ALABAMA A&M UNIVERSITY



Life on the Hill

2026-2027 Student Handbook

Alabama A&M University
Student Handbook



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LETTER FROM THE PRESIDENT

ALABAMA A&M UNIVERSITY

Office of the President
P. O. Box 1357
Normal, Alabama 35762
(256) 372-5230 Office
(256) 372-5244 Fax
www.aamu.edu



Greetings and Welcome to The Hill!

Thank you for choosing historic Alabama A&M University as the institution to set you on a course toward the realization of your dreams. Indeed, you have made a wise choice, one that will provide you benefits for decades to come. As a top-notch university, we are committed to your success, and we have a proven track record of producing graduates who go on to become contributing members of society. Thus, this solid commitment extends to excellence in our teaching, research and service roles.

While at AAMU, you will become acquainted with the numerous successes of those who have preceded you. They, too, endured many of the same challenges that are so much a part of college life. They succeeded, as I know you will, and demonstrated through their accomplishments, that the sky's the limit with a degree from Alabama A&M University. As you begin your studies, you will become skilled at maneuvering the campus, establishing friendships, ordering your time and arranging your resources. Don't fret, though, because we are still here to assist you. Likewise, several faculty and staff members anxiously await your contact for direction.

However, at the college level, you will sometimes have to *find* the people and *ask* for the resources you need. Just like in life. Your Student Handbook is an important tool to assist you in making the transition into a self-motivated individual who secures the needed answers. Begin by becoming familiar with the important information in this handbook and read it again as often as you need it.

Again, I am pleased to welcome you to AAMU. We are certain that your experiences here will bring out the scholar in you, along with the activist, thinker and keeper of the Bulldog spirit!

Sincerely,

Daniel K. Wims, Ph.D.
President

LETTER FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS



Greetings and Welcome to Alabama A&M University!

Attending this esteemed university will be one of the best decisions you ever make. We want all Bulldogs to enjoy their time on The Hill. While here, you will create memories that you will cherish forever. I encourage you to learn and grow academically, socially, and professionally; meet lifelong friends, and experience new things.

To that end, we want all Bulldogs to be informed, feel safe and supported, treat others well, and be treated fairly. Mistakes often accompany growth. This Handbook is thorough and comprehensive in its explanation of the university's expectations of how Bulldogs should conduct themselves on The Hill. This includes students' rights and responsibilities; their courses of action, and the consequences of some decisions.

The 411 section provides links and contacts to answer questions that you might have.
From college to the workplace, rules and regulations exist to ensure fairness, consistency, and the well-being of everyone served. I hope you have a wonderful year and look forward to seeing you on The Hill.

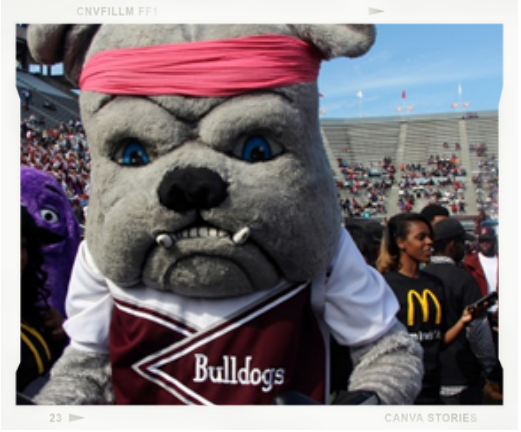
In the pursuit of excellence,

Braque Talley, Ph.D.
Vice President for Student Affairs and Enrollment Management

MISSION STATEMENT



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



ORGANIZATION OF THE UNIVERSITY

Alabama A&M University is governed by a Board of Trustees appointed by the Governor of the State of Alabama. The Governor is ex-officio Chairman of the Board. Reporting to the Board is the President of the University, who serves as Chief Executive Officer. The President is assisted by a cabinet of administrative officers which includes the Provost and Vice President for Academic Affairs, Vice President for Business and Finance,Vice President for Marketing, Communication and Advancement, Vice President for Research and Economic Development, Vice President for Institutional Advancement, Vice President for Student Affairs and Enrollment Management, Vice President and Director of Athletics, Vice President of Information Technology Services and Chief Information Officer, and Vice President and General Counsel.

Members of the Board of Trustees

The Honorable Kay Ivey, Governor, President

Mr. Kevin Ball, President Pro Tempore – District 1

Attorney Tiffany Johnson Cole, Vice President – District 3

Dr. Scherrie Banks Pickett, Secretary – District 2

Joe Briggs, Esq. – At-Large 3

Mr. Robert "Bud" Cramer, Jr. – At-Large 2

Tracy T. Doughty - District 5A

Dr. Elizabeth B. Richardson – District 5B

Mr. Reggie Sylvan – At-Large 1

Gloria T. Watts – District 4

Mr. Ralph Williams, Jr.. – District 6

Dr. Jeanette Jones – Ex-Officio

Zachary Cooper – SGA President

Administrative Officers



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President
daniel.wims@aamu.edu



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Vice President and Director of Athletics
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Attorney Rochelle Conley
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Patton Hall - 304

ALABAMA A&M UNIVERSITY

UNIVERSITY HYMN

The fourth President of Alabama A&M University, Dr. Joseph Fanning Drake, wrote the University hymn early in his tenure. Drake served as the University President from 1927 to 1962. His lyrics are a tribute to AAMU Founder Dr. William Hooper Councill and his legacy.
AAMU alumni around the world know and respect the hymn, as will each new student continuing their education at AAMU. “Long Live Thy Fame!”

"Alabama A&M” (Alma Mater)
Alabama A&M
Rich in Heritage divine
Bless’d by the life of Councill brave
Who gave his all that thou might’st shine.
Many thy brave and loyal sons
Sent from thy shrine on Normal’s Hill
Filled with a zeal for tasks well done
Anxious thy mandates to fulfill.
Long may you live to bless the world
For right and justice take a stand
As from your rocky heights you view
Your children’s work throughout the land.
Chorus
Alma Mater, blest be thy name.
Long live thy fame; long live thy fame!



Statute of William Hooper Councill.

