.

Alabama A&M participates in several financial assistance programs to aid students in meeting college costs. These programs are briefly presented as part of this planning guide.

### Federal Pell Grants

A Federal Pell Grant, unlike a loan, **does not have to be repaid**. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as medicine, law, or dentistry.) For many students, Pell Grants provide a foundation of financial aid to which other aid can be added. The U. S. Department of Education determines the student's expected family contribution from the FAFSA. Alabama A&M's Office of the Comptroller will disburse funds to an applicant after determination of eligibility, including the verification of information on the SAR, tax return and other supporting documents.

You can receive only one Pell Grant in an award year. How much you are awarded will depend not only on your EFC but also your cost of attendance, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Federal Pell Grant funds from more than one school at a time.

## **Academic Competitiveness Grant (ACG)**

This is a new grant program that began in the 2006-07 award year for full-time undergraduate students enrolled in an eligible program,\* who receive Federal Pell Grants and are U.S. citizens. Students also must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor's degree or enrolled in a graduate degree program that includes three academic years\* of undergraduate education.

- **A rigorous secondary school program of study includes one of the following:**
  - Programs proposed by a state in response to the U.S. Department of Education's request. See list at [www.ed.gov/admins/finaid/about/ac-smart/state-programs06.html](http://www.ed.gov/admins/finaid/about/ac-smart/state-programs06.html).
  - An advanced or honors diploma program.
  - A required set of courses similar to the State Scholars Initiative. This program of study includes four years of English, three years of mathematics (including Algebra I and higher-level courses such as Algebra II, Geometry, or Data Analysis and Statistics), three years of science (including at least one year each of two of the following: biology, chemistry or physics), three years of social studies, and one year of a foreign language other than English.
  - Advanced Placement (AP) courses or International Baccalaureate (IB) courses.
  - Completion of two or more AP courses and a score of 3 or better on at least two AP exams for the courses completed or completion of two or more IB courses and a score of 4 or better on at least two IB exams for the courses completed.
  
- **First academic year\* undergraduate students must:**
  - Be enrolled in an eligible program\*;
  - Have completed a rigorous secondary school program of study;
  - Not have been previously enrolled as a regular student\* in an undergraduate education program; and
  - Have graduated from high school after January 1, 2006.

This award is up to \$750 for first academic year\* undergraduate students.

- **Second academic year\* undergraduate students must:**
  - Be enrolled in an eligible program\*;
  - Have completed a rigorous secondary school program of study;
  - Have graduated from high school after January 1, 2005; and
  - Have at least a 3.0 GPA for the first academic year for their eligible program\*.

This award is up to \$1,300 for second academic year\* undergraduate students.



## **National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)**

This is a new program for full-time undergraduate students who are enrolled in the third or fourth academic year\* of an eligible program\*, who receive Federal Pell Grants and are U.S. citizens. An eligible program\* in the National SMART Grant is one that leads to a bachelor's degree in an eligible major or a graduate degree program in an eligible major that includes at least three academic years of undergraduate education. The award is up to \$4,000 for each of the third and fourth academic years.

- Students must:
  - Be pursuing an eligible major in physical, life, or computer sciences, engineering, technology, mathematics or a critical-need foreign language; and
  - Have at least a 3.0 cumulative GPA.

### **Campus-Based Programs**

The three programs discussed in this section are called campus-based programs because they're administered directly by the Office of Student Financial Aid. The Federal Supplemental Educational Opportunity Grant (FSEOG) Program awards grants; the Federal Work-Study Program offers jobs; and the Federal Perkins Loan Program offers loans.

### **Federal Supplemental Educational Opportunity Grants**

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides grants to qualified undergraduate students who demonstrate financial need. The Department of Education allocates FSEOG funds to the institution. These funds are awarded to students who demonstrate the greatest need for assistance. An award under this grant program is made to supplement any entitlement grant and repayment is not required. The maximum award under the FSEOG program is \$4,000 per year. The award depends upon the need of the applicant, the availability of FSEOG funds at the institution and the amount of other aid received. FSEOG awards are not entitlements. Eligibility does not ensure an award of FSEOG.

### **Federal Work-Study (FWS)**

The Federal Work-Study (FWS) program provides part-time, on-campus employment to students with financial need. FWS employment may be awarded to both undergraduate and graduate students during periods of enrollment and non-enrollment. This award, usually made to students in combination with other forms of financial aid, enables them to meet their educational expenses without incurring burdensome indebtedness. The program is also intended to broaden the range of job opportunities for qualified students.

