

Student Handbook

2014
2015



AUM



Auburn University at Montgomery Student Handbook

Although the content of this handbook represents the most current information at the time of publication, changes may be made with respect to the information contained herein without prior notice. For this reason, I urge you to consult the online version of this document, which is updated on a more frequent basis. You also can find the most current information regarding policies there. AUM is an equal opportunity/equal access institution.

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CHANCELLOR'S WELCOME

Dear Student,

Welcome to Auburn University at Montgomery. I believe that you will find your time here fulfilling both personally and academically. I am also confident that you will find the faculty and staff here helpful, courteous, and exceptional. We realize that the very best universities are those that remain firmly student-centered. Therefore, our focus is you. We know that you are why we are here, and we will work hard to make your AUM Warhawk experience meaningful and enriching.

Here at AUM, we realize that a "student-centered" approach should not be limited to the classroom. It is important that your experiences outside of the classroom be both rewarding and educational in preparation for life after college. Our Office of Student Involvement and Leadership Programs encourages and facilitates campus programming that helps achieve that goal. Our staff all firmly believe that educating the whole student is integral to your success.

I encourage you to become involved in campus life by joining one of the many student organizations and clubs here at AUM. These include the Student Government Association, the Campus Activities Board, Greek organizations, and many more. These on-campus groups afford you the opportunity to pursue your interests and develop lifelong positive relationships.

Finally, I ask that you please take the time to familiarize yourself with the contents of this handbook. It serves as your guide to the resources we offer to our students, ranging from tutoring services to dealing with relationships. The Student Handbook is published yearly to provide incoming freshmen and returning students with university policies and procedures, SGA policies and procedures, and general campus information. While it is not intended to be the sole source of policies that are applicable to students, the handbook does provide an overview of many of the policies that may impact you during your time as a student here. It also serves as a guide to campus life and opportunities available to AUM students.

I wish you the best in your time here and encourage you to contact my office or that of the Vice Chancellor for Student Affairs if we may ever be of service.

Go Warhawks!



John G. Veres III

Chancellor

FROM THE VICE CHANCELLOR FOR STUDENT AFFAIRS

Warhawks,

On behalf of the Division of Student Affairs, welcome to the Warhawk Nation and our student handbook. This handbook provides all the detailed information that you need to make your time at Auburn Montgomery a success. With information on everything from registration to student organizations to safety procedures, this may be one of the most important books you read in college!

A university is a place to learn and it is also a place to live. The division of Student Affairs makes sure these two components of life at AUM complement one another. Our division encompasses the areas of student involvement and leadership, counseling services, services for students with disabilities, career development resources, Greek life, a learning center, student accountability and advocacy, over 60 student organizations, and much more. I encourage each of you to make the most of your experience at AUM by joining one (or more!) of the many student organizations that AUM has to offer. Our goal is to help you achieve academically, stay healthy, get involved, find a job and find resources to enrich your life. This handbook is one of the resources that will help you get informed about the many resources available to you on campus.

Behind all of the departments and services listed in this handbook are people ready to help you make the most of your university experience. Contact us - that is the very reason we are here! The Office of the Vice Chancellor for Student Affairs is located in the Taylor Center Room 163. My email is jlyn@aum.edu and my phone number is 334-244-3620. Please stop by and see us.

As always, if you have concerns or questions, I am here to listen and help. I am your campus liaison to the administration and academic community. Please let me know what Student Affairs can do to make your time at AUM a success. We are here to serve you.



Janice Lyn, Ph.D

Vice Chancellor for Student Affairs

HISTORY OF AUM

In the 1960s, in response to the requests of the business, governmental, military, and agricultural professions in Montgomery, the Montgomery Chamber of Commerce set out to provide an institution of higher learning in Montgomery to serve the needs of the growing community.

In hopes of benefiting present businesses and attracting new ones, the Chamber contacted the Auburn University Board of Trustees to discuss opening a branch in Montgomery. The Trustees agreed. Pending agreement and an allocation of funds from the legislature, they decided to purchase the University of Alabama Center in downtown Montgomery as a first step to opening the anticipated university.

Governor Lurleen B. Wallace finalized the efforts of not only the Chamber but the many supporters of the new university by signing the Montgomery College Bill in 1967. This bill authorized a bond issue and AUM was established. After the purchase of the land on Bell Street in the summer of 1968, Auburn University moved in, using the same programs and teachers used by the University of Alabama. AUM officially opened for fall quarter on Sept. 16, 1969. But even as early as October of that year, Auburn had plans for a permanent, expanded AUM campus.

Finally, in the fall of 1971, an official AUM campus opened on the present site, which was formerly part of the McLemore Plantation. It replaced the makeshift, partitioned one-room facility on Bell Street. AUM grew quickly throughout the 1970s, adding a building almost every year.

Today, offering academic majors and pre-professional programs in more than 90 areas of study within the Schools of Business, Education, Liberal Arts, Nursing, and Sciences, AUM strives to serve the needs of both the traditional and nontraditional student with an energetic and hard-working faculty and staff and an administration sensitive to the needs of students and the community.

* *Adapted from his books The AUM Story (1981) and The AUM Story -The Second Decade (1989) by Dr. John Fair, former head of the Department of History at AUM.*

AUM TRADITIONS

AUMFest: This is a themed day of fun and free food for students! AUMFest is held each fall as a welcome to campus for both new and returning students, brought to you by the faculty and staff of the university. We provide food, activities, and snacks throughout the day. The evening is capped off with a movie and free refreshments.

Homecoming: Homecoming is a celebration that brings together alumni, students, faculty and staff as well as members of the community. Events during this week include alumni activities, entertainment sponsored by the Campus Activities Board and Student Government Association, a pep rally and the Homecoming basketball games during which the Homecoming Royalty are crowned.

Greek Week: A week of activities, food and events such as Step Show, Meet the Greeks, God/Goddess competition, Greek Stroll and Dance. The week is capped off with the awards recognition program. Greek Week is open to the whole campus community.

Shriek Week: AUM loves to celebrate Halloween in style – after all, our colors are orange and black! This week of frightful fun includes events such as a costume contest, haunted house, creepy crafting, and plenty of free food and candy.

SpringFest: SpringFest is a great time to have fun and bask in the spring sun in the quad. The event provides free food for students and offers various activities, some of which have included a rock climbing wall, a bungee run and obstacle course. Also, past SpringFest events have included musical performances by local bands and live radio station broadcasts. This event is sponsored by the Campus Activities Board, Student Government Association, and the Student Activities Fee Committee.

The Quad: When the weather permits, this area in the middle of campus is where many AUM students can be seen talking to friends, studying, participating in campus events, or just enjoying a nice sunny day at AUM.

Warhawk W.O.W. (Weeks of Welcome): We kick off the first three weeks of classes with daily activities and events for students in order to help you get acquainted with all the aspects of life at AUM. Free food, entertainment, workshops and the annual Student Resource and Involvement Fair are just a few of the many offerings available for you.

ACADEMIC CALENDAR

Please refer to the online academic calendar for upcoming activities, events, important deadlines, programs, holidays and school schedules. The online academic calendar can be found at www.aum.edu/academics.

CAMPUS DIRECTORY

To find contact information for your instructors and on-campus departments, access www.aum.edu/people-finder or the directory on AUM's app. Most phone numbers are preceded by the prefix 244. If you have trouble finding any contact information, call the AUM operator at 244-3000 or email info@aum.edu.

STUDENT SERVICES

ACADEMIC ADVISING

All students receive advising prior to registering each semester. Your major determines who your advisor is, and where you will be advised. Students who have not declared a major are advised by the School of Liberal Arts advising. Academic advising is a critical component to your success. We encourage you to develop a relationship with your academic advisor, and for you to seek their counsel when determining your course schedule.

ACCOUNTABILITY AND ADVOCACY

Taylor Center Suite 163

Email: accountability@aum.edu

Phone: 244-3106

The Office of Accountability and Advocacy works to ensure that students are knowledgeable regarding the guidelines that govern student conduct. Staff serve as advocates in empowering students in their academic and social development through programming, personal interactions and resource guidance.

In keeping with AUM's commitment to supporting our country's veterans, military personnel, and their families as students. The Office of Accountability and Advocacy strives to ensure our service men and women are connected to all of the resources and educational opportunities necessary for a successful transition to the AUM community.

How We Support Students:

- Provide clarity on university policies and procedures
- Create an opportunity for communication among those involved in resolving a problem or conflict
- Help students to develop problem-solving skills and promote critical thinking
- Provide resources that can assist in creating a helping network
- Provide training and programming on topics related to communication, conflict, university policy, judicial resolution and areas of advocacy which impact academic and social development
- Assist students in evaluating and assessing a variety of options to address concerns
- Assist students through the judicial process

BOOKSTORE

244-3578

The bookstore provides the educational community with services necessary for teaching and learning, including study materials, specially priced software, supplemental study aids, reference books, school supplies, and a wide variety of AUM insignia merchandise. The AUM Bookstore is accessible via the Internet at www.aum.edu/bookstore. The Bookstore accepts cash, check (only with student I.D.), Warhawk Access Card, Visa, MasterCard, Discover, American Express, and all qualifying grants and scholarships. The bookstore also buys back textbooks.

The AUM bookstore is also the central location for obtaining your Warhawk Access Card, which is your official form of student identification. You can get the card once you register for classes and it is valid for each term of enrollment. You are required to present this card to use the Library, to access meal money in the Roost Café, when writing a personal check, for textbook buyback at the Bookstore, to use the gym, to access the Wellness Center and for free admission to events such as athletics and theatre productions. The first ID card is free but \$10 is charged for a replacement card.

The Warhawk Access Card can be used as a declining balance debit card in the Roost cafeteria and vending machines. Funds may accrue and roll over from one semester to another. However, the remaining balance for any school year (fall through summer semester) will be forfeited at the end of the summer semester. You may request a refund in writing with a written notice of cancellation if you withdraw from the university during the academic year. A \$10 handling fee will be charged.

CAREER DEVELOPMENT CENTER

244-3344

The Career Development Center can help you with all the important steps in choosing a career: assessing skills, interests, and abilities; exploring majors and career options; experimenting with possible career options; and then organizing and conducting a job or graduate school search.

Good career development practices begin as soon as you begin classes. Career counseling and interest inventories are available to all students to aid in making decisions regarding a career or college major. The Career Resource and Information Center is available for you to research career areas and perspective employers. Job-search seminars and individual consultation sessions to students are given throughout the year to assist in writing resumes, cover letters, and developing effect job interviewing and job search techniques. These seminars and sessions are recommended for all AUM students so they can prepare to meet recruiters and employers who come to campus to interview students for co-op opportunities and full-time employment upon graduation. You are encouraged to register with the Career Development Center by joining the online student resume database, Warhawk JOBS, available on your MyAUM web portal.

In addition, a variety of career topics and information is always available to you via the Career Center website, www.aum.edu/cdc. The Career Development Center sponsors major recruiting events each year, such as:

- Career Fairs
- Employer Cakewalks (Part-time and seasonal employment)
- Graduate & Professional School Fairs
- Employer Information Sessions & On-Campus Interviewing
- Teacher Interview Day (co-sponsored with Auburn University in the spring semester)

Cooperative Education - Cooperative education, designed primarily for the undergraduate student, blends classroom learning with actual work experience in a field closely related to the student's major field of study. Eligible students may start working in a co-op job as early as their third term and continue through their senior year.

CASHIER OFFICE

244-3AUM (3286)

The Cashier Office provides financial services to students making tuition and fee payments, and assists with questions regarding student accounts. It also serves as a resource for general campus information. For detailed information regarding payment deadlines, types of payments, and general guidelines for managing your student account, visit the Cashier Office website at <http://www.aum.edu/cashier>

Acceptance of Financial Responsibility

AUM reserves the right to deny continuing admission and to hold grades and transcripts of students who fail to meet their financial obligations. Students are required to acknowledge an Acceptance of Financial Responsibility statement each semester. This Acceptance of Financial Responsibility reads as follows:

I understand that registration in classes at Auburn Montgomery will create tuition and other associated fees being assessed to my student account. By registering for classes at Auburn Montgomery or otherwise receiving good and valuable services from Auburn Montgomery, I understand and agree to the following:

- If I fail to pay any unpaid balance on my student account, I will be personally responsible for the debt, and agree to pay, all costs and fees of collection, including interest, late payment fees, transcript hold fees, collection fees of third party collection agencies or attorneys (which may be based on a percentage of up to 40% of the principal, interest, late payment fees, and transcript hold fees accrued prior to referral to such agency or attorney), court costs, and/or any other charges necessary for the collection of this debt.
- I authorize the University and/or their respective agents and contractors to contact me regarding my student account at the current or any future number that I provide including my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- This agreement is subject to the laws of the State of Alabama, without regard to its

conflict or choice of law provisions. I irrevocably consent to the jurisdiction of the state and federal courts located in Montgomery County, Alabama, in any lawsuit arising out of or concerning this agreement, or the enforcement of any obligations under this agreement, including any lawsuit to collect amounts that I may owe as a result of this agreement.

The acknowledgement of Acceptance of Financial Responsibility is completed online through the registration process in Webster. In the event it is not possible to complete it online, a signed form will be required.

CENTER FOR DISABILITY SERVICES

Taylor Center 147

Voice: 244-3631

TDD: 244-3754

cds@aum.edu

The Center for Disability Services provides academic support services to students, faculty, staff, and AUM visitors who have disabilities that require accommodations. Among our services are peer counseling, individualized planning, test proctoring, note taking, electronic text, interpreting, captioning, and support regarding classroom accommodations. Other services may be offered based on individual needs. CDS provides information about AUM and community resources and serves as the liaison for faculty and students with disabilities in academic and campus life activities.

To be eligible to receive services, students must meet the academic and technical standards of AUM and have a disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Current documentation of the disability by a qualified provider must be submitted to CDS. For further information about specialized services, eligibility requirements, and accommodations, call or visit the Center for Disability Services.

COUNSELING CENTER

244-3469

The university Counseling Center supports students throughout their academic experience by offering free services for students enrolled in a degree-granting program. Counseling is a process that promotes greater self-awareness and development in behaviors, feelings and relationships as it relates to difficulties which impede daily life satisfaction. Students seeking services from the center will be met with acceptance, trust and respect by a trained professional supported by a licensed supervisor certified in the state of Alabama. The counseling process can be initiated by the student or through referral by a teacher, family member, friend, or professional in the community. However, the choice to begin or continue counseling is left to the student. Feel free to come by and meet our friendly staff. Walk-ins are welcomed and appointments are encouraged.

Hours of operation are Monday through Friday 8 a.m.-5 p.m. with extended and emergency services as needed. The staff of the Auburn University at Montgomery Counseling Center is committed to the ethical standards of the Alabama professional licensing board. In accordance with that commitment, students' right to privacy within a counseling relationship will be maintained to the extent allowed by law and university policy. Exceptions to this may include endangerment to self, others and child abuse. Counseling records are not part of a student's official academic records. Counseling Center records are maintained separately and protected by the American Health Insurance Portability and Accountability Act of 1996, or HIPPA, as it is more commonly referenced. HIPPA ensures that that all medical records meet consistent standards with regard to documentation, handling and privacy. Services include individual and group counseling, assessment, consultation and referral services. In addition, the Counseling Center team is available to provide professional presentations on a variety of topics for your civic group, campus organization or dorm events.

Why seek counseling?

Students generally visit the center in an effort to lead a healthier lifestyle, gain support or knowledge in making healthy decisions or general "feel better." Some common topics include:

- Skills for coping with stress
- Tips for improving self-esteem
- Management of relationships
- Understand their sexuality
- Coping with grief
- Becoming more assertive
- Cope with depression or anxiety
- Drinking or substance use issues
- Effective time management
- Adjustment to college life

DINING SERVICES/THE ROOST

244-3290

You will find delicious food and smiling faces every day at the Roost. We are proud to serve you and offer a new and exciting dining program. Our quality, variety, flexibility, and convenience make our program dynamic! We hope to enrich your dining experience by making it eventful and enjoyable.

Chartwells Higher Education is the dining services partner at Auburn Montgomery. Its pledge is to provide the food and nutrition that fuels students to succeed in the classroom while laying the foundation for a long, healthier life. Call it a mission, a charter, a philosophy or a culture. Their approach is simply stated: EAT.LEARN.LIVE.

Exciting menu options include:

- Popular brand items such as Papa John's Pizza and Chik 'n Grill.