Bulldog Pride

THE 411 – ANSWERS TO QUESTIONS

Where to Go for Questions About..	Contact This Department
Academic Appeals Academic Bankruptcy Retroactive Withdrawal Clearance Student Complaints	Academic Affairs 108 Patton Hall Ext. 5275
Alabama Residency Hold Fee & Final High School Transcript Hold - contact Admission Assistant Medical Form Hold	Enrollment Admissions Welcome Center, 2nd Floor Ext. 5250
Information about Athletic Teams	Athletic Department Ext. 8057
Textbook & Course Materials Academic Regalia	AAMU Bookstore Ralph Lee Student Center Ext. 5626
Routes & Schedules Off Campus Trips Gate Card Access	Bulldog Transit System 315 Patton Hall Ext. 4762
Campus Dining Meal Plans	Meal Plans Ext. 5708
Who is My Career Counselor? Resume Tips and Tricks CWD Events	Career and Workforce Development 101 Patton Hall Ext. 5692
Vehicle Registration & Parking Citations & Violations Citation Appeals Parking Rules/Penalties Bulldog Escort Safety Team (B.E.S.T.)	University Police Ext. 5555

THE 411 – ANSWERS TO QUESTIONS

Where to Go for Questions About..	Contact This Department
Freshman Academic Advising Tutorial Assistance Service & Learning Communities & Volunteerism	Freshman Academy J.F.Drake Memorial LRC, Room 110 Ext. 5750
Honors Program How to Apply	Honors Program Honors Center Building Ext. 5859
Telephone Issues Internet Issues Single Sign-On (SSO) Issues Email Octopus Authenticator	ITS (Help Desk) Ext. 4357 Submit Desk Ticket
Library	Learning Resources Center J.F. Drake Memorial LRC Ext. 4725
ROTC - Army	Military Science Office Ext. 5775
Alumni Information	Office of Alumni Affairs Univ. & Alumni Center Ext. 5287
International Students Transfer Students Immigration J1Visa Program, Student Emergency Fund, National Exchange, Bulldog Parent University	The Office of Student Leadership and Engagement Ralph Lee Student Center Ext. 5418

THE 411 – ANSWERS TO QUESTIONS

Where to Go for Questions About..	Contact This Department
Academic Transcript Student Address Updates Degree/Enrollment Verification Drop/Add Registration info/issues Graduation Clearances Transient Student Reclassification of Residency	Office of the Registrar 204 Patton Hall Ext. 5254
Overrides (Frequently Used) • Corequisite - course has an additional course that must be taken together. • Prerequisite - course has a required course that must be completed prior to registering. • Instructor -course requires permission from the instructor on record for course • Department - course requires permission from department • Time - course conflicts with another course scheduled at same time; permission from instructor of record required Incomplete/Grade Changes	All other information may be found on the Registrar's webpage or in the Student Self-Service Banner within myAAMU
Cancel Registration Change/Declare Major/Minor/Concentrations Diploma Reorder Departmental Transfer Credit Substitution Withdrawal Overload Request	
Residential Maintenance Request Intent to Vacate Work Orders General Information	Office of Residential Life and Housing Normal Hills Apts. Suite 1110 Ext. 5797

THE 411 – ANSWERS TO QUESTIONS

Where to Go for Questions About..	Contact This Department
Using your VA Education Benefits Veterans Affairs Forms and Links	Office of Veteran and Military Affairs Carver Complex South, Room 106 Ext. 4429
Disability Info Disability FAQs Disability Documents Required Disability Forms	Accommodations and Accessibility Services Ralph Lee Student Center, Lower Level Ext. 4499
ID Card Payment Plans Enrollment & SOAR Fee Balances/AR Holds Tuition	Student Accounts 105 Patton Hall Ext. 5205 Join the Virtual Line
Student Health Insurance Medical Record Submission Heath & Counseling Forms Medical Appointments Personal Counseling Behavioral Intervention Team	Student Health Center Ext. 5601/5800 Join Virtual Line
Intramural Sports Amenities & Services Pool	University Fitness and Recreation Ext. 7000
Testing	Testing Services Center 125 J.F. Drake Memorial LRC-Library, Ext. 5645

RIGHTS AND RESPONSIBILITIES

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

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

2. Students are free to learn and evaluate ideas. They are free to discuss, to express opinions, and to hear diverse opinions. Expressions of opinions and discussions must be made in an orderly manner which is not disruptive of scheduled operations of the University.

3. Students are free, individually, and collectively, to express views on issues of University policy and on matters of general concern to the student body. Students shall have the opportunity for representation and a voice on University standing committees directly concerned with academic matters and student affairs. It is the responsibility of the University members who are dissatisfied with decisions that have been made relative to institutional governance to utilize existing channels of appeal to address those decisions. The University recognizes the Student Government Association as the official agency of the student body.

4. Students are free to organize and join associations to promote their common interests provided they do not conflict with the mission, goals, and best interests of the University. Each recognized student organization is free to choose its own advisors. Student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

   Students are free to invite and hear persons of their choosing, providing that orderly and timely scheduling of facilities shall have been arranged through routine University procedures.

5. Rights and Privacy in Regard to Educational Records: Students shall have the right to know the types of educational records maintained by the University which are personally identifiable with them, and to have access to such records, subject to lawful limitations; the right to obtain copies of such records at cost of production; the right to a response to reasonable requests for

explanations and interpretations of such records; the right to an opportunity for a hearing if they challenge the contents of such records as inaccurate, misleading, or otherwise inappropriate; and the right to review those parts of any combined records containing information for more than one student, which pertains to them, or to be informed of the specific parts of such combined information which relates directly to them.

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

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

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

FERPA Guidelines for Faculty/Staff/Students: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. Alabama A&M University will not release educational/judicial records to a third party without the written consent of the student in question. To learn more about FERPA, and documents protected under this federal act, visit http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

To connect with your student to receive **FERPA** approval, sign-up for the parent portal, https://www.aamu.edu/myaamu/parents.html.

RIGHTS AND RESPONSIBILITIES

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

FINANCIAL INFORMATION

Charges and Payments: Alabama A&M University (AAMU) offers six ways to pay for charges: 1) pay directly to the University 2) pay indirectly by means of Financial Aid, 3) Scholarships, 4) Third Party,
5) Tuition Management Systems (TMS), and 6) AAMU Payroll Deduction. Students may use more than one payment option. Contact the Accounts Receivables/ Collections Office to explore payment options.
Payments are received through the Cashiers' Office, which is located at 105 Patton Hall, between the hours of 8:30 a.m. - 4:00 p.m. The office accepts cash, cashiers' checks, money orders, Visa, Master Card, and traveler's checks. Students can also mail payments to:

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

Students can verify how much their tuition and fees are by checking the BANNER Student Self- Service (SSO).