## **Federal Perkins Loan**

A Federal Perkins Loan is a low-interest (5.0%) loan for both undergraduate and graduate students with exceptional financial need. Alabama A&M is your lender. The loan is made with government funds with a share contributed by the institution. You must repay this loan to your school.

Depending on the date you apply, the amount of other aid, your level of need, and the funding level of the school, you can borrow up to:

- \$4,000 for each year of undergraduate study. The total amount you can borrow as an undergraduate is \$20,000,
- \$6,000 for each year of graduate or professional study. The total amount you can borrow as a graduate/professional student is \$40,000. (This includes any Federal Perkins Loans you borrowed as an undergraduate.)

Alabama A&M University will either pay you directly (usually by check) or credit your account. Generally, you will receive the loan in at least two payments during the academic year. Unlike the Family Federal Education Loans, a Perkins Loan borrower is not charged any fees. However, if you skip a payment, make a payment late, or make less than a full payment, you may have to pay a late charge plus any collection costs. Late charges will continue until your payment is current. If you are attending Alabama A&M at least half-time, you have nine months after you graduate, leave school, or drop below half-time status before you must begin repayment. This is called a grace period. If you are attending less than half-time, check with one of our Financial Aid Analysts to determine your grace period. At the end of your grace period, you must begin repaying your loan. You may be allowed up to 10 years to repay.

## **Family Federal Education Loan Programs (FFELP)**

FFELP loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government “subsidizes” the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you are a graduate student taking prerequisite courses (admission status “pending”) enrolled at least half time, you are eligible for loans for one consecutive 12-month period. You may borrow at the fifth-year undergraduate loan level. You are not eligible for additional loans until you are fully admitted (admission status “clear”) to graduate school. You will receive the following information about your loan from your school, lender, and/or Direct Loan Servicing Center:

- The full amount of the loan.
- The interest rate.
- When you must start repaying the loan.
- A complete list of any charges you must pay (loan fees) and information on how these charges are collected.

- The yearly and total amounts you can borrow.
- The maximum repayment periods and the minimum repayment amount.
- An explanation of default and its consequences.
- An explanation of available options for consolidating or refinancing your loan.
- A statement that you can prepay your loan at any time without penalty.

Alabama A&M will notify you (or your parents for a PLUS Loan) in writing whenever it credits your account with a FFELP, PLUS, or Perkins Loan funds. This notification will be sent to you no later than 30 days after the University credits your account. You (or your parents for a PLUS Loan) may cancel all or a portion of the loan by informing the Office of Student Financial Aid within 14 days after the date that your school sends this notice, or by the first day of the payment period, whichever is later. If you or your parents receive loan funds directly by check, the funds may be refused by not endorsing the check. Before you leave school, you will receive the following information about your loan from your school, lender, and/or the Loan Servicing Center:

- The amount of your total debt (principal and estimated interest), what your interest rate is, and the total interest charges on your loan. If you have Loans, the address and telephone number of your Loan Servicing Center. The fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you are delinquent or in default. An explanation of available options for consolidating or refinancing your loan. A statement that you can prepay your loan without penalty.

If you borrow a Federal Perkins Loan, the Office of Student Financial Aid will provide the previous information to you. If you borrow a Direct Loan or a FFEL Program Loan, the Direct Loan Servicing Center or your lender will provide this information to you, as appropriate.

If you have Direct or FFEL Stafford Loans, the Office of Student Financial Aid will also provide you with the following information during your exit counseling session:

- A current description of your loans, including average monthly anticipated payments.
- A description of applicable deferment, forbearance, and discharge provisions.

## **Repayment Options**

You have the right to a grace period before your repayment period begins. (Your parents do not receive a grace period for a PLUS Loan.) Your grace period begins when you leave school or drop below half-time status. During exit counseling, the Office of Student Financial Aid, lender, and/or the Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states when your first payment is due, the number and frequency of payments, and the amount of each payment.

The Office of Student Financial Aid will also give you a summary of deferment and discharge (cancellation) provisions, including the conditions under which the U. S. Department of Defense may repay your loan.