- A made-to-order flatbread concept.
- A made-to-order sizzling salad concept.
- A fresh food-to-go program called Outtakes.
- Daily rotating home-style cuisine and more.

The Roost also provides Starbucks coffee, espresso drinks, and baked goods in our coffee shop, The AUMazing Bean.

Full-time freshmen, sophomores and juniors must purchase a meal plan. The plan is convenient and easy. You will be billed automatically - \$600 per semester if you are a full-time freshman, sophomore or junior living on campus and \$100 per semester if you are a full-time, freshman, sophomore or junior living off campus. The money will be loaded onto your Warhawk Access Card (your student ID) and you can use the card like a debit card in the Roost.

DIVERSITY AND MULTICULTURAL AFFAIRS

244-3904

The Office of Diversity and Multicultural Affairs helps AUM achieve institutional diversity through campus-wide partnerships and collaborations. Institutional diversity in the 21st century must integrate domestic and international cultures in addition to helping everyone navigate issues of gender, sexual orientation, social class, mixed generations, levels of ability, learning styles, acts of prejudice/hate, and similar topics. Within this context, AUM's Office of Diversity and Multicultural Affairs provides leadership in three specific areas: educational/awareness initiatives, supplemental recruitment/retention strategies, and enhanced diversification of curricular and co-curricular initiatives.

EARLY CHILDHOOD CENTER

244-3441

The Early Childhood Center provides a safe and healthy educational environment for the developmental growth of young children ages 3-5 while the parents pursue a college education. The center is staffed by certified master's degree teachers in early childhood education, assistant teachers and early childhood intern students. The Early Childhood Center is accredited by the National Association for the Education of Young Children (NAEYC). The children are able to select activities, with teacher guidance, from a variety of learning centers.

FINANCIAL AID

244-3571

The Office of Financial Aid administers federal, state, and institutional financial aid programs that provide assistance to students who, without such aid, may be unable to attend AUM. In order to apply for these programs, a student must complete the Free Application for Federal Student Aid (FAFSA).

Student aid is awarded as an addition to, not in lieu of, reasonable contributions from parental income, other parental resources, and the student's own resources and earnings. The maximum financial aid award will not exceed the sum actually needed to supplement family resources. The university reserves the right to limit awards to prevent award duplication. By visiting our website at www.aum.edu/FinancialAid, students can find detailed information regarding financial aid programs and application procedures.

Financial aid funds will be applied to each student's account balance for tuition, fees, and other institutional charges no earlier than the beginning of classes. Funds remaining after all charges are paid will be refunded to the student by the Cashier Office. Students earn financial aid funds through attendance; therefore, students who fail to attend classes within the first three class meetings are subject to cancellation of their financial aid and the mandatory repayment of those funds previously used to pay institutional charges.

A separate summer application is required for students who plan to attend summer term. An online application can be found on the AUM "Money Matters" web page in mid-April each year.

Loans

Student loan programs provide long-term, low-interest loans for students. You must enroll at least half-time (6 hours undergraduate and 4½ hours graduate) each term to qualify. All loans must be repaid. Types of loans offered at AUM include Federal Perkins Loan, Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct Parent Loan for Undergraduate Students (PLUS) and Federal Direct Plus Loans for Graduate Students.

Grants

A grant is gift aid that does not have to be repaid. Only students pursuing their first undergraduate degree are eligible for grants. The types of grants available at AUM are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competiveness Grant, SMART Grant, TEACH Grant, and Alabama Student Assistance Program Grant. Students must demonstrate exceptional financial need to qualify for most grants.

Federal College Work-Study

The Federal College Work-Study Program provides students with part-time employment. Eligibility depends on financial need and availability of funds. Students earn at least minimum wage and are paid bi-weekly for actual hours worked. They are assigned work based on positions that are available and the need for student assistance. Students must agree to work the hours required by these positions. Work schedules and positions are determined each term and are scheduled around the student's class schedule whenever possible.

Scholarships

Academic excellence is considered in selecting scholarship recipients. Only full-time (12 hours) students are eligible. Scholarships are awarded annually depending upon funds available. Students must maintain certain academic standards and re-apply every year. First-time AUM students should contact the Office of Admissions to determine possible scholarship opportunities. Continuing AUM students may apply each year by completing the online Merit Scholarship for Continuing Students application between January 1 and March 1. Students may obtain more information regarding scholarship opportunities at AUM by visiting our website at www.aum.edu/scholarships.

Satisfactory Academic Progress

All students at Auburn Montgomery who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable amount of time. The AUM Standing Committee on Financial Aid has approved standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Satisfactory Academic Progress status will be evaluated at least once each year, usually at the end of the spring term, and generally becomes effective when the student has attempted 24 hours at AUM. Satisfactory Academic Progress is determined using the three basic measures listed below.

The Qualitative Measure: Maintain a minimum overall undergraduate GPA of at least a 2.0 on a 4.0 scale (2.52 for graduates) on work attempted at AUM.

The Measurable Progress Requirement: Successfully complete at least 67 percent of all AUM credit hours attempted. Credits attempted include repeated courses, dropped courses, withdrawals, courses waived under the AUM forgiveness clause, and incomplete courses.

The Reasonable Length of Time Measure: Complete the degree within a reasonable length of time, generally defined as no more than 150 percent of the time required to complete a program.

To review the full policy regarding Satisfactory Academic Progress, please visit the Financial Aid section of the AUM website at www.aum.edu/FinancialAid.

Reinstatement of Financial Aid Eligibility and Appeals Process

If you are ineligible for financial aid because you have not maintained satisfactory progress toward completion of your degree, you may reapply for financial aid when you have cleared the deficiency and are again progressing satisfactorily according to requirements. When mitigating circumstances are involved, you may appeal this decision. To do so, you must:

1. Draft a letter of appeal to the senior director of financial aid requesting reinstatement. Your letter must include:
 - The reason(s) satisfactory progress is not being made and
 - Any documentation that supports the rationale for the appeal

2. Submit your letter of appeal to the Financial Aid Office with the supporting documentation mentioned above.

Your letter will be reviewed and a decision made within two weeks. Appeals may be denied, approved or provisionally approved. An appeal that is provisionally approved might include a probationary period in which you must earn a given number of credit hours and/or specified grade-point average. It is your responsibility to initiate any appeal for financial aid eligibility. Appeals for academic reinstatement granted by the Office of the Registrar or other departments do not constitute reinstatement of financial aid eligibility.

Veterans Services

The Financial Aid Office assists veterans, reservists, guardsmen, and dependents of disabled or deceased veterans. It also serves as a liaison between the student and local and federal agencies, including the state Department of Education, Department of Defense, and Department of Veterans Affairs. While we do not determine eligibility for assistance, we do ensure that proper paperwork is completed, certified and filed with the VA so that payment of benefits can begin.

Attendance and Repayment Policy

Attendance monitoring is required by the U.S. Department of Education to support any disbursements made to eligible students receiving federal or state financial aid funds. Failure to begin attending any course for which you have registered will require a *pro rata* reduction in Pell Grant awards and possible cancellation of student loans. Faculty will report “no shows” after the first two weeks of class each term and will subsequently post an FA grade for any student who does not withdraw prior to the drop date. Make sure faculty know you are attending early in the term to avoid a “no show” reduction in awards.

Also be aware that a total withdrawal from AUM will require a review of awards and the possible reduction of funds or repayment of funds not earned.

Census Date Disbursement Policy

The Financial Aid Office has the following disbursement policy for financial aid which is applied to all students receiving financial aid for every term of the academic year. The objective is to deliver eligible financial aid in the timeliest manner possible, with less paperwork required from students.

Official Enrollment Levels: If you are not sure how your enrollment is classified, please consult the chart below: (Note: The chart below applies to all terms, including summer)

Student Level	Full time	¾ time	½ time	Less than ½ time
Undergraduate	12 +	9-11	6-8	1-5
Post-baccalaureate	12 +	9-11	6-8	1-5
Graduate	9 +	N/A	4.5-8	1-4

Disbursement Policy Summary

Aid disbursement begins at the beginning of each term for students who are enrolled at least half-time and who have met all other aid eligibility requirements.

The census date is the date during the term in which the Financial Aid Office determines the student's final official enrollment for the term. Any adjustments to enrollment prior to or after the census date are not factored into the student's eligibility for the term unless the student totally withdraws from the term. The census date is the start date of the second half-term session each semester. This census date is used for all terms, including summer session.

Financial aid for the term will be adjusted to reflect the student's official enrolled credits as of the census date. That is, if the student received aid at the beginning of the term that was calculated for full-time enrollment, or the student was enrolled full time and then dropped credits, aid will be revised to match his or her eligibility based on the number of credits enrolled as of the census date.

When a reduction in aid is required due to a student's official enrollment level on the census date, the reduction usually creates a balance due on the student's AUM student account. If there is a tuition refund because of dropping credits, the tuition refund will be used to reduce the balance due on the student's account.

Pell Grant eligibility is based on whether a student is enrolled full time, three-fourths time, half-time or less than half-time at census date. Students who reduce their enrollment status prior to the census date will have their Pell Grants for the semester reduced to an amount that reflects their enrollment level. For example, suppose a student enrolled in 12 hours who has received Pell payment for full-time enrollment drops/withdraws from six hours. The Pell award will be reduced by 50 percent of full-time Pell initially disbursed, and the student will be billed for the 50 percent reduction.

Contact the Office of Financial Aid prior to changing enrollment to verify impact on financial aid awarded and/or disbursed.

HOUSING AND RESIDENCE LIFE

Housing: 244-3572

Residence Life Office: 244-3296

housing@aum.edu

Housing and Residence Life offers you the benefits that come with being close to classes and activities, living and learning with friends, making better grades, and getting involved in a community. You will be surrounded by all of the cultural, social and sporting events that make Auburn Montgomery vibrant and you can build a network of lifelong friends to share memories of campus life. Our supportive living-learning communities will connect you to other students with similar academic, cultural, and social interests and experiences.

Our residence halls are new or recently renovated, providing the home-like environment you want. Some halls feature in-house computer labs and study lounges and all offer free laundry areas, free cable TV, and free high-speed Internet.

Housing is open to anyone who is a student at AUM. You may apply for housing after being accepted to AUM. To apply, login into you my.aum.edu and access the Housing online application. A \$100 non-refundable application fee must accompany housing applications. All Housing fees are billed to your AUM student account. For further information, contact one of the numbers above.

INTRAMURAL SPORTS OFFICE

244-3933

Campus Recreation

It is the purpose of the intramural program at Auburn Montgomery to provide the opportunity to participate in recreational activities regardless of ability. The Campus Recreation program is designed to serve the entire AUM family. This includes students, faculty, staff and alumni. Through involvement in the campus recreation program, participants have the opportunity to grow and develop physically and socially. It is the primary purpose of the Intramural staff to serve in a manner that enhances this opportunity for growth. The Campus Recreation program consists of several components, including intramural sports, club sports, Outdoor Adventure and a wellness program.

Intramural Sports

We strive to provide a safe, comprehensive sport and leisure program to meet the needs of the students, faculty and staff regardless of their athletic ability or skill. Whether you have a team or not, all AUM students and other members of the AUM Wellness Center may participate in Intramural Sports.

The goal of intramurals is to give students and other participants a way to be involved while being physically active. The program is designed for participants to have fun while learning at the same time. Our most important goal is for participants to become active and move.

For more information, visit www.aum.edu/campusrec.

LEARNING CENTER/INSTRUCTIONAL SUPPORT LAB (LC/ISL)

LC: 244-3470

ISL: 244-3265

www.aum.edu/learningcenter

The Learning Center (LC) is located in 225 Library Tower and provides the student community with one-on-one tutoring in mathematics in any course, accounting and other business courses, English as a Second Language, sociology, history and writing in any course. Consultations focus on teaching students how to solve math problems or how to plan a paper, structure it, and research ideas for it. They can help students learn how to recognize recurring errors so they can write, proofread, and

edit their own papers more effectively. Extending the Classroom (ETC) is a program that offers small group tutoring for specific classes as requested by the course instructor, including Intermediate Accounting I and II.

The LC also provides math and writing tutors in The Commons for students living on campus. A math and an English tutor will also be on duty in the second floor lobby of The Commons during fall and spring semesters for students who live on campus. They tutor in The Commons Monday through Thursday. Check www.aum.edu/learningcenter for current hours. In addition, the LC offers online students the opportunity to use our online writing consultation services. Call 244-3470 to make appointments.

The Instructional Support Lab (ISL), located in 203 Goodwyn Hall, provides tutoring for students enrolled in biology, chemistry, mathematics, physics or general science courses. Tutorial services are available on a first-come, first-served basis. No appointments are necessary. Call 244-3265 to check current days and times of service.

Tutors in the LC/ISL are highly qualified in their fields. Some are undergraduate students who have clearly demonstrated their expertise in math, science, accounting, or English. Some are part-time instructors at AUM. Others are professional tutors with graduate degrees in their fields.

OFFICE OF THE REGISTRAR

244-3125

The Office of the Registrar maintains all official academic records of the university. Other responsibilities include grade processing, class schedules, registration procedures, graduation, monitoring probation and suspension policies, and maintaining academic transcripts, final grades and grade changes.

SPEECH AND HEARING CLINIC

244-3408

A division of the Department of Communication and Dramatic Arts, the AUM Speech and Hearing Clinic is a comprehensive facility serving central Alabama. The clinic provides complete diagnostic and therapeutic services for individuals with hearing, speech or language disorders. The clinic benefits students majoring in speech pathology and audiology by affording them practical experience in assessing and managing speech, language and hearing disorders. The clinic's services are available on a fee-for-service basis to the general public as well as AUM students by appointment only.

STUDENT HEALTH CLINIC

244-3281

Medical assistance and health maintenance services are provided to currently enrolled AUM students. Student Health Clinic services are available for a minimum

co-payment per visit. There are other medical services available at a higher fee. Students must show a valid AUM student identification card at the time they are seen.

The hours of operation are 8:15 a.m. to 4:30 p.m., Monday through Friday, when the university is in session. Appointments can be made but walk-ins are welcome. If you need assistance with transportation to the Student Health Clinic, you may call Campus Police at 244-3424.

Students needing medical attention after 5 p.m. and on weekends will be directed to an off-campus facility at their own expense. Patients with needs beyond the scope of the Student Health Clinic will be referred to an external health care provider, the emergency room, or a physician of choice at their own expense.

If you are not covered under an insurance program, you are encouraged to participate in the low cost student health insurance program available through the university. Information about this program is available at www.aum.edu/shs.

STUDENT HEALTH INSURANCE

Office of Student Affairs

244-3620

A voluntary Student Sickness and Injury Insurance Plan is available to AUM and Auburn students. The plan is coordinated by United Healthcare Student Resources and underwritten by United Healthcare Insurance Company. This comprehensive plan has been reviewed by the AU/AUM Student Health Insurance Committee and provides benefits for dependents in addition to students. Students may enroll for annual coverage, which typically runs from August of one year to the August of the following year or by term (fall, spring, or summer). The cost of the plan depends on the plan chosen and the effective date of coverage.

Brochures and enrollment information are available on the United Healthcare website at www.uhcsr.com. (Use Auburn University as your school to access the site.) Enrollment cards (printable using Adobe Acrobat), coverage, receipts, ID cards, claims status and other resources/services are also available online. The plan is purchased directly from United Healthcare Student Resources using a check or money order as well as VISA or MasterCard. Claims and inquiries should be submitted to:

United Healthcare Student Resources
P.O. Box 809025 Dallas, TX 75380-9025
800/767-0700 469/229-6700
customerservice@uhcsr.com
claims@uhcsr.com

Brochures are also available in the Office of Student Affairs. Student Resources offers various insurance options in addition to the basic student sickness and injury insurance plan. Information and enrollment procedures for these options can be found on the website at www.uhcsr.com. The options include:

- Short-term medical insurance

- Supplemental vision and dental plans
- Assist America global emergency assistance
- Intercollegiate sports accident insurance

WRITING ACROSS THE CURRICULUM

The AUM Writing across the Curriculum program seeks to improve the quality of student writing campus-wide by incorporating writing-intensive instruction into all undergraduate students' required programs of study.

All undergraduate students will be required to complete a total of five Writing Intensive courses in order to graduate. Transcripts will be checked to ensure that all undergraduate students have met the minimal five-course WAC requirements prior to graduation.

The first two required courses, which teach basic English language conventions, are the composition series, English 1010 and 1020. These classes can be taken at AUM or credit can be transferred from another institution.