In Need of Financial Assistance to Pay for School? Contact the Office of Financial Aid at 256-372-5400, or visit Room 211 in Patton Hall to discuss what is available to fund educational expenses.
Refund Policy: The tuition and fees are refundable in accordance with a defined schedule if a student withdraws from the University after completing the registration process.
Fall and Spring Semesters

- From first official day of class through the seventh calendar day 90%
- From the eighth calendar day of class through the fourteenth calendar day 80%
- From the fifteenth calendar day of class to the twenty-first calendar day 70%
- From the twenty-second calendar day through the thirtieth calendar day 60%
- No Refund after the Thirtieth (30th) Calendar Day

FINANCIAL INFORMATION

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

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

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

Restrictions Due to Indebtedness to The University: No Student will be permitted to register for a semester until all bills from the previous semester have been paid. Failure to meet financial obligation, as scheduled, will cause a forfeiture of privileges of the dining facilities, residence halls, classroom facilities and other activities. No transcript or record will be issued for any Student who is indebted to the University. This includes, but is not restricted to, a delinquent Carl D. Perkins Loan.

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

AAMU BULLDOG ID CARD

The AAMU Bulldog One Card is a student's official AAMU ID card and it's used for the following:

- Meal card
- Library card
- Verification for access to student programs and activities
- Access to the Wellness Center

The replacement fee for lost ID Cards with a meal plan is **$60**; without a meal plan, it is $30. Student ID cards can be obtained from the Access Card Office in Patton Hall.

OTHER INFORMATION

Withdrawal from the University: Students that register and decide not to return to AAMU should notify the Registrar (by writing a letter notifying them of the decision prior to the first day of class) and include your I.D. number and a telephone number where you can be contacted.

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

Academic Standards and Regulations

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

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

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

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

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

Use the following steps to register:

Step 1: Review your Degree Works to pre-select classes of interest Degree Works is the tool to keep students on track to graduation.
Step 2: Schedule a meeting with your advisor to select your classes.
Step 3: Request the personal identification number from the academic advisor.
Step 4: Register online in Banner Student Self-Service (SSO).
Step 5: Pay course fees once classes are scheduled.
Verify and print class schedules by accessing Banner Student Self-Service (SSO).

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

Academic Standards and Regulations

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

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

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

1. Change from one course to another
2. Change from one section of the same course to another
3. Addition to schedule
4. Deletion from schedule
5. Failure to make changes on all cards, especially the Registration Form
6. Change in section due to inserting wrong call number. The call number is most important. Procedure for Dropping and Adding Courses: Students revising schedules (adding or dropping courses) must complete a Drop/Add form and pay the change-of-course fee. These forms are available in the office of each academic department. The signatures of the advisor and the instructor are required to authorize a schedule change.

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

INSTRUCTORS

1. Instructors will keep accurate attendance records during the attendance throughout the term and be prepared to report attendance during the attendance verification period.
2. Instructors must include on their syllabi applicable penalties for unexcused absences beyond those permitted based on credit hours.
3. Each student who exceeds the number of unexcused absences will be counseled by the teacher regarding any applicable penalties as stated on the syllabus.

Academic Standards and Regulations

STUDENTS

1. Class attendance is expected as well as a privilege and students are required to be punctual and prepared.
2. Learning experiences proceed at such a rapid pace that attendance is necessary if students are to acquire the knowledge and develop the competence, skills and strategies that students need to meet the objectives of the course.
3. Students are required to carry out and submit all assigned work and to take examinations and quizzes at the class period designated.
4. Failure to take examinations and quizzes, and/or carry out assignments at the designated times may result in an appropriate reduction in the final grade, except as provided in item 6 below.
5. Arrangements for make-up work, due to excused absences, must be initiated by the student.
6. Excused absences can be obtained, upon presenting documentation to the Associate Dean of the College or School, in which the student is registered, for the following reasons:

    a) Personal Illness or Illness of a Family Member. Documentation bearing the signature of doctors, residence counselors, infirmary and/or hospital officials, athletic trainers, etc. shall constitute proof.

    b) Death in the Immediate Family. Funeral programs, newspaper obituaries, statements from funeral directors shall constitute proof. Students are allowed to be absent from classes a maximum of five (5) consecutive days for death in the family. The University defines immediate family as: spouse; spousal equivalent; children; step-children; children-in-law; parents; step-parents; parents-in-law; brothers; brothers-in-law; sisters; sisters-in-law; grandparents; grandparents-in-law; grandchildren; aunts; uncles; nieces; nephews; first and second cousins.

    c) Subpoena for Court Appearance. The student's copy of the document shall constitute proof.

    d) Emergencies or Circumstances over which the Student has no Immediate Control. Appropriate corroboration, documentation and/or explanation shall constitute proof.

    e) Trips and/or activities by members of student organizations sponsored by academic units, and activities officially authorized by the appropriate official. Authorized excuses, dispatched from the appropriate offices, instructors, coaches or sponsors over the signature of the department chairperson and dean or director, shall constitute proof. *For additional information on University Sponsored trips please refer to the following policies: Academic Policy & Procedure Manual (2021 Aug), pg 8, Section I, General Academic Standards – Field Trips; Academic Policy & Procedure Manual (2021 Aug), pg 40, UG Policy #20 – Academic Alert/Warning, Probation and Suspension.*

    f) Religious observances. Students give faculty written notice prior to the absence.

    g) Jury or military duty.A copy of an official document shall constitute proof.

1. In these instances, instructors will give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope and format of the original assignment.

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

Academic Standards and Regulations

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

Grade Point Average or Quality Points: The University’s grading system is based on a 4.00 scale. Quality points are assigned as follow: A=4.00; B=3.00; C=2.00; D=1.00; F=0.00 The following grades do not carry quality points: W, I, P, or Audit. Grades earned at another university cannot be used to improve a grade point average or eliminate a quality point deficiency.

How to Compute the Grade Point Average (GPA)

Example	GRADE	QUALITY PTS.	COURSE HOURS	TOTAL (Quality Pts X Course Hours)
Comp 1:	B	3	3	9
Gen Psy:	A	4	3	12
Biology:	B	3	4	12
US History:	C	2	3	6
Total			13	39

39 total quality points/13 credit hours = 3.0 GPA

Academic Standards and Regulations

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

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

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

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

A student who fails to make such progress and accumulates excessive grade-point deficiencies shall be placed on academic probation, suspended, or dismissed from the University. Consult with your Academic Advisor for more information on academic progress.

Academic Standards and Regulations

The Annual Academic Honors Convocation is an opportunity for the university community to recognize the academic achievements of undergraduate students with full-time enrollment. Each year, this special event is held on the first Thursday in April.