If you or your parents borrow a FFEL Program Loan, you (or your parents for a PLUS Loan) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender or agency must notify the borrower of the sale; the identity of the new lender or agency holding the loan; the address to which the borrower must make payments; and the telephone numbers of both the old and new lender or agency.

## **Student Financial Assistance Calendars**

If you follow the time line given below, you should be eligible for additional aid that may help you meet the costs at Alabama A&M University:

- **January 1** – Parents and students should file their tax returns as soon as possible so accurate information may be reported in the FAFSA or Renewal Application.
- **March 15** – Priority submission date for the FAFSA or Renewal Application. Keep a copy of the completed FAFSA or Renewal Application.
- **April 1** – Need-based financial aid decisions are announced to those students with completed files.
- **April 15** – Income tax deadline. Keep extra copies of all returns and W-2's in case you are selected for verification.
- **May 1** – Make sure your application is filed and all requested documents submitted by this date. If the application is completed after this date, you may not be notified of your student financial assistance eligibility before invoices for fall charges are mailed.
- **October 1** – Students who are entering Alabama A&M University for the spring semester must have filed the FAFSA or Renewal Application by this date. Make certain that you complete the aid application for the aid year corresponding to the semester for which you are applying. Students receiving aid in the fall already have the appropriate applications on file, and should be planning to complete the appropriate financial aid application for the next year.
- **December 1** – Make certain you are enrolled for the spring semester. Late enrollment may delay disbursement of financial aid.

For additional details the Financial Aid Office should be contacted as follows:

Office of Student Financial Aid  
Alabama A&M University  
Post Office Box 907  
Normal, AL 35762  
Telephone: (256) 372-5400  
Fax: (256) 372-5407  
Office Hours: 8:00 a.m. - 5:00 p.m. Monday - Friday, CST/CDST  
[www.aamu.edu](http://www.aamu.edu)

**SECTION IX**  
**DIRECTORY OF UNIVERSITY DEPARTMENTS**  
**AND UNITS**



## EXECUTIVE OFFICES

PRESIDENT-School of Business Building .....	372-5230
PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS - Patton Building .....	372-5275
VICE PRESIDENT FOR BUSINESS AND FINANCE-Patton Building .....	372-5221
VICE PRESIDENT FOR INSTITUTIONAL RESEARCH, PLANNING & - SPONSORED PROGRAMS-Patton Building .....	372-5675
VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT Patton Building .....	372-8344
VICE PRESIDENT FOR STUDENT AFFAIRS-Patton Building .....	372-5233

## DEPARTMENTS AND UNITS

A&M-UAH REGIONAL INSERVICE EDUCATION CENTER - Carver Complex North .....	372-5771
AAMU AGRIBITION CENTER – Moore’s Mill Road.....	859-5896
ACADEMIC ADVISING- Buchanan Hall .....	372-5646
ACADEMIC AFFAIRS-Patton Building .....	372-5275
ACCESS CARD-Patton Building .....	372-5185
ACCOUNTING-School of Business .....	372-4775
ADMISSIONS-Patton Building .....	372-5245
AGRIBUSINESS EDUCATION-Dawson Building .....	372-5414
AGRICULTURAL AND ENVIRONMENTAL SCIENCES (SCHOOL OF)-Dawson Building .....	372-5783
ALABAMA COOPERATIVE EXTENSION SYSTEM .....	372-5710
ARTS AND SCIENCES (SCHOOL OF)-Chambers Building .....	372-5300
ATHLETICS-Elmore Building .....	372-4001
AUXILIARY SERVICES-Knight Complex.....	372-4880
BEHAVIORAL SCIENCES .....	372-5339
BIOLOGY-Carter Hall .....	372-5329
BOOKSTORE-Ralph H. Lee Student Center .....	372-5626
BULLDOG TRANSIT SYSTEM-Patton Building.....	372-5826