The third course introduces students to writing for a specific content area. Students can select from a "Writing in the Professions" course, required of many of the academic programs, or a course from the Core Curriculum.

Students select the final two courses from program requirements specific to their majors. These courses prepare students to understand and master the writing expectations of their discipline. The writing-intensive courses will carry a special designation and be listed on the WAC website (www.aum.edu/writing) to assist students and advisors in planning. WAC-approved writing-intensive courses will be labeled in the section field of Banner as WI1, WI2, WI3, etc. Students can explore any sections that have WI labels for one of the three remaining writing-intensive graduation requirements.

In addition, WAC-approved courses will have a WI label before the course title. Students and advisors can do quick and easy checks to locate the three content-area WAC requirements by finding the WI label in front of courses on student transcripts.

The WAC program provides focused instruction to improve students' writing skills throughout their academic careers, culminating in writing proficiency specific to their selected future careers.

For more information on the WAC program, please visit the following website: www.aum.edu/writing.

STUDENT LIFE

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP PROGRAMS

244-3829

The Office of Student Involvement and Leadership Programs provides leadership and coordination for co-curricular programs and services designed to enhance the academic environment and promote involvement in student life. Programs and services coordinated through the Office of Student Involvement and Leadership Programs include: Campus Activities Board, Clubs and organizations, Greek life, Leadership programs, The Nonprofit Leadership Alliance, and the Student Government Association. For information about becoming involved in these organizations or assistance in forming a new organization, please contact our office.

NONPROFIT LEADERSHIP ALLIANCE

244-3829

AUM's Nonprofit Leadership Alliance program is a nationwide certification program leading to the Certified Nonprofit Professional (CNP). Students can get involved with volunteer and service programs sponsored by the Nonprofit Leadership Alliance program for the opportunity to develop skills, discover talents, enhance personal growth, create lasting friendships and make a difference on the campus as well as in the Montgomery area. Through seminars, service and program projects, internships, and conferences, students will be better prepared to take leadership roles in their workplace and community.

Certification by the AUM Nonprofit Leadership Alliance chapter requires students to take one required class along with classes required for graduation, have a 300-hour internship in a nonprofit organization, and attend a national training workshop as well as workshops by local nonprofit leaders. While earning certification, students will design and implement many community service projects.

The Nonprofit Leadership Alliance chapter at AUM has received multiple national awards including the national Program Excellence Award. Recognized as a model program, students are well-prepared for careers in and out of nonprofits. Internships at nonprofits have lead students to change their life focus. Career opportunities include the YMCA, Red Cross, United Way, Boys and Girls Club of America, Boy Scouts, Girl Scouts, Habitat for Humanity and many more.

ORANGE JACKET SOCIETY

The Orange Jacket Society (OJS) are a select group of 20 students (four officers and 16 members) selected through an interview process. These students are the official student hosts and hostesses for Auburn University at Montgomery. They are available to assist as greeters, tour guides or ushers. OJS are not available during holidays, breaks or exam weeks. OJS participate in special campus events, community and civic events, guest luncheons, receptions, meetings, recruitment activities and campus tours.

All members must be full-time students in good standing at AUM and represent the university in an honorable manner. Members shall have and maintain a cumulative grade-point average of 2.5 or better. Those interested in applying must have completed at least one semester at AUM. Interviews for potential new members are held early in the fall semester and the ambassador's term is a full academic year.

CAMPUS ACTIVITIES BOARD

244-3829, Located in Warhawk Alley

The Campus Activities Board plans, promotes and facilitates campus-wide events and programs. Membership applications are accepted at the beginning of each semester to all students. Any student is welcome to join CAB Committee. CAB events include AUMfest, Shriek Week, AUM's Got Talent, Springfest and a variety of other activities for student enjoyment. To learn more about CAB, please visit www.aum.edu/cab or find them on Facebook.

CLUBS AND ORGANIZATIONS

All registered student organizations are required to follow guidelines pertinent to clubs and organizations as described in this document and communicated to student clubs and organizations by the Office of Student Involvement and Leadership Programs. This also includes the Student Discipline Code. The most current information will be available on the AUM website. Particular attention should be paid to the discipline code and the Drug-Free Campus and Workplace sections of this handbook to avoid violation of the university policy. Questions about student discipline should be addressed to the Office of the Vice Chancellor for Student Affairs, 244-3620.

All student organizations must be registered with the Office of Student Involvement and Leadership Programs to be recognized by the university. Additionally, they maintain the privilege to apply for student activities fee funding, appear in university publications and reserve space in a university facility. Organizations are required to update their registration form each semester in order to maintain the most accurate list of members and officers.

Each registered student organization is categorized as representing one of the five groups listed below. A list of active clubs and organizations is available in the Office of Student Involvement and Leadership Programs and on the AUM website.

Membership Requirements

- All members and officers of any registered student organization must be enrolled at AUM at least part-time during the fall and spring semesters.
- If a member does not enroll for the fall or spring semester, that individual cannot participate in the registered student organization during that time.
- If an officer does not enroll in the fall or spring semester, the individual may not hold the office, and a replacement must be selected.
- All changes in officers must be reported to the Office of Student Involvement and Leadership Programs.

Curriculum-Related Clubs

These organizations are affiliated with academic departments on campus or have a parent organization in the community. They are centered on a particular course of study.

Honor Societies

These organizations recognize a particular level of achievement in any one field, and membership requirements vary but are generally determined by grade point average and campus involvement. Membership in an honor society is by invitation and an indication of a high level of student achievement.

Special Interest Clubs

These clubs offer a variety of opportunities for students to interact with other students, faculty and staff who have similar interests and needs. Organizations like these usually cater to one specific aspect of campus life.

Religious Organizations

These organizations are religion-based and offer fellowship for students with similar interests. Some are non-denominational while others emphasize a particular denomination.

How to Start a Student Organization

Establishing a new student organization is an exciting process. The Office of Student Involvement and Leadership Programs encourage students to begin new groups on campus and acts as a resource to assist in that process. New student organizations may be started at any time. Here are some tips for creating a new registered student organization:

- Talk to your friends and classmates about your idea for a new group. This is a great way to recruit new members and get feedback on your idea.
- Meet with the staff in the Office of Student Involvement and Leadership Programs to discuss your idea and goals for the group.
- Talk to your professors and staff members on campus. They can provide insight and one of them might want to serve as the on-campus advisor. If you have problems finding an advisor, the Office of Student Involvement and Leadership Programs can assist you with the process.
- After you have an advisor, complete a Charter Application Form and turn it in to the Office of Student Involvement and Leadership Programs.

Advisor Information

Each registered student organization must have an on-campus advisor. The university's criteria for advisors are as follows:

- Full-time faculty or staff status.
- Attend annual training meeting.
- Attend all events sponsored by the organization.

The advisor shall have the following responsibilities:

- Sign all Internal Facility Request Forms for events.
- Ensure that the student group abides by all university policies.
- Be available to counsel and advise the student organization.
- Approve all campus events hosted by the organization both on and off campus.

An organization can have more than one advisor. Off-campus advisors may serve with permission from the Director of Student Involvement. The following information **MUST** be provided:

- Name
- Address
- Cell phone number
- Email address

Any changes in advisor information, including the addition or removal of an advisor, must be submitted to the Office of Student Involvement and Leadership Programs.

GREEK LIFE

Greek Life at AUM can foster the development of many great attributes. A Greek member gains essential skills in leadership, scholarship, and service through a shared brother and sisterhood. Fraternities and Sororities provide opportunities for participation in social activities, athletic competitions, charitable service, civic engagement, and a chance to create lifelong friendships. AUM's Greek Community stresses the virtues of academic success and personal development, which supports the mission of AUM.

The following national organizations have chapters on our campus:

Fraternities

Alpha Phi Alpha
Lambda Chi Alpha
Phi Beta Sigma

Sororities

Alpha Gamma Delta
Alpha Kappa Alpha
Delta Sigma Theta
Delta Zeta
Sigma Gamma Rho
Zeta Tau Alpha

STUDENT GOVERNMENT ASSOCIATION

Located in Warhawk Alley

The Student Government Association is the official student-led governing body for AUM students. AUM SGA serves the entire student body. Student leaders are

elected and appointed to serve in various capacities throughout AUM. Such areas are: university committees, traditional events and activities, judicial processes and school spirit initiatives. The SGA Executive officers work closely with the SGA Advisor and senior level administrators to better AUM holistically. The president of the SGA serves as an ex-officio member of the Auburn University Board of Trustees. The mission of AUM SGA is to serve as the liaison between students and the administration and to enhance campus life both academically and socially by being the voice of students through intentional programs and activities led by the students for the students.

SGA Applications go out in the spring semester with elections following. For additional information, check the SGA web page at www.aum.edu/sga.

SGA Appropriations Committee

The SGA Appropriations Committee provides funding for events/activities that enhance student interaction and participation in campus life outside of the classroom. Events/activities should increase the number and scope of campus activities, expand opportunities for student involvement, provide leadership training and development programs, or promote community partnerships for AUM students and/or on the campus. The treasurer of SGA coordinates and chairs the appropriations committee. Procedures for requesting funds are announced at the beginning of the fall and spring semesters electronically. All clubs and organizations will receive information electronically and in their mailboxes, located in the Student Activities Center in Taylor Center.

Student Organization Accounts

Registered student organizations may establish university revenue and expenditure accounts through the Cashier Office. All use of money from these accounts must be in compliance with university policies and procedures. The Director of Student Involvement can explain this process to any registered organization interested in establishing an account.

Registered student organizations may use an off-campus checking account and conduct financial transactions with a local bank. In order to do so, they must:

- Be associated with Auburn University at Montgomery and include reference to same in the name of the organization (e.g., AUM Accounting Club, AUM Sociology Club, etc.);
- Be currently registered as a student organization with the AUM Office of Student Involvement and Leadership Programs
- Apply for an EIN (taxpayer identification number).

Registered student organizations do not receive funds directly from the university but are eligible to apply for funding from the SGA Appropriations Committee.

RULES AND REGULATIONS

Advertising and Distribution Regulations

The following policies govern how events can be publicized on campus for student organizations:

All posters, announcements, advertisements, etc., placed in public areas on campus must be approved by the appropriate university office.

- The Cashier Office approves materials for all off-campus vendors, including community service announcements and boards in Taylor Center.
- Deans and directors must approve all materials posted on boards assigned to their departments. Student organizations and off-campus vendors may not post signs on these bulletin boards.
- The Office of Student Involvement and Leadership Programs approves all materials for students and student groups before posting on campus.
- Signs may not be attached to painted surfaces.
- Signs may not be placed on glass anywhere on campus.
- Signs may not be attached to traffic signs, buildings or other permanent structures.
- Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity material. Any materials found objectionable may be rejected for posting by the approving authorities.
- Signs posted without approval will be removed and the individual group/organization responsible for posting the signs may be restricted from further use of bulletin boards on campus and/or fined.
- All bulletin boards will be clearly labeled as to the department and the procedure for posting materials.
- Free-standing signs may be used at the entrances to the campus to welcome students to campus and generate interest in registered student organizations.
- Free-standing signs may be used in the commons area in the middle of campus as long as they:
 - Do not block sidewalks.
 - Are not posted near shrubbery or easily damaged plants.
 - Do not pose a safety problem.
 - Conform to sizes specified by the authority.
 - Are approved by the appropriate authority (as is required for posters – see above).
 - Are removed within five days.
- Special arrangements may be made with the Facilities Department for special promotion or advertising that is not addressed elsewhere in the guidelines. Each request must be approved by the Office of Student Involvement and Leadership Programs before it will be considered by the senior director of Facilities.
- Political advertising is not allowed on campus.
- Signs will be monitored on a weekly basis. All signs without approval or left past their designated limit will be removed. However, it is the responsibility of the club/organization to remove all signs immediately once the event has occurred. Failure to do so may cause requests to post signage for future event(s) to be denied.

The approving department will monitor this process.

NOTE: SIGNS ARE DEFINED AS ANY PRINTED, PAINTED OR DRAWN MATERIAL, REGARDLESS OF SIZE.

Banners

Banners for organizations cannot remain on campus for more than two consecutive weeks. Banners must be removed within 24 hours after the event.

Sidewalk Chalk

Sidewalk chalk can only be used on areas that are concrete. It cannot be used within 10 feet of an entrance to a building. Sidewalk chalk is not to be used on any surface not on the ground, including, but not limited to, trashcans, ashtrays, trees, benches. Questions about the banner and sidewalk chalk policies should be directed to the director of Student Involvement and Leadership Programs, 244-3829.

Student Organization Event Approval

The Office of Student Involvement and Leadership Programs is responsible for approving all activities, meetings, and events sponsored by registered student organizations. In order to begin the process of getting your event approved, you will need to submit a university room reservation/activity form and an event outline (except for meetings) to the Office of Student Involvement and Leadership Programs – Taylor Center, Room 157, 244-3829. The staff will meet with the student representative and ensure that all university policies and procedures are followed along with best practices in event planning. It may be recommended that an event is rescheduled to allow more time for planning if needed.

FREE SPEECH AND DEMONSTRATION REGULATIONS

Auburn University at Montgomery recognizes and supports the rights of students, employees in all categories, and visitors to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. To maintain safety, security, and order to ensure the scheduling of campus facilities, and to preclude conflicts with academic or co-curricular activities, Auburn University at Montgomery reserves the right to limit such activities by the following regulations regarding time, place and manner of such activities:

Definitions

Speech, as used in this document, is the oral presentation of ideas in an open form. Demonstration is any process of showing individual or group cause by speech, example, group action or other form of public explanation.

Place, Time, and Manner Limitations

Interior: Demonstrations, debates and speeches may be held inside university facilities only in compliance with established procedures.

Exterior: Auburn University at Montgomery reserves the right to require speakers

to use the free speech area (located in the Grove Amphitheater) or an alternate site designated by public safety officials, to avoid unreasonable conflict with the normal functions and requirements of the university, to ensure safety of the participants and campus community, and to ensure that the flow of vehicular and pedestrian traffic will not be impeded. The area will be available Monday-Friday between the hours of 8 a.m. and 8 p.m. The event must be scheduled and approved by the Chief Risk Management Office/Senior Director of Public Safety.

Time: The university reserves the right to limit the length of time of use to best accommodate all users and to avoid monopolization by any person, agency, or organization.

Manner: No musical instrument or sound amplification equipment of any kind, included but not limited to stereo speakers, turntables, bullhorns, drums, or stationary or mobile public address systems is allowed.

Signs: Signs may be used within the designated area as long as they meet the requirements set forth by the university; this includes no sticks, poles, or other instruments. The university also reserves the right to regulate the type of speech, such as that which would cause fear, provocation or threats.

Conduct: In addition to the foregoing specific prohibitions, which are not exhaustive, members of the university community and other persons on the property of the university shall conduct themselves at all times in a manner which does not disrupt the university community or infringe upon the rights of others, and faculty and non-faculty staff shall conduct themselves in a manner not inconsistent with the duties and responsibilities of their positions

Administrator Enforcement and Appeals

For students who believe they have been denied the right to speak, time, place and/or manner, please refer to the Student Code of Conduct for the appeal process.

SOCIAL REGULATIONS

UNIVERSITY ALCOHOL POLICY

Auburn University at Montgomery encourages a positive philosophy about alcoholic beverages in which a consistent example of non-use or moderate use is presented and where alternative, non-alcoholic beverages are encouraged at social events/functions. The University fosters an environment where choosing not to drink is as socially acceptable as choosing to drink, where excessive drinking or drunkenness is not condoned, and where alcohol use is not the primary focus of social activity.

Consistent with this philosophy and in accordance, the University Alcohol Policy has been established to govern the sale, serving, and consumption of alcoholic beverages at Auburn University - Montgomery. The use of alcohol is an optional service provided principally for off-campus groups and organizations in conjunction with the institution's program of conference and convention-type activities.

Therefore, organization members and guests under 21 years of age are prohibited from the delivery, sale, serving, possession and consumption of alcoholic beverages on University property or at University events. Organization members and guests who are 21 years of age or older are prohibited from the delivery, sale, serving, possession and consumption of alcoholic beverages on University property or at university events, except in certain designated locations that have been specified in accordance with state law and university policy.

Organizations and individuals found to be in violation of the University Alcohol Policy will be subject to disciplinary action.