ACADEMIC HONORS CONVOCATION AND ACADEMIC HONORS LISTS

Special recognition is given to students receiving the coveted Presidential Medallion and the Freshman President's Award. Students on the Dean's List, Freshman Dean's List, and Honor Roll are also acknowledged. Please note that students enrolled in the following developmental/transitional courses are INELIGIBILE for any honors listing: Reading (EDU 010), Reading with Lab (EDU 010L), College Reading (EDU 011), Developmental English (ENG 010), Developmental Mathematics (MTH 010), Fundamentals of Mathematics (MTH 011), Intermediate Algebra (MTH 012), Modern Mathematics (MTH 013). Pass/Fail and Incomplete grades are not included.

The Academic Honors requirements are below.

Presidential Medallion. Any undergraduate student who maintains a 3.7 or higher cumulative grade point average with at least 12 semester hours in the regular academic program each (Spring 2024 and Fall 2024) semester, will qualify for the President's Medallion. Eligible students will receive the following:

4.0 GPA **Gold Medallion**
3.8 – 3.99 **GPA Silver Medallion**
3.7 – 3.79 **Bronze Medallion**

Freshman President's Award. Recognition is given to any first-time freshman who obtains a 4.00 grade point average in their first semester of enrollment and completes at least 12 semester hours in the regular academic program (No developmental/transitional courses)

Dean's List. Recognition is given to any undergraduate student who achieves an overall (cumulative) quality point average of 3.3 and above, for two consecutive semesters (Fall 2024 and Spring 2024), has earned no grade below "C", enrolled in a minimum of 12 semester hours per semester in the regular academic program. (No developmental/transitional courses)

Freshman Dean's List. Any first-time freshman who achieves a grade point average of 3.3 and above, with a minimum of 12 semester hours in the regular academic program after one semester, is eligible for the Freshman Dean's List. (No developmental/transitional courses)

Honor Roll. Recognition is given to any undergraduate student who has attained a semester grade point average of 3.00 or better, has earned no grade below "C", and has completed a minimum of 12 semester hours in the regular academic program. (No developmental/transitional courses)

Academic Standards and Regulations

Alabama A&M University Honors Program

The Alabama Agricultural and Mechanical University Honors Program provides an intellectually challenging learning environment for students of outstanding abilities. Students acquire life-long skills that are necessary in an ever-changing and fast-paced world as they work in a community of peers with some of the best professors on campus. Individual quests for excellence are also sponsored in the program with study abroad initiatives, internships, and research projects.

MISSION STATEMENT

Our mission is to challenge outstanding students at a higher academic pace and to provide experiential learning that will help students achieve success in a fiercely competitive world. The honors program provides superb educational, leadership, research, and service opportunities. Honors students will have access to advanced course offerings and extra- curricular activities that are discipline specific, innovative, and scholarly. Organized service for others also helps to perfect leadership skills that are required in most professional settings.

PROGRAM CRITERIA & REQUIRED DOCUMENTS

To apply, incoming freshmen must have a 3.3+ cumulative high school GPA, a score of 23 or higher on the ACT (SAT equivalent of 1130) and a documented history of leadership and exemplary service. Currently enrolled students who have at least 3 years (6 semesters) remaining prior to graduation, are also welcome to apply. Program selection is competitive.

The following documents will be used to determine eligibility and acceptance into the Alabama A&M University Honors Program:

- Honors Application (Online form)
- Essay (300-500 words): A brief autobiographical sketch - why you would like to participate in the Honors Program; a pivotal intellectually stimulating experience, and a brief description of your career goals.
- Resume
- Transcript (official or unofficial)

Upon receipt of all required documents, applicants must participate in a panel interview before a program decision is made.

Academic Standards and Regulations

ALABAMA A&M UNIVERSITY HONORS PROGRAM BENEFITS

Honors Program BENEFITS

Honors Program students enjoy:

- Enriched curriculum in smaller honors-designated courses with engaging faculty;
- Specialized academic and career advising;
- Priority course registration;
- Access to the Honors Center, a free-standing facility that is much like a home that includes a computer lab, conference rooms for individual and group study, and a full kitchen;
- Leadership and Professional Development Opportunities to participate in a variety of conferences, internships, co-ops and international study experiences;
- Access to information on additional scholarships and research initiatives;
- Service-Learning and civic engagement endeavors;
- Honors Executive Council leadership;
- Mentorship from Honors Program Alumni;
- Graduate School test preparation and step-by-step assistance with admission applications;
- Honors-designated floors in residence halls (spaces are limited);
- Fellowship with a network of driven, accomplished scholars – just like you!

Academic Standards and Regulations

ACADEMIC PROBATION AND SUSPENSION

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

• Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

• Plagiarism – representing the words, ideas, or data of another as one's own in any academic exercise. This includes plagiarism of works taken from the internet.

• Fabrication – unauthorized falsification or invention of any information or citation in an academic exercise.

• Aiding and abetting academic dishonesty – intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.

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

• Letter of academic misconduct placed in the student's academic folder.

• Lowering of an assignment grade and/or final grade.

• Academic discipline resulting in the loss of scholarships, non-participation in academic-related activities, etc.

• Temporary suspension or expulsion from the University.

• Expulsion from a class resulting in a failing grade.

Academic Alert/Warning: If at the end of the first semester of matriculation a student has not attained the minimum required grade point average, the student will receive an official warning notification from the **Office of the Registrar**.

This notification shall warn the student that their academic performance is not up to par and that continued sub-par performance will result in academic probation. While on warning status, a student may only enroll in a maximum of 12 semester credit hours.

Academic Probation: A student will be placed on academic probation when their cumulative grade point average fails to meet the standard for satisfactory academic progress described above. Students who are placed on academic probation will have to raise their cumulative GPA to what is required for satisfactory academic progress to end probation.

Academic Standards and Regulations

To avoid academic suspension, a student on probation must earn a GPA within the required period equal to or above the level required for satisfactory academic progress. During the period of academic probation, students will be allowed to enroll in a maximum of 12 semester hours.

Students on probation who register for more than 12 credit hours will not retain credit for hours above 12. No student on academic probation may hold office in any campus organization, participate in any organized non-class off-campus trip, or officially represent AAMU.

This regulation does not apply to participation in activities conducted completely on campus. Participation in such activities, however, may be very limited in scope. A student on academic probation may be ineligible to receive financial aid and could be required to repay aid that was previously awarded. Questions related to financial aid should be directed to the Office of Financial Aid.