BUSINESS AND FINANCE-Patton Building .....	372-5221
BUSINESS (SCHOOL OF)-School of Business Building .....	372-5092
CAREER DEVELOPMENT SERVICES-Patton Building .....	372-5690
CASHIER-Patton Building.....	372-5203
CENTER FOR ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT-School of Business Building .....	372-5685
CHAMPS/Life Skills-Council Training Building.....	372-5659
COMMUNITY PLANNING -Dawson Building .....	372-5425
COMPTROLLER'S OFFICE-Patton Building .....	372-5200
COMPUTER SERVICES CENTER-Carver Complex North .....	372-5721
COOPERATIVE EDUCATION-Patton Building .....	372-5690
COUNCIL FEDERAL CREDIT UNION-Building 1061 .....	372-5705
COUNSELING AND DEVELOPMENT-Buchanan Hall .....	372-5800
COUNSELING & SPECIAL EDUCATION-Carver Complex North .....	372-5533
CURRICULUM & INSTRUCTION-Morrison Building .....	372-5520
DEAN OF STUDENTS-Ralph H. Lee Student Center.....	372-8086
DEVELOPMENTAL EDUCATION-Buchanan Hall .....	372-5780
ECONOMICS AND FINANCE-School of Business Building .....	372-5084
EDUCATION (SCHOOL OF)-Carver Complex North.....	372-5500
ENGINEERING AND TECHNOLOGY (SCHOOL OF) - Engineering Building.....	372-5560
ENGINEERING-Engineering Building.....	372-5565
ENGLISH AND FOREIGN LANGUAGES-McCormick Bldg .....	372-5381
FINANCIAL AID-Patton Building .....	372-5400
FOOD SERVICE (ARAMARK)-Knight Complex.....	372-5700
GRADUATE STUDIES-Patton Building .....	372-5266
HONORS CENTER-Old Home Management .....	372-5859
HOUSING-Knight Complex.....	372-5797
HUMAN RESOURCES-Patton Building .....	372-5835

INFORMATION AND PUBLIC RELATIONS-Patton Building .....	372-5654
INFORMATION TECHNOLOGY SERVICES-Patton Building.....	372-5953
INSTITUTIONAL ADVANCEMENT-Patton Building.....	372-8344
INSTITUTIONAL PLANNING, RESEARCH & EVALUATION -Patton Building .....	372-8173
INSTITUTIONAL RESEARCH, PLANNING & SPONSORED PROGRAMS Patton Building .....	372-5675
INTERNATIONAL PROGRAMS-Carver Complex Bonner Wing .....	372-5418
INTERNATIONAL STUDENT SERVICES -Ralph Lee Student Center.....	372-5804
INTRAMURAL PROGRAMS-Frank Lewis Gymnasium .....	372-4262
LEARNING RESOURCES CENTER-J. F. Drake Memorial Library .....	372-4725
FAMILY & CONSUMER SCIENCES-Carver Complex.....	372-5419/5420
MANAGEMENT & MARKETING-School of Business Building.....	372-5087
MATHEMATICS & COMPUTER SCIENCE-Chambers Building .....	372-5316
MILITARY SCIENCE-Council Training Building .....	372-5775/372-0390
NATURAL & PHYSICAL SCIENCES .....	372-5329
NORTH ALABAMA CENTER FOR EDUCATIONAL EXCELLENCE- 4900 Century St., Suite B.....	722-4600
OCEANS-Bibb Graves.....	372-5753
OFFICE SYSTEMS MANAGEMENT - School of Business Building .....	372-5081
PHYSICAL FACILITIES-Maintenance Building .....	372-5825
DEPT. OF NATURAL RESOURCES & ENVIRONMENTAL SCIENCES-Carver Complex Bonner Wing .....	372-5462
PRESIDENT'S OFFICE-School of Business Building .....	372-5230
PRINTING SERVICES Council Training Building.....	372-5770
Council Training Building.....	372-5641
PROPERTY MANAGEMENT-3409 Meridian Street .....	372-5646
PUBLIC SAFETY-Public Safety Building .....	372-5555
PURCHASING DEPARTMENT-Patton Building .....	372-5227