1. Preferably, any individual or organization planning to serve alcohol at a university function should arrange to have that function at a site away from campus.
2. All notifications of intent to serve alcohol at a University function must be submitted to the Vice Chancellor for Financial Affairs at least two weeks prior to the time of the function. A notification form is available at this web address: [http://www.aum.edu/docs/university-policy/alcohol-policy\(1\).pdf](http://www.aum.edu/docs/university-policy/alcohol-policy(1).pdf)
3. One person must be designated as the official host. The host is solely responsible for the enforcement of these guidelines at the event.
4. All local, state, and federal laws governing the use of alcohol must be enforced.
5. Food and non-alcoholic beverages must be available in quantities sufficient to serve all attendees at the function.
6. If the function is a reception, a professional bartender must serve the alcoholic beverage. If the event is a sit-down meal, a waiter or waitress (of legal age) will serve the alcoholic beverage at the table. Under no circumstance will an individual be allowed to serve him or herself.
7. All alcoholic beverages must be purchased from personal or private funds. They may not be purchased at the event, by charging at the door, or from state appropriations.
8. At the end of the event, all alcoholic beverages must be removed from campus.

The consumption of alcohol is a personal choice that is to be accompanied by responsible behavior. The serving of alcohol at university functions is a privilege, not a right. The university affirms its responsibility to deny this privilege in an individual instance, even entirely to revoke it, when doing so is in the university's best interests.

ANTI-HAZING POLICY

Auburn University at Montgomery has developed a comprehensive and stimulating curriculum, which offers an education in the liberal arts and sciences and in professional areas. The primary goal of the University's program is to provide excellent instruction and an educational environment, which will produce broadly educated responsible citizens who are prepared to serve and to lead in a free society. The academic instruction and the co-curricular activities on our campus are joined to meet the goals of Auburn University at Montgomery. All members of the University community must be provided the opportunity to function to the best of their

individual abilities. One activity that has been an inhibiting factor in achieving the above stated purpose is the practice of hazing.

Although hazing has concentrated itself in the social Greek community, other Registered Student Organizations are not untouched by this unacceptable practice.

Hazing is defined as “...any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.”

Such activities and situations include but are not limited to paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, or road trips; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games/activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.”

This definition was provided by the Fraternity Executives Association. Actions forced or required which violate federal, state or local laws are considered hazing. Hazing shall include, but is not limited to, forcing, requiring, or expecting pledges, associate members or prospective members (hereinafter referred to as “probationary members”) or initiated members of university organizations to participate in any of the following actions or activities:

- Drinking alcohol or any other substance.
- Using a drug, narcotic, or controlled substance.
- Eating anything that a reasonable person would not eat.
- Branding.
- Permitting less than six continuous uninterrupted hours of sleep per night.
- Nudity, including display of genitals or buttocks, at any time.
- Conducting activities that do not allow adequate time for study.
- Subjecting a person or group of people to verbal harassment.
- Using demeaning names.
- Misleading probationary members in an effort to convince them that they will not be initiated if they refuse to engage in activities that has the potential to hurt or harm, or any other activity that would cause extreme mental stress.
- Misleading probationary members in an effort to convince them that they cannot be initiated unless they engage in various activities prior to the start of the process.
- Carrying items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
- Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).
- “Trashing,” intentionally, any area for the purpose of annoying others or having others clean the “trashed” area.
- Not allowing probationary members to talk for an extended period of time.

- Having probationary members perform personal chores or errands for initiated members.
- Blindfolding and/or parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose.
- Exposure to the elements.
- Conducting interrogations or any other non-constructive questioning.
- Requiring probationary members to perform duties not shared by initiated members.
- Putting probationary members in a room that is uncomfortable (temperature, noise, size, etc.).
- Expecting probationary members to do anything exclusively “for the fun or entertainment of the members.”
- Harassment and/or intimidation of another individual through physical threat, continual berating or unwanted contact, aberrant or bizarre behavior, inappropriate outbursts or other unwanted behavior.

Any individual or organization allegedly violating this policy shall be referred to the Office of the Vice Chancellor for Student Affairs for disciplinary action.

SUMMARY OF INFORMATION TECHNOLOGY (IT) COMPUTING POLICIES

The following is a summary of information technology policies at AUM. The full text of each policy is available at <http://www.aum.edu/its>.

APPROPRIATE USE POLICY

All AUM students, faculty, and staff who use IT resources, computers, telecommunications equipment, and telecommunications computing networks are responsible for using IT resources in the appropriate manner and to comply with any federal, state, or local statutes.

AUM students, faculty, and staff use IT resources, computers, telecommunications equipment and telecommunications and computing networks for the expressed purpose of supporting the university’s mission of instruction, research, and outreach, and the administrative functions of the university.

1. The unlawful downloading, uploading, and/or distribution of copyright music, movies, images, and software on the network is prohibited.
2. AUM reserves the right to monitor and regulate individual resource usage to promote optimum system-wide performance and/or optimum performance for critical or priority functions.
3. It is the responsibility of each individual to use IT resources in an appropriate manner and to comply with any federal, state, or local statutes as might apply to IT resources. Violations of policy or law or attempts to circumvent or subvert system or network security measures may include loss of user account, university sanctions and other civil and criminal penalties.

4. There should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access and such files are subject to unannounced deletion.
5. All holders of user accounts are advised that they should review appropriate university and departmental computing and/or network use policy and be aware that there are state and federal laws in addition to these departmental policies.
6. While use of university computing resources for personal benefit is forbidden, should you have materials for which you have any reasonable expectation of privacy or which you consider to be confidential for any reason, you should retain those materials on a personal storage device, which can be secured as you would any other personal items or materials which you consider private in nature.

The chief information officer will interpret this policy as needed.

Auburn University at Montgomery Plan for Combating Unauthorized Distribution of Copyrighted Materials via the Campus Computer Network

In compliance with the Digital Millennium Copyright Act (DMCA) and the TEACH Act, Auburn University at Montgomery has established the following plan to combat unauthorized distribution of copyrighted materials by users of the campus computer network.

Auburn University at Montgomery has established a policy on Peer-to-Peer (P2P) file sharing (http://www.aum.edu/docs/information-technology-services/p2p-file_sharing_policy.pdf) This policy is to safeguard Auburn University at Montgomery's bandwidth and technology resources by prohibiting unauthorized peer-to-peer (P2P) file sharing and illegal distribution of copyrighted materials.

1. The Information Technology Services department of Auburn University at Montgomery will monitor the local network for P2P file sharing activity.
2. Copyrighted works should not be stored, transmitted or used on university owned computers or servers without expressed permission of the copyright owner or documentation regarding the payment of copyright clearance fees to allow the storage, transmission or use of such digital files on university-owned computers or servers.
3. Auburn University at Montgomery is in compliance with the requirements of the DMCA and has posted on the ITS website (www.aum.edu/its) a listing of copyright policies and the name of the designated agent for contact regarding potential copyright violations.
4. Among the procedures that Auburn University at Montgomery may take to protect against unauthorized distribution of copyrighted materials are the following:
 - A. Upon discovery that an individual has committed an apparent violation of the P2P policy, ITS will immediately terminate that individual's access to the AUM network. ITS will then notify the user and require that the user

immediately cease the prohibited activity and delete any files that violate copyright law. ITS may inspect the user's system for illegal files or applications before restoring network access.

- B. The user will be required to submit a signed certification page that states that the user understands the ramification of the offense.
 - C. Network access will be restored no sooner than two business days after receipt of the certification page.
 - D. Furthermore, violation of this policy can result in disciplinary action, including termination of a user's university computer account.
 - E. The existence and imposition of university sanctions do not protect members of the campus community from any legal action by external entities or the university itself. For example, individuals found guilty of online infringement of copyrighted music can receive punishment of up to five years in prison and/or \$250,000 in fines. Individuals may be held liable for damages and lost profits up to \$150,000 per infringed copyright. The minimum penalty is \$750.00.
5. Exclusions: No employee, student or contractor is excluded from compliance with the P2P policy without prior approval of the CIO. A request to use P2P software for a legitimate academic need must be submitted to the CIO for review prior to the use of the software on university equipment.
 6. Legal Alternatives to File Sharing: Music and movies may be legally obtained through online subscription services or from sites officially permitted by the copyright holder to offer certain downloads. Some of these "free" or "pay-for-play" services are listed below. AUM does not recommend or endorse any one of these services.

Music

www.amazon.com/mp3
www.ruckus.com
www.napster.com
www.itunes.com

Movies

www.atomfilms.com
www.cinemanow.com
www.itunes.com
www.movieflix.com

7. AUM reserves the right to monitor and regulate individual resource usage to promote optimum system-wide performance and/or optimum performance for critical or priority functions. It is the responsibility of each individual to use university IT resources in an appropriate manner and to comply with any federal, state and local statutes as might apply to IT resources. Violations of policy or law or attempts to circumvent or subvert system or network security measures may include loss of user account, university sanctions and other civil and criminal penalties
8. Students found in a second violation of ITS policies may be referred to the University Committee on Discipline for adjudication, in addition to loss of computer access and other criminal or civil penalties.

STUDENT E-MAIL POLICY

At Auburn Montgomery, e-mail is considered an official medium for communicating with students. All students are responsible for checking their AUM issued e-mail

accounts in a timely fashion and on a regular basis. The official e-mail system for students is identified by username@aum.edu and can be accessed via My AUM (<http://my.aum.edu>). E-mails are property of the University. Please refer to the I.T. Student e-mail policy for additional detail.

POLICY REGARDING PROHIBITED HARASSMENT OF STUDENTS

1. Introduction

Auburn University at Montgomery is committed to providing a working and academic environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members.

2. Policy

In accordance with applicable federal and state law, Auburn University at Montgomery complies with all regulations regarding unlawful discrimination against or harassment of its students. Any form of discrimination or harassment related to a student's race, color, sex, religion, national origin, age, sexual orientation, transexualism, genetic information, military status or disability (protected status) is a violation of University policy. This policy is intended to cover any prohibited harassment or of discrimination against a student by other students, employees, or University agents.

This policy also covers harassment of students by non-employees on University property or while engaged in University-sponsored activities, as well as prohibited discrimination against students by University contractors. Student-on-student complaints of sexual harassment or sexual misconduct, up to and including sexual assault, will be handled according to the University's Title IX Policy and Procedures for Student Sex Discrimination.

3. Definition

Harassment in academic settings and in the employment arena where students are involved is defined as: conduct (physical, verbal, graphic, written, or electronic) that is

- (1) unwelcome;
- (2) discriminatory on the basis of protected status
- (3) directed at an individual or group in one of the protected status outlined in this policy; and
- (4) so severe or pervasive and objectively offensive that it unreasonably interferes with the victim's ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource, unreasonably interferes with the victim's work or living environment, or deprives the victim of some other protected right.

4. Reporting and Resolution Procedures

Students who believe they have been discriminated against on the basis of their

protected class should report incidents to the Office of Human Resources. In addition to the Office of Vice Chancellor for Student Affairs, all faculty, staff, and administrators should assist students in directing their harassment and/or discrimination complaints to the Office of Human Resources.

The Office of Human Resources will investigate the incident and will consult with witnesses and other appropriate University officials as necessary. Complaints will be handled on a "need to know" basis with a view toward protecting the complaining party from possible reprisal and protecting the accused from irresponsible or mistaken complaints.

The Office of Human Resources will first attempt to see if the complaint can be resolved on an informal basis by agreement of the complaining party and the accused. Each individual has the right to proceed with or withdraw from the informal grievance procedure once it has been initiated. Every effort will be made to resolve complaints within 90 days. The informal process involves gathering facts and circumstances surrounding the complaint. Along with guidance and direction from the Human Resources staff, each party will be asked to provide proposed solutions to the complaint.

If the complaint is not resolved on an informal basis, a student may file a formal complaint or grievance. Issues should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the student when the initial complaint was filed. The investigation record will consist of informal statements (not taken under oath) from the alleged victim, the alleged offender, and the witnesses.

If the results of the preliminary University investigation are accepted by the alleged victim as conclusive, and if he/she desires no further University action against the alleged offender, he/she shall sign a statement requesting the University take no further action.

If the complaint is not resolved conclusively by the preliminary investigation, the Office of Human Resources will refer the matter to the University Counsel.

If formal disciplinary action is warranted, a recommendation will be made to the appropriate University official for implementation of disciplinary action against any student, faculty member, or other University employee. Appropriate action will also be taken against non-University personnel who violate this policy, including formal complaints to their employer and/or restricting access to University property.

5. Prohibition Against Retaliation

It is a violation of this policy to take an adverse employment or academic action against a student, faculty, or staff member because they have opposed a practice they reasonably believe to be discriminatory, or filed any complaints or charges with any state or federal agency or participated in any agency investigation or proceeding.

INTIMATE RELATIONS POLICY

Auburn University at Montgomery prohibits all faculty, administrators and supervisors, including graduate teaching assistants, from pursuing and engaging in romantic or sexual relationships with students, both graduate and undergraduate, whom they are currently supervising or teaching. Violations should be promptly reported to the Office of the Provost, Vice Chancellor of Student Affairs or the Office of Human Resources. Violations of this policy will be addressed through appropriate disciplinary action.

CAMPUS SAFETY

CAMPUS POLICE

334-244-3424

The AUM Campus Police Department is staffed 24 hours a day. The police are available for escorts on campus (see Police Escort and Transportation Services below), assistance with stalled vehicles and general information.

All traffic accidents, offenses and incidents occurring on campus are investigated by the AUM police, who also enforce campus parking regulations and state traffic laws. The campus police distribute copies of AUM parking rules and regulations as well as campus crime statistics. The police officers have also been trained in basic first aid. The campus emergency 24-hour number is 334-244-3424. Dialing 911 from any phone will connect you with the county 911 services and be transferred to AUM Police.

POLICE ESCORT AND TRANSPORTATION SERVICE

The AUM Police Department provides a security escort service for students, faculty, staff and visitors who may be concerned about their safety while walking to and from their classes. Call 334-244-3424 to request escort service.

Requests for police transportation will be granted only in special circumstances.

RELEASE OF CAMPUS CRIME STATISTICS

A copy of AUM's Clery Act Report is accessible at <http://www.aum.edu/about-aum/public-safety/crime-statistics>

AUM ALERT

As part of Auburn University at Montgomery's ongoing efforts to safeguard the students, the university has implemented the AUM ALERT emergency communications system. This system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mails, phone calls and text messages.

All active employees and currently enrolled students will receive emergency alerts to their campus e-mail address. In order to receive text and voice message alerts, you will need to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged.

The information you supply is considered confidential and will not be shared or used for other purposes.

To sign up for AUM Alert go to: <http://www.aum.edu/aumalert>

How to Respond in Emergency/Disaster Situations

Employees and students are to go to designated severe weather safe areas when asked to do so. These instructions will be given using AUM Alert and the campus-wide public address system. When there has been a disruption or a disaster on the campus, and members of the university community have been directed to stay away, all persons should do so for their own safety and the safety of others.

When localized disasters occur, the area is to be avoided so that emergency vehicles and emergency teams can have unrestricted access to the area.

When civil disturbances occur, persons not actively participating are to avoid the area of confrontation. Otherwise, they may become unwilling participants or subject themselves or others to unsafe conditions.

Severe Weather Safe Areas

Areas on campus have been designated as Severe Weather Safe Areas. These areas are clearly marked at the entrances with a "Severe Weather Shelter" sign along with a placard identifying areas to shelter within the facility. These shelters will be used in emergencies from natural disasters for protection and housing.

If a severe weather shelter sign is not visible in your area, persons are encouraged to seek shelter in rooms with no windows, preferably interior rooms, at the lowest levels of buildings. Do not seek shelter in portable or temporary buildings.

Each individual has a civic responsibility to immediately report hazardous situations and potential or actual natural disasters, civil disturbances or assaults on persons or property to Campus Police.

False Alarms and Bomb Threats

Reports of false alarms and bomb threats are dangerous to members of the university community and are illegal. Persons who are apprehended for giving false alarms or bomb threats are subject to disciplinary action by the university and arrest for criminal violations.

Hurricane and Other Severe Weather Conditions

The decision to evacuate residents from university housing will be based on factors such as size/intensity of the storm and time at which a warning is issued. The Chancellor, in consultation with the Emergency Management Team, will determine if classes are to be canceled and when the university is to be closed and reopened.

Tornado Threat Procedure

When a tornado has been spotted in the Montgomery area, the county emergency sirens will be activated by Montgomery County Emergency Management officials. AUM Public Safety and/or AUM Police will activate the campus-wide public address system and notify the housing residents, if there is a tornado warning. Additional notifications will be sent through AUM Alert.