A student who fails a required course must repeat the course the first time the course is offered during a period in which the student is enrolled after the failing grade has been reported. A student may be required to repeat an elective in which a grade of “F” was received, upon recommendation of their major department chairperson or college dean.

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

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

Appeals for reinstatement from academic suspension are available only for students who can provide documentation that has affected their academic status. A student may appeal for academic reinstatement after suspension only once during the student’s academic career at Alabama A&M University.

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

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

Academic Standards and Regulations

As an example:
Semester 1: Academic Probation (limited to 12 SCH)
Semester2: Continued Academic Probation (limited to 12 SCH)
Semester 3: Suspension (for one fall or spring semester)
Semester 4: Probation After Suspension (after appealing; limited to 12 SCH)
Semester 5: Second Probation After Suspension
Semester 6: Expulsion

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

The appeal must be submitted by completing the Academic Appeal for Reinstatement Application in Laserfiche by or before the first day of registration for each term.

Applicants will be notified of the committee's decision by email.

Academic Appeals Committee: The Committee serves as a review and recommending body on matters of academic appeals filed by students and sets forth recommendations regarding issues against students that have been filed by faculty members. The actions reviewed by the committee include appeals regarding probation, suspension, and academic violations by students or grievances filed against faculty members by students.

The Committee consists of four faculty members, one from each undergraduate college, a representative from Freshman Academy, and a representative from the Faculty Senate, appointed by the Vice President for Academic Affairs. The Committee meets twice a semester. Other meetings are scheduled on an as-needed basis.

Academic Standards and Regulations

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

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

Academic Appeals Procedure: Academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as: unfair grading, poor instruction, unfair treatment, etc. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

1. Appeals must originate from the student in typed form with documentation to support their position and must be processed through the department chair, dean of the college, and the Office of Academic Affairs, in that order.
2. The chair or unit appeals committee must complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. After this assessment, a written response must be sent to the student with the decision at that level. These processes must be completed within ten (10) business days of receipt of the written petition from the student and the student notified of the decision.
3. If the student chooses to continue the appeal beyond the department level, the student must present a written petition with documentation to the dean. The dean or unit appeals committee must complete an assessment of the issue(s) through: (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. After the assessment, a written response must be sent to the student with the decision at that level. These processes must be completed within (10) business days of receipt of the written petition from the student and the student must be notified of the decision.

4. If the student chooses to continue the appeal beyond the college level, the student must present a written petition with documentation to the Office of Academic Affairs where it will be sent to the Undergraduate Academic Appeals Committee.

5. The Undergraduate Academic Appeals Committee shall complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee. These processes must be completed within fifteen (15) business days of receipt of the written petition from the Office of Academic Affairs.

6. The Undergraduate Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations will be forwarded to the Associate Provost and Vice President for Academic Affairs for final disposition.

The appeal can be ended at any level, with the consent of the applicant student. A copy of the decision will be forwarded to the Office of Academic Affairs.
Academic appeals will be reviewed during the fall and spring semesters while classes are in session when faculty are available to hear the appeal and faculty and students are available to present evidence. There will be no appeal hearings during the summer session or when classes are not in session. An appeal of any grade must be made within one calendar year of receiving the grade.
Withdrawal from The University: A student who withdraws from the University, either voluntarily or involuntarily, should follow the procedure below:

Complete an official Student Withdrawal Clearance form in Laserfiche.

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

Federal policy statements are available in the Office of Student Financial Aid.

Academic Standards and Regulations

Procedures

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



Academic Responsibility:

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

SUPPORT SYSTEMS FOR ACADEMIC LIFE

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

Freshman Academy: The mission of the Freshman Academy is to provide first-year freshmen with the academic support necessary to successfully transition into post-secondary studies and to persist towards graduation, by ensuring that they have a solid foundation in academic responsibility and college preparedness. Through the First Year Experience (ORI 101) course students are provided with opportunities to explore campus resources and strategies to successfully navigate campus. Academic support services are provided by the Tutoring Assistance Network. The Freshman Academy is a multi-faceted, comprehensive department designed to facilitate and improve student success, retention, and graduation rates. Intrusive academic intervention is an integral part of the first-year advising experience, enhancing overall student academic and social development. The Freshman Academy staff serves as learning partners for students and are dedicated to assist students in becoming successfully acclimated to the university.

University Honors Program: The Honors Program at Alabama A&M University offers an exciting and unique experience for undergraduate students. This special community of scholars enroll in honors courses in English, History, Biology, and Chemistry, in a small, yet intellectually stimulating environment. The Honors Program provides specialized academic advising, professional and leadership development, honors-designated housing, and access to exclusive internships, co-ops, and international study. In sum, the Alabama A&M University Honors Program is committed to providing opportunities, so every active scholar becomes the best version of themselves. World changers and global leaders are cultivated here.

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

CLASSROOM CODE OF CONDUCT

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

Individual breaches of codes of conduct or dress codes will be dealt with by the instructor, on a case-by-case basis, based on the severity of the infraction. Punishment can range from being marked absent for the day to being dismissed from the class.
Severe or repeat infractions may be turned over to judiciary.
General Decorum
1. Students must be able to present their ID cards for inspection. It is recommended that the card be visibly displayed, whether clipped to a waistband or breast pocket or worn on a lanyard.
2. Students must attend class regularly, missing no more than the allowed number of absences:
a. Absent 1 hour of class for a 1 credit hour course
b. Absent 2 hours of class for a 2 credit hour course
c. Absent 3 hours of class for a 3 credit hour course
d. Absent 4 hours of class for a 4 credit hour course
*Students whose absences exceed the above scale will receive a reduction in their final course averages as determined by the faculty member. Exceptions to this policy on point reduction maybe granted by the faculty upon presentation of documentation from the Vice President of Academic Affairs that an official excuse has been granted for the student's absence.
Conditions warranting such an approval include cases involving death in the family, illness of the student or his/her immediate family members or for military duty. It is the student's responsibility to provide legitimate, official documentation of excused absences to the instructor(s) of the courses involved. Other reasons for absences not covered here must be cleared with the appropriate College Dean. Undergraduate Catalog, p. 57
3. Students must be on time to class and must remain until dismissed.
4. Students must prepare for each class meeting by reading assignments and completing any required written work. It is thus imperative that students purchase their books in a timely manner (i.e., within the first two weeks of the semester).
5. Students must meet all deadlines, including those established by the instructor and those set by the University.
6. Students must never have electronic devices such as cell phones, PDA's,
iPods, or similar items in use during class time.
7. Students are expected to act with courtesy and respect to instructors, guests, staff members, and fellow classmates and may not disrupt a classroom or a faculty member's conduct of a class. For example, students should refrain from talking during class while the instructor or another student "has the floor." Failure to behave with proper courtesy and respect could result in disciplinary action. A student who disrupts a classroom may be removed or ejected from the class or classroom.
8. Students must not come to class under the influence of drugs or alcohol.
9. Food and drinks are not allowed in the classroom, lecture hall, or lab.