REGISTRAR’S OFFICE-Patton Building .....	372-5254
RESIDENTIAL LIFE – Ralph Lee Student Center .....	372-8335
RESIDENCE HALLS:	
Councill Hall .....	372-5809
Foster Living/Learning Complex .....	372-5820
Grayson Hall .....	372-5810
Hopkins Hall .....	372-5811
Morris Hall .....	372-5813
Palmer Hall .....	372-5814
Stephens Hall .....	372-5815
Terry Hall .....	372-5816
Thigpen Hall .....	372-5817
Thomas Hall .....	372-5818
Walker Wood Hall .....	372-5819
Knight Complex .....	372-5865
RETENTION AND ACADEMIC SUPPORT – Buchanan Hall .....	372-5490
ROTC SKILLS CENTER-Skills Center Building .....	372-5778
SMALL BUSINESS DEVELOPMENT CENTER-Church St .....	535-2048
SPECIAL PROGRAMS-Bibb Graves Hall .....	372-5660
SPORTS INFORMATION-T. M. Elmore Building .....	372-4005
STATE BLACK ARCHIVES-Wilson Building .....	372-5846
STUDENT ACTIVITIES-Ralph Lee Student Center .....	372-5615
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UNIVERSITY FOUNDATION-School of Business Building.....	372-4776
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USDA FORREST SERVICE .....	372-4201
VETERAN AFFAIRS-Ralph Lee Student Center .....	372-5805
WJAB (RADIO STATION)-Morrison Building .....	372-5795
WTARS (Winfred Thomas Agriculture Research Station) Hazel Green .....	828-2100

# NOTICE

If Weapons or Drugs of any kind are found on these premises, the person(s) responsible will be prosecuted to the fullest extent of the law.

We reserve the right to inspect our property at any time.

# Severe Weather – What To Do

1. A “watch” means conditions are favorable for inclement weather to develop. Monitor the weather using a weather alert radio and/or television if available.
2. A “warning” means severe weather has been detected by sight or indicated on radar and safety precautions should be taken immediately.
3. During severe weather, all outside activities will be cancelled. Everyone is advised to enter a building for safety.
4. A warning signal alarm will sound for tornado warnings only. All students and staff must be relocated to an interior hallway on the lowest floor possible.
5. Using the Public Address System, announce the urgent need for everyone to go to the lowest level of the residence hall and identify where that is located.
6. Inform the students to bring a pillow or covering to protect their heads from debris in the event a tornado hits the residence hall.
7. If the lowest level is the first floor, instruct the students to sit on the floor with their backs to the wall.
8. Make sure no one is near glass doors or windows. No one should be allowed to leave the building but remain in the sheltered area for the duration of the warning.
9. Public Safety will issue clearance for students and staff to resume their normal activities when it is safe to do so.

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*The decision regarding school dismissal or cancellation of classes during severe weather is made by the University President.*



# **EMERGENCY “LOCKDOWN” PROCEDURES**

## **WHAT IS A LOCKDOWN?**

A lockdown is when all students, faculty and staff are asked to stay inside their perspective buildings during the event of any emergency or crisis situation on campus.

In the event of a lockdown, the University Community will be warned by an intermittent (short wail) wail of the severe weather siren which is located on campus. When the siren is activated, all persons are to seek shelter and/or stay inside the building.

After the situation has been assessed and it is determined that the immediate danger has passed, the “all clear” will be given by the Department of Pubic Safety.



Flip Your Phone



## Important Notice

Alabama A&M University has implemented a text and email based alert system designed to notify you in the event of a campus emergency. **WE STRONGLY URGE ALL STUDENTS TO REGISTER FOR THIS SERVICE.** In order to protect you better, and communicate with you rapidly during critical situations, we request that you sign up for this service **IMMEDIATELY.**

To sign up for the service, visit [aamu.teleflip.com](http://aamu.teleflip.com) and register using your school or personal e-mail address. This will enable us to send an email and a text message to your mobile phone in the event of an emergency. The registration process takes approximately 2 minutes to complete.

At the same time, you will be able to sign up for:

- Additional campus news and information
- Email on your cell phone from the contacts you value the most

This program will enable you to stay informed in an emergency and stay in close contact with your school, friends, jobs and family members everyday.

Please note that standard text message rates apply to all text messages you receive from this program.

If you have questions about this service, please contact your campus program administrator at the Department of Public Safety at 256-372-5555.

Sincerely,  
Michael H. Walker  
Chief of Public Safety  
Alabama A&M University



\* Standard text messaging rates apply.

## **HIV Policy Statement**

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

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

### **Safeguarding the Personal Rights of Individuals with HIV.**

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

### **Records in General**

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

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Student Handbook Receipt Form

I, \_\_\_\_\_ Student # \_\_\_\_\_

By virtue of my signature below agree that I have received, and will read the Student Handbook, “Life On The Hill” for the 2007-2008 School Year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Inside Back Cover

### University Hymn

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

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

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

#### Chorus

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

### ALABAMA A&M FIGHT SONG

Words by: George O. McCalep

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