When there is a tornado warning for the Montgomery area:

- The county emergency sirens located next to the The Courtyards housing area will sound a continuous warning for three minutes.
- Students should monitor their AUM Alerts and rely on emergency officials for weather information and updates.
- Once the county emergency sirens have sounded, the tornado warning remains in effect for a period of one hour. An all-clear siren will not sound. Another siren indicates that the tornado warning has been extended for an additional hour.
- Be prepared to seek shelter and to follow additional instructions as issued by university emergency personnel.

General Procedure

Campus Police personnel will activate the AUM Alert system and campus-wide public address system to advise individuals of emergencies. Individuals should immediately seek shelter in a severe weather safe area or to follow other instructions as determined by university emergency personnel. The best shelter is inside a building, the lowest floor (i.e., first floor or basement if available), and away from windows.

FIRE SAFETY

Fire alarms are located in campus buildings to alert occupants of present dangers. Upon hearing the alarms, all occupants should vacate the building in an orderly and rapid manner.

If fires or other actual hazards are detected in a building, the building fire alarm should be activated. Then Campus Police should be called (ext. 3424). Fire alarms also notify Campus Police, but the caller can provide more specific information regarding the nature of the fire or hazard.

Also, in the event the hazard is detected anywhere else on campus, immediately call 911 or contact Campus Police.

- Learn the location of fire alarm pull stations, fire exits and fire extinguishers.
- Do not remove or tamper with smoke detectors or fire extinguishers.
- Do not falsely set off a fire alarm.
- Never overload an electrical outlet.
- Do not open fire doors except in a fire emergency. They are kept closed for your protection. Close all doors behind you.
- In the event of a fire, stay off the elevator; use the stairs.
- If you see a fire or smoke indicating a fire, immediately go to the nearest (considering safety) fire alarm, pull the alarm, shout "FIRE" as you evacuate

- the building by a safe route as well as report it to Campus Police.
- If there is a fire, you should not attempt to rescue others. Advise first responders of the location where person(s) may be trapped inside.
- If you are in a burning building and the room is filled with smoke, keep low near the floor; if possible place a wet towel over your mouth and nose.
- Before passing through any door in a burning building, feel the metal door-knob and the inside of the door panel with the back of your hand. If either of these is hot, do not open the door.

DANGEROUS WEAPONS AND FIREARM POLICY

In an effort to maintain a safe academic environment, Auburn University at Montgomery prohibits the possession and use of any dangerous or potentially dangerous weapon(s) or instruments, including but not limited to those described below, on all University properties, with limited exceptions.

This policy is applicable to all members of the university community, including students, faculty, staff, visitors (invited or uninvited), contractors, and guests at any university campus facility or event.

The following dangerous weapons and firearms are included within this policy:

- Firearms – Shotgun, rifle, pistol, revolver or other shoulder gun including ammunition. This also includes starter guns, the frame or receiver of any such weapon; any firearm muffler or silencer; or any machine gun.
- Any non-culinary knife fixed or lock blade (e.g., Bowie knife, knife, or instrument of like kind or description), except common pocket knife or legitimate tools appropriately used in authorized work on campus.
- Stun Gun, Taser or instrument of like kind or description
- Air gun (e.g., air or gas powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Fireworks or explosive devices

Except as otherwise provided in this policy or as otherwise allowed by law, the possession, transportation, and use of firearms on campus is prohibited. Dangerous weapons are not permitted on campus at any time.

Temporary exclusions may be granted in writing by the Director of Police Operations for job related, educational, or demonstration purposes. Department heads and respective instructors may be granted authorization for organized activities by the Director of Police Operations of Auburn University Montgomery. The requesting organization must guarantee qualified instruction, safety, and security for such activities. This policy shall not apply to duly designated law enforcement officers while in the discharge of their lawful duties.

An employee may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law. University students

may not possess firearms at any time on campus (except as expressly authorized by the Chief Risk Management Office / Senior Director of Public Safety). The Department of Public Safety / AUM Police Department provides temporary storage for firearms lawfully possessed by students at its office.

Where applicable, all federal, state, and local laws and ordinances will be strictly enforced by Auburn University Montgomery Police Department and respective mutual aid agencies and shall be separate from this administrative policy.

SMOKING POLICY

It is the policy of Auburn University at Montgomery and State law (Section 22-15A-2 Alabama Clean Air Act) to prohibit the smoking of tobacco within the interior of any building or facility. Outside smoking areas are designated with appropriate signage, and ash receptacles are located in these areas. Smoking is prohibited except in the designated areas.

Definitions

- A. "Smoking" includes the carrying, holding, or possession of lighted smoking materials in any form, including but not limited to, the possession of lighted cigarettes, cigars or pipes.
- B. "Tobacco Products" include cigarettes, cigars, pipes, snuff, and smokeless tobacco products.
- C. "All campus buildings" refers to all physical structures on the AUM campus, including classroom and office buildings, Library, Physical Education facility, Physical Plant, Liberal Arts Annex, North Commons, West Courtyards, modular buildings, and outdoor athletic facilities.

Campus Police will issue \$20 tickets to individuals who violate this policy in all areas other than Housing. Individuals who violate the smoking policy on Housing areas will be subject to a fine of \$100 and/or appropriate disciplinary sanctions as violations of policy can impact living quarters of students.

Unpaid tickets issued to a student will be placed on the student's university account if not paid within 30 calendar days. A student will not be able to register for the following term until the student account is paid in full. In addition, a student who receives three or more tickets will be referred to the Committee on Discipline.

Individuals receiving tickets can pay the fine at Campus Police dispatch, Taylor Center 138

DRUG-FREE CAMPUS AND WORKPLACE POLICY STATEMENT

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by students or employees is prohibited at any time on any university property or at any university activity. No student who is impaired by illegal drugs or alcohol will attend classes or any university activity.

Disciplinary Sanctions

The university will impose sanctions (consistent with local, state and federal law) upon all students who violate these standards of conduct. Such sanctions may include, but are not limited to, the following:

- Referral for prosecution.
- Probation, suspension, or expulsion of students.
- Suspension or termination of employees.

Legal Sanctions

Possession, Use or Distribution of Alcoholic Beverages

Alabama state law prohibits the purchase, consumption, possession, or transportation of alcoholic beverages by persons less than 21 years of age. Penalties for such convictions may include a fine and/or jail sentence.

Possession of Controlled or Illicit Drugs

Marijuana: Possession of a small amount of marijuana for personal use is a misdemeanor punishable by a prison sentence of up to 1 year, a fine of \$6,000 or both. Possession of marijuana for other than personal use or a second conviction for personal use is a felony punishable by a prison sentence of 1 to 10 years, a fine of \$15,000 or both. Possession of more than 2.2 pounds of marijuana is considered drug trafficking and is punishable by a minimum prison sentence of 3 years and a fine of at least \$25,000.

All Other Controlled Substances

Possession of a controlled substance other than marijuana is a felony punishable by a prison sentence of one to 10 years and a fine of up to \$15,000 or both. Possession of large amounts of a controlled substance other than marijuana is considered drug trafficking and is punishable by a minimum prison sentence of 3 years and a fine ranging from \$50,000 up to \$500,000.

Sale of Controlled or Illicit Drugs

The sale of any controlled substance is a felony punishable by a prison term of 2 to 20 years or a fine of up to \$30,000 or both.

The sale or distribution of a controlled substance by a person 18 years or older to a person under the age of 18 is a felony punishable by a prison sentence of 10 years to life imprisonment or a fine of up to \$60,000 or both.

The sale or distribution of a controlled substance within a 3-mile radius of any school or college is punishable by a mandatory prison sentence of 5 years in addition to other penalties described above.

The sale of large amounts of controlled drugs is considered drug trafficking and is punishable by a minimum prison sentence of 3 years and a fine ranging from \$50,000 to \$500,000.

Federal trafficking penalties for first offenses range from up to 1 year of imprisonment and a fine of up to \$4 million, depending on the illicit drug involved.

Repeat offense penalties range from up to 2 years of imprisonment and a fine of up to \$200,000 to mandatory life imprisonment and a fine of up to \$8 million, depending on the illicit drug involved.

Drug Education and Treatment Programs

For more information, contact the AUM Counseling Center at 244-3469. The center offers individual and group counseling, information and education, and referral to other treatment programs are available as are individual counseling, crisis intervention, educational support, consultation and referral services. Services may also be located by calling a statewide toll-free number that is answered 24 hours a day, seven days a week: 800-367-0955

FEDERAL DRUG-FREE WORKPLACE ACT REQUIREMENTS

Any employee shall notify the Office of Human Resources or the Office of the Provost of his or her criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction, and such offices will immediately report this information to the director of Sponsored Programs. If the employee reporting such a conviction is employed under a contract or grant, AUM, through the director of Sponsored Programs, will notify granting or contracting agencies within ten days after receiving notice of a criminal drug statute conviction.

Implementation of the University's Drug Prevention Program

An advisory committee for a Drug-Free Campus and Workplace has been appointed to:

- Establish procedures and develop informational materials for annual distribution to students and employees.
- Provide recommendations to promote and further develop the university's drug prevention program.
- Evaluate the university's drug prevention program biennially to determine its effectiveness and ensure that disciplinary sanctions are consistently enforced.

Students, in general, and recipients of the Pell Grant are required to comply with this act.

Types of Drugs and Possible Effects

Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibitions. Accidents and/or risky behaviors occur with negative consequences to health, such as disease transmission. Long-term, heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects and psychological disorders. Tolerance as well as physical and psychological dependence develop.

Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease and other illnesses. Physical and psychological dependence can

develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illnesses.

Anabolic steroids may produce behavioral effects, including aggressiveness, irritability, impaired judgment, impulsiveness, mania and paranoid delusions. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer and death.

Stimulants increase the action of the central nervous system. Amphetamines (uppers) and Methamphetamines (ice) cause hallucinations. Tolerance as well as physical and psychological dependence will develop. Continued high doses cause heart problems, malnutrition and death. Cocaine or crack causes confusion, depression and hallucinations. Tolerance and physical dependence develop. Effects are unpredictable; convulsions, coma, cardiac arrest and death are possible. Nasal membranes may be destroyed. Smoking causes lesions in the lungs. Brain damage may occur.

Depressants relax the central nervous system. Barbiturates, tranquilizers and Methaqualone may cause confusion and loss of coordination. Tolerance as well as physical and psychological dependence will develop. Overdoses cause coma and death. Depressants taken in combination or with alcohol are especially dangerous due to their combined effects.

Cannabis alters mood and perception. Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illnesses.

Hallucinogens temporarily distort reality. Lysergic Acid Diethylamine (LSD) causes hallucinations and panic. Effects may recur (flashbacks) even after use is discontinued. Tolerance and psychological dependence may develop. Birth defects occur in users' children.

Phencyclidine (PCP) causes depression, hallucinations, confusion and irrational behavior. Tolerance develops. Overdoses cause convulsions, coma and death.

Mescaline, Ecstasy and other Designer Drugs cause anxiety, depression, paranoia, illusions and hallucinations. Impaired perception occurs. Irreversible brain damage may occur.

Narcotics lower perception of pain. Heroin, Morphine, Codeine and Opium cause lethargy, apathy, loss of judgment and self-control. Tolerance as well as physical and psychological dependence will develop. Overdoses cause convulsions, coma and death. Risks of use include malnutrition, hepatitis, and Acquired Immune Deficiency Syndrome (AIDS).

Deliriants cause mental confusion. Aerosol products, lighter fluid, paint thinner, amyl nitrate and glue cause loss of coordination, loss of bowel and bladder control, confusion and hallucinations. Overdoses cause convulsions, cardiac arrest and

death. Psychological dependence develops. Permanent damage to lungs, brain, liver and immune system may occur.

STUDENT IN NEED OF PSYCHOLOGICAL TREATMENT

General Information

- A. If an injury has taken place on campus or in any situation which requires an emergency response (i.e., imminent suicidal risk, irrational, highly agitated or bizarre behavior), call 911 or Campus Police at 244-3424. In an emergency situation requiring transport to the emergency room, call 911 or contact Campus Police at 244-3424 or 271-2400.
- B. If a student on campus is perceived to be threatening the peace, call Campus Police 244-3424.
- C. If a student on campus is perceived to be in need of urgent care (i.e., threatens harm to self/others or is severely depressed, anxious or confused), call the Auburn University at Montgomery Counseling Center at 244-3469 during normal business hours prior to accompanying the student to the Counseling Center office (to meet with a staff counselor). After normal business contact Campus Police at 244-3424 or 271-2400. They will, in turn, contact the counselor on-call.
- D. Once a potential risk has been identified by students, employees, faculty, etc., the Risk Assessment Committee will be contacted. This committee is a combination of licensed counselors and psychologists who will review the information provided and made an assessment as to how best to serve the student and the university. Determinations made by this committee are not subject to a grievance or appeal.

Most importantly, it should be understood that the overall care and concern of the university community are not limited to the presence of an immediate emergency or urgent care situation as those described above. If the student's behavior and/or talk raises your concern regarding his or her emotional welfare, you should contact Campus Police 244-3424 or the Auburn University at Montgomery Counseling Center at 244-3469.

MISSING STUDENT POLICY AND PROCEDURE

It is the policy of Auburn University at Montgomery to treat all reports of missing students as serious incidents and to investigate such reports completely. It is the policy of the Auburn University at Montgomery Police Department to thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

This policy and procedure is established to encourage timely reporting of missing students to the proper law enforcement agency by all members of the AUM community, to assist in locating students who are reported missing, and to comply with federal law.

Reporting Missing Students

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to: (1) absence from multiple classes; (2) indicators that a student may be a victim of foul play; (3) expressed suicidal thoughts; (4) indicators of drug dependency; (5) indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The AUM Police Department suggests to all members of the AUM community that if there is a possibility that a student is missing, consult Campus Police as soon as possible by calling 244-3424. Any university employee who receives information indicating that any student may be missing must report this information to Campus Police immediately, whether the student is a resident or non-resident student. Any student who believes that another student is missing is encouraged to notify Campus Police as soon as possible.

Campus Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). In situations where the student is a non-resident (resides off campus), the Campus Police will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires Campus Police to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Upon receiving a report of a missing student, and conducting a preliminary check of the student's room and other areas on campus the student may frequent, Campus Police will notify the Provost and Vice Chancellor for Student Affairs.

Emergency Contact Information

At the beginning of each academic semester, all students residing in on-campus housing will be notified:

1. That the student will have the opportunity to identify a contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. That this contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
3. For students who are 18 years of age or older, this notification to the designated emergency contact person will be done within but no later than 24 hours after the student is determined to be missing.

For students under 18 years of age and not emancipated, the Division of Student Affairs or the AUM Police Department must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify the student's designated emergency contact person.

STUDENT DISCIPLINE CODE

The basic philosophy of the policies and procedures in this section is one of education. The focus is on growth and development of the individual student by encouraging self-discipline by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others.

The Student Discipline Code is not intended to resemble the policies or procedures of the criminal justice system. The rules of criminal law are neither required nor necessary to achieve the educational goal of the university Student Discipline Code.

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Auburn University at Montgomery does not discriminate on the basis of protected status in employment processes, admission or financial aid programs, or educational programs or activities. The Senior HR Officer is the individual designated by the university to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Each member of the university is held accountable to this standard, which is strongly reflected in this code.

Definitions of terminology used throughout this code can be found on page 64.

Statement of Purpose

The university has the legal right and moral obligation to establish reasonable rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university does, in addition, reserve the right to review any action taken by civil or student accountability authorities regarding AUM students or student organizations (e.g., review outcome of legal action outside of the university). Special conditions such as counseling and/or sanctions may be imposed on students or student organizations that are found in violation of these standards.

I. GENERAL POLICY

- A. All students, by act of registration, agree to conform to all policies and regulations of the university.
- B. Students are expected to conduct themselves appropriately by obeying all city and county ordinances and state and federal laws. Enrollment at AUM does not exempt a student from penalty when in violation of public law.
- C. Any member of the university administration, faculty, staff, or student body may report a violation of the Student Discipline Code based on that individual's direct knowledge or information from other sources.
- D. Violations of the Housing and Residence Life Community Standards will be referred to the Housing and Residence Life Review Board.
- E. Any question of interpretation or application of the Discipline Code shall be referred to the Vice Chancellor for Student Affairs or his or her designee for final determination.