CLASSROOM CODE OF CONDUCT

Student Dress Code

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

NOTE: Failure to adhere to the student dress code could result in a Student Code of Conduct violation.

STUDENT COMPLAINTS: HANDLING AND RESOLUTION POLICY STATEMENT

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

Alabama A&M University has a commitment to ensuring that all student complaints are resolved quickly, using a clear, fair and reliable management process. The University treats complaints seriously and ensures all processes are clear, prompt, confidential and fair to all parties and will use its best endeavors to ensure an acceptable resolution is achieved using the principle of “natural justice" (i.e. principles, procedures, or treatment felt instinctively to be morally right and fair).

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

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

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

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

- The delivery of academic and administrative services;
- The delivery of other support services; and
- Discrimination on equal opportunity grounds. This policy does not cover:
- Sexual harassment (please contact the Title IX Coordinator located in the Office of Human Resources)
- Complaints that are outside the scope of University operations;
- Student misconduct (any violation of University Policy, Procedures or Standards, please refer to Section II – Academic Life);
- Complaints about individuals who are not full or part-time members of staff or enrolled at The University.

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

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

Academic Deans and Unit Directors will:
a. ensure that complaint processes are promoted openly, and actively supported;
b. ensure that staff have access to adequate support, information, resources and training in resolving complaints;

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

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

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

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

Procedures for Handling and Resolution of Student Complaints

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

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

Process Summary

STEP 1
When a problem or issue arises, students are advised to seek information and assistance from the Student Government Association's Office. Students have three options for proceeding:

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

STEP 2
A student makes a complaint (oral or written) to the member of faculty/staff responsible for the service, decision or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution. The majority of complaints are resolved successfully at this Step.

STEP 3
Students who feel that their complaint has not been satisfactorily resolved can request a review by Department Chairpersons or Administrative Managers.
Chairpersons and Managers will independently review the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review.

STEP 4
If satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the Divisional Vice Presidents who will hear the complaint and render a final decision based on all the evidence presented. The President of the University may only overturn this decision.

How to Submit a Written Complaint

To file an academic complaint
These complaints are housed in the Office of Academic Affairs

To file a non-academic complaint
These complaints are housed in the Office of the Vice President for Student Affairs

Student Affairs

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

Acknowledging Receipt of Complaint: Staff must acknowledge in writing a complaint within 5 working days from receipt to the next level of management.

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

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

Acknowledging a Request for Review: Chairpersons/Managers must acknowledge in writing a complaint within 5 working days from receipt.

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

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

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

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

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

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

Additional Note: Alabama A&M expects that the student filing the complaint follow the internal compliant procedure process prior to seeking a resolution from the University's accreditation body. If a student is not satisfied with the complaint resolution AND if the complaint relates to non-compliance with one of the accreditation standards, the student can file a complaint with SACSCOC as described below. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, baccalaureate, master's, and doctoral degrees. For information on accreditation status, contact:

The Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane, Decatur, GA 30033-4097 (404) 679.4500; www.sacscoc.org · Complete the Commission's Complaint Form: Complaint Procedures Against the Commission or Its Accredited Institutions

- Please read the document carefully before submitting a complaint:
- The complaint policy only addresses significant, documented, alleged non-compliance with the SACSCOC accreditation standards, policies or procedures.
- Complainants are expected to have attempted to resolve the issue through the institution's complaint processes before filing a complaint with SACSCOC.
- The SACSCOC complaint process is not intended to be used to involve the Commission in disputes between individuals and member institutions or to cause the Commission to interpose itself as a reviewing authority in individual matters; nor does the policy allow the Commission to seek redress on an individual's behalf.
- The primary purpose of the SACSCOC complaint procedure is to acquire valuable information regarding an accredited institution's possible non-compliance with accreditation standards, policies and procedures rather than to resolve individual disputes.
- Complaints must be tied to specific standard numbers from The Principles of Accreditation: Foundations for Quality Enhancement

State Point of Contact for Student Complaints: Ron Leonard,
Alabama Commission on Higher Education 100 North Union Street, Suite 782
Montgomery, AL 36104-3758

Phone: 334-242-1998 Email: ron.leonard@ache.edu

SECTION I: INTRODUCTION

Purpose and Philosophy

Alabama A&M University is committed to fostering an educational environment that promotes learning, accountability, integrity, community engagement, and student success. The Student Code of Conduct exists to support the University's educational mission while protecting the safety and welfare of the campus community.

The accountability process is educational, developmental, restorative, and protective. The University believes students are capable of learning from mistakes and repairing harm while remaining accountable for their choices.

Guiding Framework: Accountability → Reflection → Restoration → Reintegration → Student Success.

Community Values

Students are expected to demonstrate Integrity, Respect, Responsibility, Excellence, Accountability, Community Engagement, and Bulldog Pride. These values inform all conduct decisions and educational interventions.

Jurisdiction and Scope

The Code applies to all students, student organizations, and recognized student groups. Jurisdiction includes conduct occurring on university property, at university-sponsored events, online environments affecting the institution, and off-campus conduct that substantially impacts the University community.

Student Expectations

As a member of the Alabama A&M University community, students are expected to carry themselves with integrity, respect, and responsibility—on and off campus. These principles are rooted in our commitment to building a caring and just learning environment, where accountability, growth, and restoration are key. Some of the characteristics of that behavior include:

- **Respect for Human Dignity:** We believe every person deserves to feel safe, valued, and heard. Students are expected to treat themselves and others with kindness and concern for both physical and emotional well-being. When harm happens, we believe in restoring trust and repairing relationships.
- **Fostering Community:** Our community thrives when we support each other. Students are encouraged to take an active role in creating a culture that is respectful, inclusive, and accountable. Restorative practices help us work through conflict, listen deeply, and strengthen our campus relationships.
- **Positive Conduct:** Know the values and standards of AAMU and take pride in living them out. Whether students are in class, on the yard, at a game, or off-campus, their actions reflect not only on themselves—but also on the community they represent. When mistakes happen, we focus on learning from them, making amends, and growing stronger.
- **Personal Responsibility:** By choosing AAMU, students accept the responsibility to uphold our honor and ideals in all areas of life here. Students are responsible for their own behavior—and

for helping create a space where others can thrive. This also includes being accountable for the actions of any guests they bring to campus or university events.