II. VIOLATIONS OF THE STUDENT DISCIPLINE CODE

A. The following are violations of the Student Discipline Code whenever the conduct occurs on the AUM campus or any other property owned by AUM, including that leased to others; at university-sponsored activities, including activities/events conducted at sites away from the AUM campus; or at official functions of organizations registered by the university. Action may be initiated by the university or by any member of the university community. Sanctions may be imposed upon any student or student organization found in violation of the code. Even the most severe sanction, including suspension, denial of a degree or expulsion, can be imposed upon the first violation of any of these rules and regulations:

1. Academic dishonesty, including but not limited to, cheating and plagiarism. (See Academic Dishonesty Policy on p. 68)
2. Physical, mental or verbal abuse, including assault and/or battery, by any person who poses a clear and present threat to the health, safety or well-being of any person in the AUM community. This may be a single incident or a series of incidents.
3. Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct which is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the university's educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
4. Discrimination defined as any distinction, preference, advantage for or detriment to an individual based on their actual or perceived protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.
5. Discriminatory harassment is defined as detrimental action based on an individual's actual or perceived protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.
6. Retaliatory harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a protected activity.
7. Hazing, defined as initiation rites involving physical abuse or mental anguish (see Hazing Policy, p. 31).
8. Disrupting/jeopardizing the safety of the AUM community: e.g., tampering with elevators, tampering with fire safety equipment, falsely reporting a bomb or fire or engaging in behavior that creates a fire or safety hazard.
9. Possession, use, or threatened use of dangerous items including, but not limited to, firearms, weapons, fireworks or any gas liquid or other

- substance or instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm.
10. Participating in campus demonstrations that disrupt university operations or infringe on the rights of others, including, but not limited to, noting or inciting a riot.
 11. Vandalism, malicious destruction, damage, or misuse of university or private property, including but not limited to university housing facilities.
 12. Unauthorized use or misuse of university property, including, but not limited to, the university computer facilities: e.g., access to facilities and/or rooms; access to computers, software, systems, data bases; making false entries; unauthorized transfer of a file; unauthorized use of another's password or ID number; defacing or destroying computer information or stored records.
 13. Manufacture, distribution, sale, possession or use of illegal drugs and/or paraphernalia violates the Drug Free Schools and Communities Act.
 14. Forgery, alteration or misuse of university documents, records or identification card.
 15. Intentionally failing to meet financial obligations to any authorized university office, including issuing bad checks or falsely reporting vending machine losses.
 16. Dishonesty by providing inaccurate, incomplete or information which is deceiving, including admission application and/or financial aid information.
 17. Theft, fraud, shoplifting, embezzlement or possession of stolen property (including buying and receiving stolen property).
 18. Failure to follow any university housing policy and/or regulation.
 19. Misuse or unauthorized use of library materials, including but not limited to, theft, vandalism or malicious destruction,
 20. Littering or endangering the environment.
 21. Lewd, indecent, obscene or disorderly conduct, including, but not limited to, conduct resulting from drug or alcohol use; undue noise or behavior that results in unreasonable annoyance; any obstruction or disruption of teaching, research, or administrative functions, student accountability procedures, living and learning environment or other university activities, including public service functions or other authorized activities on university property or at university sponsored events.
 22. Storing anything flammable/combustible inside a university building, including but not limited to, gas powered vehicles.
 23. Gambling in violation of law.
 24. Violation of university alcohol regulations, including solicitation of donations or use of alcohol as an enticement to events.
 25. Failure to comply with university policies, rules or regulations as pronounced by university officials acting in the performance of their official duties.

26. Unauthorized release of private and confidential information from student, faculty or staff records, such as health, educational or financial information, unless permitted by law.
27. Tampering with an election of any officially recognized campus activity or organization.
28. Violation(s) of student organization rules, as stated in the group's constitution, Student Organization Handbook, and/or Student Policy Manual by any student organization or member of a student organization.
29. Abuse or blatant disregard of the Student accountability system, including failure to comply with the terms of any university sanction, disrupting a student accountability hearing or conference, harassment of any witness or providing false or inaccurate information at any student accountability conference or student accountability hearing.
30. Breaking and entering, trespassing and unauthorized entry.
31. Attempt to commit any violation of the Student Discipline Code or other university policy or regulation.
32. Accessory to any violation of the Student Discipline Code or other university policy or regulation.
33. Attempt to commit or the commission of any local, state or federal crime, or the violation of any ordinance or law. It is not necessary that the student be charged or convicted of a crime or violation in order to file a complaint through the university student accountability process.

III. STUDENT ORGANIZATION OFFENSES

A student organization may have a complaint brought against it for a violation of the Student Discipline Code. A student organization and its officers may be held collectively and/or individually responsible for violation(s) of the code. The alleged violation may take place either during an event sponsored by the organization or by an individual representing that organization.

Student organizations are responsible for compliance with the code and with university policies. Upon proof that a member who has violated the code had the knowledge and/or consent of his student organization officers or that the member acted in concert with at least four other members of the student organization, both the student organization and the individual members involved may be subject to university sanctions.

The following rights will be afforded to student organizations:

1. The president or his/her designee must be given reasonable notice of the complaint in accordance with the code. The president or designee is then required to represent the student organization in any proceedings. Failure of the president or designee to appear on behalf of the student organization will not prevent the disposition of the case.
2. The student organization's president or designee shall be afforded all procedural rights of the code.
3. Any individual who accepts an invitation to join any fraternity or sorority

may be subject to individual fraternity or sorority and/or Greek governing structure sanctions in addition to university sanctions for group or individual offenses.

IV. PROCEDURE FOR REPORTING ALL OTHER OFFENSES

Any member of the university community can lodge a complaint against any student or student organization believed to be in violation of this code. All complaints must be made to the associate dean in writing. Any complaint should be submitted as soon as possible after the alleged violation occurs. The associate dean will review the complaint and will either proceed with the complaint or dismiss the complaint. If the complaint is dismissed by the associate dean, the complainant may submit a written appeal through the associate dean within three (3) working days of the dismissal to be heard by a panel of three selected from a pool of the AUM Committee on Discipline. The appeal must explain why the complaint should be heard through the student accountability process. The panel will notify the complainant, in writing through the associate dean, of their decision within five (5) working days of receiving the appeal.

If the case is accepted and later goes to the AUM Committee on Discipline, the panel members will not serve on the hearing committee. If the complaint is not dismissed, the associate dean will officially notify the student or student organization of the complaint. The complaint should include: the name of the person making the complaint; the full name, address and telephone number (if available) of the person being accused of a violation or the student organization's name; the alleged violation(s); all information supporting the alleged violation (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; witnesses, (include information on how to contact witness(es)), names of persons involved or those with pertinent information; and a description of the alleged violation in a logical and clear manner.

A student or student organization may be accused of more than one violation in the complaint. Any person filing a complaint will be required to appear at the resolution conference, unless excused by the Associate Dean, and the student accountability hearing, if one is conducted. Should the complainant not be excused and fail to appear at the resolution conference, the case may still be considered by the AUM Committee on Discipline. Should the complainant not appear before the AUM Committee on Discipline, the case may be dismissed.

TYPES OF HEARINGS:

Resolution Conference, Committee on Discipline, or Hearing Panel

Any student or student organization accused of violating the Student Discipline Code must participate in a resolution conference with the Associate Dean (or designee), Campus Police when necessary; and, when appropriate, the complainant. If the matter is not resolved at the conference level, a student accountability hearing will be held before the AUM Committee on Discipline (unless it is an incident involving an immediate threat). A hearing panel will most likely convene as the result

of a temporary suspension. Please note: Sexual Assault complaints will be resolved through a separate hearing process.

Resolution Conference

The purpose of a resolution conference is to resolve alleged violations in an informal setting. Once a written complaint has been lodged with the associate dean, the accused will be notified in writing of the complaint within a reasonable time. In addition, the accused will be mailed or otherwise provided with a copy of the Student Handbook, which outlines the student accountability process. A pre-conference meeting may be held with the accused and a Student Affairs staff member to explain the procedures and to discuss the evidence. This meeting will take place approximately three (3) working days prior to the resolution conference so that the accused has adequate time in which to prepare; however, circumstances may justify a shorter period between the pre-conference meeting and the resolution conference.

A resolution conference consists only of the accused, the complainant (when appropriate), and the associate dean (or designee). At the resolution conference, the complainant may make a statement, followed by the accused's statement. Questions and discussion may follow. If an agreement has been reached on the violation(s), appropriate sanction(s) may be agreed upon if necessary. A written agreement including sanction(s), if any, will be prepared and the accused, the complainant and the Associate Dean must sign the agreement. If the agreement is not signed within three (3) working days, the case will be referred to the AUM Committee on Discipline. If no agreement is reached, the case must be referred to the AUM Committee on Discipline. If the accused falls to appear at the resolution conference, the case will be referred to the AUM Committee on Discipline. Should the complainant not appear at the resolution conference and has not been excused by the Associate Dean, the case may be dismissed.

AUM Committee on Discipline: Composition and Power

The AUM Committee on Discipline holds an informational hearing to review alleged violation(s). The committee shall comprise no more than three faculty/staff members and two students. It is required that five committee members be present to vote on a complaint or sanction or to hear a complaint. Two members of the faculty are appointed by the Rules Committee of the Faculty Council and confirmed by the Faculty Senate. The Vice Chancellor for Student Affairs may request the presence of a member of the Threat Assessment Team, provided the member was not involved in the original case, to participate as a voting member of the Committee on Discipline. The student members are appointed by the Vice Chancellor for Student Affairs. To be eligible to serve, students may not be on academic probation or under any university sanction. The AUM Committee on Discipline may consult any person(s) during the student accountability process who they feel can assist in the fact finding and recommendation process. If the accused is found to be in violation of the Discipline Code, the committee will notify the Associate Dean of the appropriate sanction(s).

If the recommended sanction is expulsion, the committee's recommendation must

be unanimous; if other sanctions are recommended, a majority vote is necessary. If the accused does not attend the hearing and does not provide a satisfactory explanation of his/her absence at least 24 hours in advance of the hearing, or if the accused leaves the hearing prior to its conclusion, the hearing will proceed and the committee shall make a recommendation based on the available information. Should the complainant not appear before the AUM Committee on Discipline, the case may be dismissed.

The chair is responsible for conducting an orderly hearing and deciding on the admissibility of information, procedural questions, etc. The chair may expel or exclude anyone from the proceeding who is disorderly or for any other appropriate reason. It is expected that all persons involved in the hearing will be treated with respect and it is the chair's role to ensure that the environment is conducive to the process.

Committee on Discipline Procedures

The accused will be given notice in writing of the time and place of the hearing. The notice will include the alleged violation(s). All written evidence discussed at the resolution conference will be presented to the AUM Committee on Discipline at the hearing. The AUM Committee on Discipline hearing will take place as soon as possible following the resolution conference.

Two (2) working days (may be longer if legal counsel is involved) prior to the hearing, both the accused and the complainant can submit the name of their advisor, witness(es) and additional written information (review the definition section). All information will be shared with the accused and complainant(s). To have any information released by the associate dean to the student's advisor, written approval from the accused must be obtained. It is both the accused and the complainant's responsibility to have their witness(es) present. If the panel considers a witness necessary to the hearing, the panel chair can require the witness(s) to be present for the hearing.

When two or more students or student organizations are accused in the same complaint, each will have a separate hearing before the AUM Committee on Discipline unless a joint student accountability hearing is requested in writing. The request must include the reasons of support and must be submitted to the Associate Dean at least two (2) working days prior to the hearing. After review, the chair may decide to grant a joint hearing only if it is shown that it would be fair and reasonable to all involved.

Prior to the committee meeting, if the accused or the complainant feels that a member of the AUM Committee on Discipline is biased, the accused and the complainant have the right to voice an objection. The committee will review and determine the validity of the request prior to the start of the hearing. The order of the hearing is as follows:

1. The AUM Committee on Discipline will convene and review all written evidence. If the accused or complainant has written information to share

with the committee, it must be submitted two (2) working days prior to the beginning of the hearing. Parties may review each other's' evidence and take notes, etc., but not keep copies of any personal information, evidence, or documents submitted.

2. The committee will conclude its executive session and admit both the accused and the complainant to the room. Both the accused and the complainant(s) will be present during the questioning.
3. The complainant may make a short statement and present information to the committee concerning the alleged violation(s),
4. The accused may make a short statement concerning the allegations.
5. The AUM Committee on Discipline may ask questions to any persons present at the hearing throughout the process. Both the accused and the complainant(s) may question each other and witness(es) by directing questions through the chair if the chair deems the questions are germane to the case. Also, questions about any written information submitted to support the allegation may be raised even if the author is not present.
6. Witness(es) for both the accused and the complainant will be called into the room to provide information supporting or refuting the alleged violations. The accused, the complainant and the witnesses may refuse to answer any question if the answer could lead to violations of this code or to violations of local, state or federal laws. The chair may call the committee into executive session at any time to discuss a procedural matter.
7. After all statements, questions and supporting or refuting information has been submitted to the committee, all non-committee members will leave, and the committee will go into executive session. At that time, the committee will decide if the accused was in violation of the code. The decision will be based on the information submitted at the hearing. If the committee determines that a violation was committed, the committee will recommend an appropriate sanction to the Associate Dean. If the accused has been found in violation and has had accountability action taken and/ or sanctions imposed in the past, the chair will inform the committee of such in order that this history can be considered when recommending a sanction.
8. The chair shall prepare a written summary of the hearing, including the committee's recommendation and rationale. This is to be submitted to the associate dean. Should the accused or complainant request a copy of the written summary, it will be provided free of charge. All proceedings of the committee are officially recorded on tape except for executive sessions. No other recording devices may be used during the hearing. The accused or complainant may request a copy of the official tape of the hearing at his/her expense. The recording or file will be kept in the Office of Accountability for one year if the student is found in violation of the Student Discipline Code, two years if the sanction imposed is suspension, and indefinitely if the sanction is expulsion.
9. Within five (5) working days following the hearing, the associate dean will render a decision, affirming, rejecting or modifying in any way the committee's recommendation. The accused and the complainant may pick up a copy of the student accountability hearing decision from the Office of Student Accountability and Advocacy. A copy of the decision will also be mailed to

the accused's local address listed with the Registrar Office. If the complainant request a copy of the decision, consideration will be given by the Associate Dean based on the case. The appeal date is established by the date that the decision is mailed.

10. Appropriate university offices will be notified of the imposed sanction after the appeal deadline has passed.

Possible University Sanctions

Warning: The student or student organization is given written notice that their conduct is in violation of university policies, rules or regulations. Future violations of the code may result in the imposition of additional sanctions.

Community Service: The student or student organization is required to complete a designated number of hours in the service of the university.

Restitution: The student or student organization is required to replace (replacement cost) or restore damaged, stolen or misappropriated property.

Probation in the Office of Student Affairs: The student or student organization is placed on supervisory status for a specified period of time.

Probation with the Loss of Some Privileges: The student or student organization is placed on supervisory status for a specified period of time, along with the loss of one or more privileges such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services.

Probation in University Housing: The student or nonstudent resident is placed on supervisory status for a specified period of time.

University-Wide Probation: The student or student organization is placed on supervisory status for a specified period of time. The loss of some privileges, such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services may occur.

Suspension from University Housing: The student is removed from University Housing and/or may lose University Housing visitation rights for a specified period of time. If a student wishes to regain such privileges, he or she must contact the associate dean and receive approval. If approval is given, the student must apply for housing and/or visitation rights in accordance with University Housing procedures.

Suspension: The student's or student organization's status is temporarily terminated and all privileges, including access to the university and its resources, are removed for a specific period of time. For student organizations, this sanction means loss of all university privileges.

Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student or student organization must meet with the associ-

ate dean or the AUM Committee on Discipline, or the AUM Hearing Panel for approval prior to regaining full student or student organizational status or readmission to the university. Determination of which the student meets with is based on the specifics of the case.

Denial of a Degree: The university may not award the student an academic degree. For example, a student may be denied an academic degree if found guilty of academic dishonesty. This is noted permanently on the student's educational record.

Revocation of Degree: An academic degree previously awarded by the university may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of the work submitted in support of the degree was plagiarized. This is noted permanently on the student's educational record.

Expulsion: The student or student organization is removed from the university, including access to the university and its resources. The student or student organization may request in writing through the associate dean a review of the sanction of expulsion. The Chancellor may: Deny the request for review altogether, or upon proof of exceptional and/ or extenuating circumstances, may request that the AUM Committee on Discipline or AUM Hearing Panel recommend altering the student's or student organization's sanction, or may change the sanction. This is noted permanently on the student's educational record.