When students register for classes and live-in university housing, they agree to follow the guidelines outlined in the Student Handbook, Code of Conduct and Guide to Residential Living. These policies support our shared vision for a respectful, safe, and equitable community. The University reserves the right to update policies as needed to reflect the evolving needs of our students and campus life.

Conduct Authority

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

Disciplinary Responsibility

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

Student Rights and Responsibilities

Students shall receive written notice of allegations, opportunities to respond, access to advisors, opportunities to present information, and appeal rights. Students are expected to participate honestly and comply with university directives.

Students have the right to:

A. Receive advance notice of the alleged violation(s), who to contact for a meeting, and the date by which that contact must occur (contact is typically made within 72 business hours but can take up to or exceed 7 business days during peak periods).

B. Present his/her/their or its (organization) version of the events in question.

C. Be accompanied by an advisor(s) (up to two). Advisors may not speak for the student but may participate in the conduct process by quietly sitting in on the hearing.

D. Have witness(es) (up to three) present information on his/her/their or its behalf.

E. Choose not to attend or participate in a scheduled hearing.

F. Challenge the objectivity of the hearing body for cause if he/she/they or it believes that a hearing officer/board member may be biased or have a conflict of interest.

G. Appeal the outcome of the hearing.

Note: Any student who commits a conduct violation during their disciplinary probation, is arrested for an offense under the criminal code, participates in an act of physical violence (fight), is found in possession of drugs in excess of 28 grams, or is discovered in possession of a firearm can

automatically be subject to a review by the Conduct Board and receive sanctions without a formal hearing.

Student Accountability Process

The process includes Incident Reporting, Preliminary Review, Student Investigative Meeting (SIM), Responsibility Determination, Educational Outcomes, Behavioral Status Assignment, and Appeal. The standard of proof shall be a preponderance of the evidence.

Behavioral Statuses, Educational Outcomes, and Accountability Actions

When a student is found responsible for violating any provision of this Code, the University may assign one or more Behavioral Statuses, Educational Outcomes, Accountability Actions, or Separation Actions. These measures are intended to promote student learning, encourage accountability, repair harm, protect the community, and support student success.

The University reserves the right to utilize these measures individually or in combination based upon the nature, severity, and impact of the violation, as well as the student's prior conduct history.

A. Behavioral Statuses

Behavioral Statuses communicate a student's standing with the University following a violation of the Student Code of Conduct. Behavioral Statuses are separate from Educational Outcomes and Accountability Actions.

1. **Community Warning:** A written notice informing the student that their behavior violated University policy. Students receiving a Community Warning remain in good standing with the University.
2. **Conduct Warning:** A formal notice indicating that future violations may result in more significant accountability actions or a change in Behavioral Status.
3. **Conduct Probation:** A designated period during which a student's behavior is subject to heightened review. Additional violations during the probationary period may result in elevated accountability actions, including suspension or expulsion. Restrictions related to leadership positions, organizational participation, student employment, housing eligibility, or other privileges may be imposed.
4. **Elevated Conduct Probation:** A period of increased accountability assigned when behavior demonstrates significant concern regarding judgment, safety, or repeated misconduct. Students remain enrolled but may be subject to additional restrictions and monitoring.
5. **Deferred Suspension:** A status indicating that suspension has been delayed pending successful compliance with specified conditions. Failure to satisfy those conditions or additional violations may result in immediate suspension.
6. **Suspension:** Temporary separation from the University for a specified period. Conditions for re-enrollment and reinstatement may be established.
7. **Expulsion:** Permanent separation from Alabama A&M University. A student who is expelled is prohibited from future enrollment and may not earn a degree from the University.

B. Educational Outcomes

Educational Outcomes are developmental interventions intended to help students reflect upon their behavior, develop new skills, and contribute positively to the University community.

Examples include, but are not limited to:

1. **Reflection Assignments:** Reflections, videos, impact statements, or other assignments designed to promote learning and accountability.
2. **Educational Workshops and Programs:** Participation in workshops, seminars, training sessions, or educational programs related to the violation.
3. **Online Educational Courses:** Enrollment, payment for, and successful completion of an approved online educational course.
4. **Individualized Counseling or Consultation:** Participation in counseling, coaching, assessment, or consultation through Health and Counseling Services or an approved external provider.
5. **Community Service or Service Learning:** Completion of service activities that benefit the University or surrounding community while promoting personal growth and civic responsibility.
6. **Restorative Projects:** Activities designed to repair harm, rebuild trust, and restore relationships within the campus community.
7. **Leadership Development Activities:** Participation in leadership training, mentoring programs, ethics education, or organizational development initiatives.
8. **Conduct Learning Pathway Participation:** Assignment to a designated Conduct Learning Pathway, including:
    - Community Responsibility Pathway
    - Wellness and Decision-Making Pathway
    - Conflict Resolution Pathway
    - Leadership and Integrity Pathway

C. Accountability Actions

Accountability Actions are measures intended to address misconduct, restore harm, and protect the campus community.

1. **Loss of Privileges:** Denial of specified privileges or participation opportunities for a designated period.
2. **Fines:** Monetary assessments based upon the nature and severity of the violation.
3. **Restitution:** Compensation for loss, damage, or injury through monetary reimbursement, material replacement, or approved service.
4. **Parent or Guardian Notification:** Notification to a parent or guardian, consistent with applicable law and University policy, regarding violations involving alcohol, drugs, weapons, violence, or other significant concerns.
5. **Interim or Supportive Measures:** Temporary actions taken to support individuals, maintain safety, or preserve the integrity of the accountability process while a matter remains under review.

6. **No Contact Order:** A directive prohibiting communication or contact with designated individuals.
7. **Residence Hall Reassignment or Removal:** Temporary or permanent reassignment, relocation, restriction, or separation from university housing.
8. **Campus Restriction or Campus Ban:** Restriction or prohibition from entering designated University property or facilities, including issuance of a formal trespass warning when appropriate.

D. Separation Actions

In cases involving serious misconduct, repeated violations, or significant threats to the health, safety, or well-being of the University community, the University may impose Suspension or Expulsion.

Separation Actions are reserved for circumstances where educational and restorative interventions alone are insufficient to address the behavior or protect the community.