V. APPEALS PROCESS

The accused may file a written appeal of the associate dean's decision to the Assistant Vice Chancellor for Student Affairs within seven (7) working days from the mailing date of the decision. The appeal is processed through the Associate Dean. The decision of granting an appeal will be based upon information presented in the written letter of appeal.

The sanctions will not take effect until after the appeal is heard, unless it is determined by university officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the AUM community.

The filing of a letter of appeal is a formal written request and must contain the student's name, the date of the decision, and the university's action taken, the name of the student's advisor, and a clear statement as to the basis of the appeal.

An appeal may be granted if one or more of the following applies:

1. Additional information is submitted which was unknown or unavailable at the time of the student accountability hearing and would alter the facts of the case.
2. A substantial procedural error was committed.
3. A reasonable claim is made and supported that the sanction imposed was unjust.

If the appeal is granted by the vice chancellor for student affairs, the following actions are available:

1. Uphold the decision, including the sanctions imposed.

2. Uphold the decision, but impose different sanctions.
3. Resubmit the case to the AUM Student Accountability Committee for a new hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
4. Reverse the decision.

The Vice Chancellor for Student Affairs will, in writing, inform the parties involved of his/her decision within ten (10) working days of receiving the appeal. The decision of the Vice Chancellor for Student Affairs is binding and final. Only if the accused can show that the Vice Chancellor for Student Affairs committed a clear and obvious error in discretionary authority in reaching the decision, may a written request be submitted to the Provost, through the Assistant Vice Chancellor, within three (3) working days of the Vice Chancellor for Student Affairs' decision. The request to the Provost shall explain the alleged error in discretionary authority. The provost, after consideration of all written information, will inform all parties involved of his decision within twenty (20) working days. This written response terminates the student accountability process at the university.

Hearings During Vacation or Emergency

The Assistant Vice Chancellor may conduct a resolution conference during vacation periods or in emergency situations that may arise during the school year, when it is believed that the student's behavior or activity is endangering the safety of others. Resolution of the alleged violation and sanctions, if appropriate, may be imposed after review and approval by the vice chancellor for student affairs. If the student chooses to appeal, the case will be heard by the AUM Committee on Discipline when classes resume. However, the sanction(s) may be imposed pending resolution of the appeal. *(This differs from other types of appeals.)*

VI. VIOLATION OF LAW AND AUBURN UNIVERSITY AT MONTGOMERY STUDENTS

Accountability System

If a complaint is brought against a student or student organization for an act that took place off campus that is a violation of other campus policies, rules or regulations or of federal, state, or local law, whether or not the conduct is a violation of the Discipline Code, action may be taken and sanctions imposed. Sanctions may also be imposed for grave misconduct demonstrating flagrant disregard for the AUM community. Please refer to violation #33 of the Violations of Student Discipline Code section.

Accountability proceedings may be filed against a student if the violation(s) of a law is also a violation of the code, without having to wait for civil or criminal adjudication. Proceedings under the Discipline Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus. The university will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for student violators.

Procedure for Immediate Withdrawal or Temporary Suspension

When a student is unable to effectively pursue academic work because his/her behavior is disruptive to the normal educational process of the university, he or she may voluntarily withdraw immediately or be temporarily suspended as set forth below.

Circumstances leading to such action may include the following: drug/alcohol abuse, illegal activities, behavior or circumstances indicating severe mental, emotional or medical conditions when such condition poses a significant threat of danger to the student or others or harm to the student or to other members of the university community; undue interference with the rights of other students, staff, faculty or with any university exercise, activity or function.

A student may be temporarily and immediately suspended prior to a hearing when the Assistant Vice Chancellor (or designee) has reasonable cause to believe that danger or harm will result to the student or others if the student is allowed to remain on campus pending a decision by the hearing panel following a hearing. (Note: student financial commitments will be considered on a case by case basis).

A hearing panel may be convened at the request of the associate dean of student affairs (or designee) and shall consist of the associate dean of student affairs and at least two other representatives from offices such as (but not limited to): Student Health Services, Counseling Services, Office of Disability Services, Office of Public Safety, and faculty when necessary. The student may present any information to the board that he or she deems relevant. The board, after reviewing all pertinent information, will render a decision about the student's ability to continue at the university and will notify the student in writing of its decision. The student may appeal the decision to the Vice Chancellor for Student Affairs within ten (10) working days of receipt. The decision of the hearing panel becomes final and effective if a timely appeal is not filed.

At the time the student is ready to resume his/her education, he or she must request in writing that his or her case be examined by the Hearing Panel Supporting documentation and an interview will be required before the student can be readmitted. The university may also request a current evaluation from the appropriate diagnostician (e.g., medical doctor, psychiatrist, etc.).

Student Discipline Code Changes And Amendment

This code will be reviewed every two years. Recommended revisions are welcome from the AUM community. Amendments are to be supported by the Division of Student Affairs, reviewed by legal counsel, and approved by the Chancellor. Changes to this code supersede all previous university policies, rules and regulations. Proposals to amend or revise this code may be made by the Student Government Association or the Faculty Senate. These bodies shall submit separate or joint recommendations concerning proposed changes to the Chancellor, who may relay the proposed revision to the university attorney for legal review. Final authority for revision of the Student Discipline Code shall reside with the Chancellor or his or

her designee, and any revision shall be effective immediately upon approval by the Chancellor or his or her designee.

DEFINITIONS

The definitions of the following terms used throughout this code are provided for clarity and better understanding.

Academic Exercise: Any assignment given by a faculty member. This includes, but is not limited to, tests, examinations, papers, projects, art works, sculptures or computer programs.

Accountability Record: Documents concerning student or student organization violation(s). These records are maintained in the Office of Student Affairs.

Accused: Any student or student organization who allegedly violated a university rule, regulation or policy, or local, state, or federal law.

Advisor: Any person that the accused/complainant chooses at his/her expense to bring to a AUM Committee on Discipline hearing, such as a parent, legal guardian, friend, teacher, or attorney. The advisor only advises or consults with the accused/complainant and is not permitted to participate or to speak on behalf of the accused/complainant during any hearing.

Appeal: A procedure by which a complaint is reexamined or reviewed. An appeal is considered by the vice chancellor for student affairs.

Associate Dean for Student Affairs: The Assistant Vice Chancellor is the university official who ensures that all procedures are properly followed, records are properly maintained and sanctions are properly enforced. In addition, the associate dean, or his/her designee, explains the process to everyone involved, coordinates the AUM Committee on Discipline and conducts the Resolution Conferences. The Associate Dean receives the recommendation of the AUM Student Committee on Discipline and may either accept, reject or adjust in whole or in part their recommendation.

Chair: The faculty member who is in charge of the AUM Student Committee on Discipline.

Code: The Discipline Code that governs the behavior of students and student organizations.

AUM Committee on Discipline: A group of faculty, staff and students who review alleged violations of the discipline code by means of an informational hearing and recommends to the associate dean whether a violation has occurred and the appropriate sanction(s), if any.

Complainant: The person who alleges a violation of the discipline code by a student or student organization.

Complaint: The official document accusing the student or student organization with alleged violation(s) of university policies, rules or regulations. The accused is to receive a copy of this document.

Due Process – Substantive and Procedural

Due process is not a single event that occurs in isolation. AUM promotes a system-wide respect for the principles of due process by ensuring that students who face official action adverse to their protected interests receive proper notice, an opportunity to present and respond to evidence, and that academic and disciplinary decisions are made by unbiased officials.

The purpose of this code is to provide for the orderly administration of the student and student organization accountability process in view of the principles of due process. It is assumed that all persons involved in the accountability process will provide accurate and truthful information. There are two types of due process, substantive and procedural.

Substantive due process requires that all university regulations, rules and policies governing student conduct and student accountability matters are fair and reasonable. The treatment of students accused of a violation shall be based on the general principle of fair and equal treatment, regardless of protected status.

Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law.

Evidence: The facts and information that support or refute the alleged violation(s). Evidence should be attached to the complaint that provides a detailed account of the violation. Evidence may also include secondary or indirect knowledge relating to the alleged violation.

Flag: A notation on a student's record that bars a student from enrolling, receiving grades or other types of privileges.

Hazing: see Hazing Policy above.

Hearing Panel: A committee convened at the request of the associate dean for student affairs (or designee). Consisting of the associate dean for student affairs (or designee), and at least two other representatives from offices such as (but not limited to) Student Health Services, Counseling Services, Center for Disability Services, Office of Public Safety, and faculty when necessary, to hear cases that may be related to an immediate suspension or case warranting immediate attention.

Notification: Notice of a pending or resultant student accountability hearing that is usually sent or given to the student by the Division of Student Affairs.

Policy: Any written rule or regulation of the university as found in, but not limited to, the Student Handbook, Undergraduate and Graduate Catalogs, Student

Organizations Handbook, University Administrative Procedures (APs), etc.

President: The official head of a student organization. For the purpose of this code, the president may appoint a student designee.

Regulation: A rule, policy or law by which conduct is ordered or regulated.

Resolution Conference: The process by which the accused and the complainant discuss the alleged violation with the associate dean (or designee) and agree on a resolution. If no resolution is reached, an informational hearing will be conducted by the AUM Committee on Discipline.

Sanction: A penalty imposed upon a student or student organization for violation(s) of university policies, rules or regulations. The primary purpose of a sanction is to assist the student or student organization in reshaping or redirecting behavior.

Semester: Any period that students are enrolled for classes, usually referred to as fall, spring or summer semester.

Student: Any person who is registered for study in the university. In addition, this term includes persons who are not officially enrolled for a particular semester but who have a continuing relationship with the university, e.g., any person accepted for admission or readmission.

Student Policy Manual: The official source of university policies, rules and regulations for students and student organizations. The Policy Manual is compiled by Student Affairs and published by Auburn University at Montgomery.

Student Organization: All departmental, registered, or provisional student organizations on campus. A registered organization must meet the formal requirements as established by the Office of Student Involvement and Leadership Programs.

University: Auburn University at Montgomery (AUM), including all departments, schools, programs, activities and affiliations.

University Document: Any written communication or record maintained by the university.

University Official: A member of the university community who is given the authority to implement and supervise university activities.

University Property: All land, buildings, facilities, equipment or other property owned, leased, loaned or controlled by the university.

Vice Chancellor for Student Affairs: The university official who has been delegated the authority by the chancellor to oversee the accountability process, including the consideration of appeals.

Violation: A breach, infringement, disobedience or disrespect of a university policy, rule or regulation.

Withdrawal: When a student, either voluntarily or involuntarily, is no longer enrolled in the university, therefore is no longer a student.

Witness: A person who is called to give evidence

Working Day: Each day that the university is open for business.

POLICY ON CLASSROOM BEHAVIOR

The goal of Auburn University at Montgomery and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore, subject to sanctions. The purpose of this policy is to create and protect an optimum learning experience; it should not be considered punitive by students or by instructors.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students and instructors alike. Instructors are encouraged to include in their syllabi guidelines for classroom behavior. Instructors who state these guidelines early and enforce them at the first appearance of disruptive behavior prevent minor episodes of classroom misconduct from escalating into serious confrontations and help transgressors to avoid the more serious consequences of such actions.

Disagreements expressed in a civil fashion, eccentricity, idiosyncrasy, and unconventional behavior are not, per se, disruptive to the classroom experience. Faculty members have a professional responsibility to set reasonable limits on the expression of opinions while treating students with dignity, respect and understanding and guiding classroom activities.

Examples of inappropriate behavior in the classroom (including the virtual classroom of e-mail, chat rooms, telephony, electronic media and web activities associated with courses) may include, but are not limited to, the following:

- Arriving after a class has begun;
- Use of tobacco products;
- Monopolizing discussion;
- Persistent speaking out of turn;
- Distractive talking, including cell phone usage;
- Engaging in activities during class time that are unrelated to the class (i.e., text messaging, reading newspapers, completing puzzles, etc.)
- Audio or video recording of classroom activities or the use of electronic

- devices without the permission of the instructor;
- Refusal to comply with reasonable instructor directions;
- Employing insulting language or gestures; and
- Verbal, psychological or physical threats, harassment, and physical violence.

STUDENT ACADEMIC HONESTY CODE

I. Definition

This act shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking Auburn University at Montgomery classes. By applying for admission, all students agree to conform to this code. The following regulations are designed to support the interests of Auburn University at Montgomery and its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution.

II. Violations

Violations of the Student Academic Honesty Code are:

- A. The possession, receipt, transmission, or use of any material or assistance not authorized in the preparation of any academic exercises to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement.
- B. The possession, receipt, transmission, or use of unauthorized material while an exam or quiz is in progress.
- C. Knowingly giving unauthorized assistance to another person during an examination or other academic exercise or credit activity.
- D. Selling, giving, lending or otherwise furnishing to any other person any unauthorized material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor.
- E. Submitting themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof, that is not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. Plagiarism is a violation of this code. When the ideas of another are incorporated into an academic exercise, they must be appropriately acknowledged. In starkest terms, plagiarism is stealing: using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, key words or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition (e.g., through the use of footnotes).
- F. Altering or attempting to alter an Auburn University at Montgomery record.
- G. Committing an act that an instructor has delineated in advance and in writing that he or she considers a violation of the code. For example, the instructor may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must

- be reasonable and in the spirit of the Student Academic Honesty Code.
- H. Altering or misusing a document (e.g., university forms, physician's excuse) for academic purposes.
- I. Knowingly submitting a paper, report, examination or any class assignment that has been altered or corrected, in part or in whole, for re-evaluation or re-grading without the consent of the instructor.
- J. Serving as or enlisting the assistance of another as a substitute in the taking of examinations.

III. Sanctions

The following sanctions may be imposed for violation of the Student Academic Honesty Code:

- A. The instructor of a course in which a violation of the Student Academic Honesty Code occurs may assign the student(s) committing the violation a grade of F in the course. A copy of the student notification of this action shall be delivered to the dean of the school in which the class is taught and to the chair of the Academic Honesty Committee;
- B. The instructor of a course in which a violation of the Student Academic Honesty Code occurs may assign a zero grade on the examination, project, paper, etc. with written notification to the dean of the school in which the class is taught;
- C. Suspension from Auburn University at Montgomery for a stated period of time during which the student will not be allowed to take any courses at Auburn University at Montgomery either in residence or by any distance learning format. Auburn University at Montgomery will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the Student Academic Honesty Code, the minimum sanction will be suspension.
- D. Expulsion from Auburn University at Montgomery for a stated period of time during which the student will not be allowed to take any courses at Auburn University at Montgomery either in residence or by any distance learning format. Auburn University at Montgomery will not accept any credit for work earned at another institution during expulsion. Following the period of expulsion, the student may petition the chair of the Academic Honesty Committee for committee consideration of readmission. Disciplinary expulsion, because of its extreme nature, shall be noted on the student's educational record.

IV. Academic Honesty Committee

The Academic Honesty Committee was created to respond to academic violations and is comprised of the following:

1. The Associate Provost or his or her designee, as the chair;
2. Two faculty members appointed by the Rules Committee of the Faculty Council and confirmed by the Faculty Senate;
3. The student members are appointed by the Vice Chancellor for Student Affairs. To be eligible to serve, students may not be on academic probation or under any university sanction.

V. Administrative Responsibilities

The administration shall have the following responsibilities:

- A. The Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the preparation of materials for hearings and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;
- B. The provost will be responsible for making decisions based on recommendations from the Academic Honesty Committee;
- C. Appeal of the decision of the Provost may be made directly to the Chancellor of Auburn University at Montgomery or his or her designee only on procedural error, missing information that was unavailable at the time of the hearing, or an unjust decision.

VI. Rights of the Accused Student

A student accused of a violation of the Student Academic Honesty Code has the following rights:

- A. To be informed, in writing, of the charge of academic dishonesty made against him or her and of any sanctions recommended by the charging party;
- B. To be informed, in writing, of the right of hearing the charge before the Academic Honesty Committee, the procedures involved, and the names of any known witnesses;
- C. If a student desires a hearing, his or her written request must be delivered to the Office of the Provost within five school days (defined as Monday through Friday except for university-recognized holidays) after receipt of the notification of the charge and the right to a hearing. Otherwise, the right of the student to be heard will be waived.
- D. To receive written notice of the time and place of a hearing regarding the charges in advance of the hearing, if a hearing is requested by the student;
- E. To present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested and to examine the evidence submitted by the charging party during the hearing;
- F. To continue in the course without prejudice until completion of the process described herein, including any appeal to the Chancellor of Auburn University at Montgomery;
- G. The right to appeal the decision of the provost to the chancellor of Auburn University at Montgomery.

VII. Rights And Responsibilities of the Faculty, Staff and Students

Faculty, staff, and students have the following rights and responsibilities:

- A. Faculty members have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly.
- B. Faculty, staff, and students have the responsibility to help enforce the Student Academic Honesty Code by reporting suspected violations to the class instructor or to the chair of the Academic Honesty Committee, including the name of the alleged violator.

- C. The class instructor has the right to be informed of the Academic Honesty Committee procedures and to be present throughout the presentation of witnesses and evidence at any committee hearing requested by the accused student.
- D. The class instructor has the right to appeal the decision of the Office of Provost to the Chancellor of Auburn University at Montgomery.

VIII. Procedure

- A. The procedure for filing charges is listed as follows:
 1. When an instructor determines that a student enrolled in one of his or her classes has committed a violation of the Student Academic Honesty Code in association with that class the instructor shall within 10 working days give written notification to the student stating the alleged violation and advising the student that he or she is conditionally being assigned a grade of IP for the course. This notification shall also acknowledge the student's right to an appeal hearing of the charge as described in Section VI.(C) of the Student Academic Honesty Code. A copy of this notification shall be delivered to the dean of the school in which the class is taught and to the chair of the Academic Honesty Committee;
 2. If the violation of the Student Academic Honesty Code is an alleged repeated violation, the Academic Honesty Committee will review the alleged violation.
 - i. The Student Academic Honesty Code will be reviewed by the Academic Honesty Committee and determination will be made whether the student should be classified as a repeat offender.
 - ii. Repeat offenders shall be brought before the committee.
 - iii. A student's status as a repeat offender cannot be used as a factor when determining the guilt or innocence of the student. However, the repeat offender status can be used as a factor when determining the recommended sanction once the charged party has been found guilty of the charges.
 - iv. The minimum sanction for all repeat offenders is suspension. The committee will recommend a period of time for the suspension to the Provost.
- B. The procedure for processing charges is listed as follows:
 1. If the instructor assigns a grade of F for the course, a confidential file of violation and any disciplinary action taken will be maintained in the Office of the Provost.
 2. The student may either accept the action of the instructor or appeal the decision of the instructor to the chair of the Academic Honesty Committee. Any request for an appeal hearing shall be filed in writing with the Associate Provost within five working days following receipt of notification of the alleged violation. The Associate Provost will forward the student's written request for appeal hearing to the chair of the Academic Honesty Committee, who will schedule a hearing for the student before this committee.

Once the student is charged with academic dishonesty he/she will not be able to drop the course. The student should continue in the class without prejudice while the academic honesty matter is pending. The committee will submit its findings and recommendations to the Provost. The Provost will determine the final action and give written notification of this action to the student, the instructor and the dean.

3. If an appeal hearing is requested by the accused student, a date shall be set for the hearing and the parties shall be notified by the committee of the time, date and place no less than 10 working days between the date and the notification and the date of the hearing, unless there is mutual agreement between the student and the committee to schedule the hearing at an earlier date;
 4. If the student, after requesting a hearing and receiving written notification of the hearing date, fails to attend the hearing without good cause as determined by the committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the committee's recommendation shall be based on the evidence available.
 5. The committee shall hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the committee deems that suspension is warranted, the suspension will begin the semester immediately following the semester in which the sanction was determined, unless the committee recommends otherwise and the provost concurs.
 6. In the case of a student who has or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed.
 7. Expulsion shall become effective on the date of the student's notification of the final action.
 8. If the student does not request an appeal hearing and the violation is not a repeat offense, the action taken by the instructor shall be the final disposition of the case.
- C. The procedure for the hearing is listed as follows:
1. The purpose of the hearing will be to gather facts about the incident in question so the committee can determine whether a violation of the code has occurred and, if so, what sanctions are appropriate. The burden of proof rests with the charging party and shall be satisfied by a preponderance of the evidence in the record considered as a whole.
 2. The Academic Honesty Committee may decline to hear a case if the material appears to be repetitive, immaterial, or otherwise not probative.
 3. A quorum for committee proceedings shall consist of five members. A vote of three of the five members shall be required to find guilt and to recommend sanctions.
 4. If the charging party or the charged student fails to attend the hearing without notifying the committee of extenuating circumstances, the committee will make its recommendation based upon the evidence available.

5. The charged student has the right to hear all charges brought against him or her. Both the charging party and the charged student shall have the right to present his or her case, to present evidence and witnesses, and to question witnesses presented by the adverse party. Each party shall arrange for the attendance of their own witnesses. The committee may also question witnesses.
 6. The committee may request the appearance of additional witnesses if the committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the committee.
 7. A student's prior record of academic dishonesty cannot be used as a factor when determining the guilt or innocence of the student. However, the prior record can be used as a factor when determining the recommended sanction once the charged party has been found guilty of the charges.
 8. The hearing shall be recorded by audio, audio/visual or court reporter. However, the committee deliberations shall not be recorded; the committee shall conduct its deliberation in a closed and confidential session and shall submit findings and recommendations to the provost. Outside recording devices will not be allowed.
- D. The procedure for any action taken against the student is as follows:
1. The Provost shall receive and consider the written report of the committee and shall determine the action to be taken.
 2. If, after the committee hearing, additional evidence not presented in the hearing which could affect the decision of the provost comes to his or her attention, the provost shall return the case to the Academic Honesty Committee for consideration of additional evidence.
 3. The Provost or his or her designee shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor. The registrar shall be notified in writing by the Office of the Provost when suspension or expulsion is assigned. No action shall be taken by any of the parties above for five (5) school days after notification of the decision by the provost or the completion of any appeal to the chancellor of Auburn University at Montgomery, whichever is later;
 4. A student returning after completion of a suspension shall follow the same procedure for registration as any other returning student.

VIII. Final Appeal

A student may appeal the decision of the Academic Honesty Committee to the Provost. A written statement of the grounds for the appeal must be submitted to the Provost within seven working days of written notification of the committee's decision. Appeals shall be restricted to the body of evidence already presented, and the grounds for appeal shall be limited to failure to follow appropriate procedures in the committee hearing or decisions/recommendations not supported by any reasonable evidence. Upon receipt of a written appeal, the Provost or his or her designee shall evaluate the

evidence and make a determination. The decision shall be binding on all parties and shall be conveyed to all involved within 20 working days.

Records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost. Access to these records shall be limited as indicated by applicable law and Auburn University at Montgomery policy concerning student records.

IX. Administrative Holds

A student may be denied the opportunity to pre-register, register, use university facilities, or be issued a transcript, statement, credits or diploma if the student has been identified as having significant academic issues by the Office of the Provost, is in default or is identified as being in default on any payment, has not submitted required documents, has not met Committee on Discipline sanctions, or is otherwise in default by virtue of fees or property owed to the university or any of its schools or divisions. Administrative holds may be placed on a student by units such as Provost, Bookstore, Cashier, Admissions Processing, Registrar, Financial Aid, Housing, Library, Student Affairs, or Campus Police.

Guide for Faculty Members to Report Cases of Student Academic Dishonesty

If the faculty member believes there may have been cheating the faculty member / instructor should report to the Associate Provost. Once there has been evidence of cheating, the faculty member or instructor should report it to the Academic Honesty Committee. This is the only way sanctions can be consistent and the only way multiple offenders can be caught. Here are the steps to take:

1. Try to meet with the student and tell him or her that you plan to report the incident. Assume the student is innocent and allow the student to attend class and take exams.
2. Within 10 days of detection, send the student a letter with copies to:
 - a. The Office of the Associate Provost;
 - b. The registrar;
 - c. The dean of the school in which the alleged dishonesty has occurred; and
 - d. The department head of the department in which the course is being offered.
3. This letter should pinpoint the date and describe the alleged violation, but details of any evidence may be omitted. The letter to the student should also describe the sanctions, if any, are being recommended and the student's right to appeal.
4. Send any supporting evidence, plus a full description of what happened, to the Office of the Provost. You may recommend sanctions.
5. If the student elects to have a hearing, you will be asked to appear, with the student, before the committee. You may bring witnesses.
6. You will be informed by the Office of the Associate Provost of his or her decision, and you have the right to appeal his or her decision to the Provost.

GRADE ADJUSTMENT/COURSE REPEAT POLICY

Auburn University at Montgomery has implemented the following grade adjustment/course repeat policy effective for all currently enrolled, regularly admitted undergraduate students for all courses taken after Fall 2000.

Undergraduate students may delete a maximum of three course grades of D or F (including FA or U) associated with their undergraduate degree program from the computation of their cumulative grade point average. Grades and credit considered as transfer credit, grades earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy.

This policy does not offer exemption from academic requirements for AUM degrees; adjustment only applies to grades in individual courses. All core and major requirements must be met for graduation. Students should be aware that D or F/FA or U grades in required courses may be deleted from the computation of the cumulative grade point average prior to a repeat but must be repeated at AUM before graduation. Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the academic dean, be replaced by any course accepted for that requirement, where applicable. All courses for which a grade adjustment is awarded will remain on the transcript. Courses for which a grade has been deleted from the cumulative grade point average will have the grade recorded and a notation that the grade has been excluded from the earned hours and the cumulative grade point average.

Students may submit a written request for grade deletion to their academic dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative grade point average, the grade and credit cannot be restored.

Deletion of grades is only available to currently enrolled, regularly admitted undergraduate students and is not available to former students. Students should follow AUM guidelines for the repeat of courses in which grades of A, B, or C have been awarded. However, all grades will be used for determining all academic honors.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Purpose

A grievance is defined as a complaint of unfair treatment for which a specific remedy is sought. It excludes circumstances that may give rise to a complaint for which explicit redress is neither called for nor sought. An academic grievance is a claim that a specific academic decision or action that affects a student's academic record or status has violated published policies and procedures or has been applied to the complainant in a manner different from that used for other students. The burden of proof related to this grievance procedure rests with the student complainant who is filing the grievance against the faculty/administrator respondent.

Grade appeals and issues related to violations of academic integrity should follow procedures for such issues published in the AUM Catalog and this Student Handbook (see p. 79).

Steps

When a student believes he or she has an academic grievance, the student should file a grievance in writing to the Associate Provost accompanied by any documentary evidence. This grievance should be filed within two weeks (10 working days) of the incident that is the cause for the grievance. Once the grievance is received, the associate provost will form a hearing committee and schedule a time for the committee to hear the grievance.

Academic Grievance Hearing Committee

Membership:

The committee will be composed of a faculty member selected by the complainant, a faculty member selected by the respondent, a faculty representative selected from a pool of faculty submitted by the Faculty Senate, a student appointed by the SGA president, and the associate provost. The associate provost will serve as the chair of the hearing committee.

If any member of the hearing committee feels that his or her relationship with either the case or the individuals involved would affect his or her ability to render an impartial judgment, the committee member shall disqualify him or herself. In this situation, it may become necessary to supplement the membership of the hearing committee.

Procedures:

All parties involved shall be informed in writing of the time and place of the hearing and shall receive all related documentation provided by any of the parties at least 7 working days in advance. It will be the responsibility of each party to contact and bring witnesses to the hearing. The hearing committee also reserves the right to call witnesses.

At the hearing, the complainant, respondent and witnesses may testify. The complainant, respondent and witnesses may be questioned by the committee members and by the other party. If the complainant is accompanied by a support person (such as a parent, attorney or friend), that support person may only act in an advisory capacity to the complainant and may not participate in the process. A record of the hearing shall be maintained for reference and review until the case has been finally resolved. However, committee deliberations will not be subject to this requirement.

The purpose of the hearing is to gather facts about the grievance so the hearing committee can make an informed recommendation to the Associate Provost regarding the grievance. Because this is an administrative hearing, the committee will decide what evidence will be considered and testimony will not be given under oath. The committee has the right to decide which witnesses will be heard and in what

order. The burden of proof is based on a preponderance of evidence.

The following procedure will be followed during the hearing:

- All witnesses will be asked to wait outside of the hearing room until called.
- All witnesses or parties may be questioned by any party or committee member.
- Once all testimony is complete and there are no further questions by the committee members, all parties except the committee members will be dismissed.
- Committee members shall arrive at a judgment regarding the grievance among themselves after the parties are dismissed. A majority vote shall constitute a judgment. The committee has the responsibility to evaluate the case carefully and make a specific recommendation to the provost on an appropriate course of action related to the grievance.
- The Associate Provost will be notified of the committee's recommendation and make a final decision on the course of action related to the grievance within 10 working days.
- The Associate Provost will transmit only the final decision to the appropriate persons.
- All materials related to the hearing will be returned to the Provost's office.

APPEAL OF GRADES

Individual course instructors have the responsibility for assigning grades. Students wishing to appeal a grade assignment by a faculty member should follow the procedure listed below.

Time limit: The student must initiate the procedure in writing to the appropriate department head by the fifth week after the grade was filed in the Office of the Registrar.

1. Prior to appealing the grade assigned by the instructor, the student should meet with the instructor to discuss the matter.
2. If, after the meeting with the instructor, the student wishes to appeal the grade assigned by the instructor, the student must prepare a letter to the department head of the instructor outlining the reasons for the grade appeal sought and provide all relevant evidence. This letter and any supporting documentation must include the student's mailing address and phone number.
3. The department head will organize a meeting between the student and instructor in order to seek a resolution to the dispute. If no resolution is found and the student wishes to continue the appeal process, the department head will form a departmental grievance committee and provide the committee with all relevant materials. After review of all materials, the committee will make a recommendation to the department head to raise, lower or leave the grade intact. The department head will inform both the instructor and student of the department head's decision within three weeks

- of receipt of the student's letter.
4. The department head's decision will be given to both the instructor and the student. Either the instructor or student may appeal the department head's decision within one week of receiving it.
 5. If the instructor or student wishes to further appeal the head's decision, a written appeal should be made to the Dean within 10 working days of receiving the department head's decision. The dean will review the case and inform the parties of the Dean's recommendations within three weeks of receiving the appeal.
 6. Individual course instructors have the responsibility for making the grade change determined by the appeals process.
 7. In the School of Nursing, the appeal will end at the Dean of the school.

STUDENT EDUCATIONAL RECORDS POLICY AND PROCEDURES

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

1. A student has the right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. 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.
3. The student has 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.
4. 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.
5. 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 right 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.
6. The student has 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.
 - a. The university discloses education records without a student's prior

written consent under the FERPA exception for disclosure to school officials 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.

- b. At its discretion, Auburn University at Montgomery may provide "directory information." Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at AUM includes the following:
 - i. Student's name
 - ii. Address
 - iii. Telephone listing
 - iv. Electronic mail address
 - v. Photograph
 - vi. Date and place of birth
 - vii. Major field of study
 - viii. Dates of attendance
 - ix. Grade level
 - x. Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
 - xi. Participation in officially recognized sports
 - xii. Weight and height of members of athletic teams
 - xiii. Degrees, honors and awards received
 - xiv. Most recent educational agency or institution attended

7. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the university.
8. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
9. A student has 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

10. Students may block the public disclosure of directory information by notifying the Office of the Registrar in writing.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure request will prevent AUM from releasing any or all of this “directory information;” thus, any future request for such information from non-institutional persons or organizations will be refused. AUM will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, AUM assumes no liability as a result of honoring your instructions that such information be withheld. Although the initial request may be filed at any time, request for non-disclosure will be honored by the university until removed, in writing, by the student.

PRIVACY RIGHTS

The university recognizes that the maintenance of student information and educational records is necessary and vital to assist the student’s education and development and to provide opportunities for university research and policy formulation. The university recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that students’ rights of privacy are maintained. The university will furnish annual notification to students of their educational records; the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the university decline to amend such records. This annual notice will be published in the university catalog.

Students have the right to be provided a list of the types of educational records maintained by the university that are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the university to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and, if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

PUBLIC POSTING OF GRADES

Grades on examinations or in courses may not be publicly posted using students’ names or social security numbers. If a faculty member wishes to post grades, it must be done in such a manner that an individual student cannot be personally identified by others.

FINAL THOUGHTS

The choices you make over the course of your academic career will continue to have an impact long after you graduate. If utilized properly and consistently, the information in this student handbook will help you become successful in your academic career, enhance your personal growth, and navigate your way through the AUM community. We wish you the very best in your journey. Thank you for allowing AUM to be a part of it!