When it has been determined that a student organization is responsible for violating any provision of this Code, one or more sanctions may be imposed. The following is a non-exhaustive list of potential sanctions that may be utilized individually or in combination:

1. Any of the sanctions listed in paragraphs (1)a through (1)n above.
2. Loss of or limitation on social event privileges.
3. Loss of preferred seating at university-sponsored events.
4. Loss of recognition as a student organization. The Division of Student Affairs may notify any national or regional governing body with which the organization is associated or which sponsors social, academic, or sports events when such suspension is imposed.

Administration and Implementation of Behavioral Statuses, Educational Outcomes, and Accountability Actions

1. **Written Notice of Outcomes**

   The Conduct Administrator shall provide written notice to the student or student organization outlining any assigned Behavioral Statuses, Educational Outcomes, Accountability Actions, and/or Separation Actions resulting from the resolution of a case.

   In matters where Expulsion is being considered, the Conduct Administrator shall forward the recommendation to the University Appeals Officer for review and further action consistent with University procedures. The University Appeals Officer may consult with appropriate University officials, including the President of the University, prior to a final decision being rendered.

2. **Individualized Decision-Making**

   Behavioral Statuses, Educational Outcomes, Accountability Actions, and Separation Actions shall be determined based upon the unique facts and circumstances of each case.

   In determining appropriate outcomes, the University may consider factors including, but not limited to:

- The nature and severity of the violation;
- The actual or potential impact on individuals and the community;
- Prior conduct history;
- Acceptance of responsibility;
- Efforts to repair harm;
- The student's level of cooperation;
- Community safety considerations;
- Mitigating and aggravating circumstances.

The University seeks to utilize educational and restorative measures whenever appropriate; however, certain violations may warrant immediate assignment of significant Accountability Actions or Separation Actions, including Suspension or Expulsion.

3. **Aggravating Factors**

If a violation is determined, by a preponderance of the evidence, to have been motivated in whole or in part by bias, prejudice, or discrimination based upon a protected characteristic, such conduct may be considered an aggravating factor when determining appropriate outcomes.

Protected characteristics include, but are not limited to:

- Race
- Color
- National Origin
- Religion
- Sex
- Sexual Orientation
- Gender Identity
- Gender Expression
- Disability
- Age
- Genetic Information
- Veteran Status
- Any other status protected by applicable law

The presence of an aggravating factor may result in the assignment of elevated Behavioral Statuses, enhanced Educational Outcomes, or more significant Accountability Actions.

4. **Deferred Behavioral Statuses and Accountability Actions**

In certain circumstances, the Conduct Administrator may elect to defer implementation of a Behavioral Status or Accountability Action.

For example, a Deferred Suspension allows a student to remain enrolled provided all assigned conditions, Educational Outcomes, and Accountability Actions are completed successfully during the designated period.

If the student successfully satisfies all requirements and avoids additional violations, the deferred action may not be implemented.

5. **Failure to Complete Assigned Outcomes**

   Students and student organizations are expected to complete all assigned Educational Outcomes, Accountability Actions, and conditions associated with a Behavioral Status within the prescribed timeframe.

   Failure to comply may result in additional actions, including but not limited to:

   - Assignment of a more restrictive Behavioral Status;
   - Additional Educational Outcomes;
   - Additional Accountability Actions;
   - Registration holds;
   - Restriction of University privileges;
   - Additional conduct charges for non-compliance;
   - Organization holds restricting event registration, facility reservations, or participation privileges.

   The University reserves the right to maintain accountability measures until all assigned requirements have been completed.

Violation of Law and University Discipline

1. If a student is cited only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to or demonstrates disregard for the University community and/or its pursuit of university objectives.
2. University disciplinary proceedings may be instituted against a student cited for a violation of a law that is also a violation of this Student Code if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. An individual whose conduct violates a federal, state, or local law, as established by a preponderance of the evidence as outlined herein, need not be criminally charged or convicted for their conduct to be deemed a violation of the Code of Student Conduct.
4. When a student is cited by federal, state, or local authorities for a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding under the student code, however, the University may advise off-campus authorities of the existence of the student code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of the law and in the conditions imposed by courts for the rehabilitation of student violators.

Definitions

A. The term "**University**" means Alabama A&M University
B. The term "**student**" includes anyone admitted to the University and (a) registered for or pursuing undergraduate, graduate, or professional studies or courses at the University, both full-time and part-time, as well as persons attending classes on campus or off-campus; (b) not currently registered or enrolled for a particular term but who has a continuing relationship with the University; or (c) enrolled or participating in a University-sponsored program, including, but not limited to, orientation and study abroad programs.
C. The term "**University official**" includes any person within the University community performing assigned administrative, academic, or professional responsibilities.
D. The term "**member(s) of the University community**" includes any person who is a student, University official, or any other person visiting University property or who is employed by or volunteering services to the University. A person's status in a particular situation shall be determined by the Conduct Administrator.
E. The terms "**University premises**" and "**campus**" include all land, buildings, facilities, and other property owned, leased, possessed, used, or controlled by the University, including University-operated housing, off-campus properties or residential units subject to a university master lease, and adjacent streets and sidewalks.
F. The term "**Conduct Administrator**" means the University official designated by the Vice President for Student Affairs who shall be responsible for the administration and operation of the Code of Student Conduct, including, but not limited to, overseeing the conduct process and appointing a Conduct Body and Chairperson to participate in conduct hearings.
G. The term "**Hearing Officer**" means a university official designated by the Conduct Administrator who may, among other things, investigate alleged violations of misconduct, explore, where appropriate, an informal (administrative) resolution of such alleged violations, and present a case before a Conduct Body. Examples include certain members of the University's Office of Student Conduct, Housing and Residential Communities staff, and Title IX Office.
H. The term "**Student Conduct Board**" means members of the University authorized by the Conduct Officer to, among other things, adjudicate hearings based on information provided to determine if a student has violated the Student Code. Members include University faculty, staff, as well as graduate and undergraduate students.
I. The term "**Chairperson**" means a university official authorized on a case-by-case basis by the Conduct Administrator to, among other things, oversee hearings and assess information provided to determine if a student has violated the Student Code. A Chairperson may also be a member of a Conduct Body.
J. The term "**Dangerous Weapon**" is defined to include:
    1. Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, airsoft ammunition, or other projectile, whether loaded or unloaded, including devices powered by CO_2.
    2. Any explosive device, including fireworks.
    3. Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.
K. The term "**Firearm**" means a pistol, handgun, rifle, or shotgun and any ammunition.
L. The term "**shall**" is used in the imperative sense (i.e. essential, necessary).
M. The term "**may**" is used in the permissive sense (i.e. accommodating).
N. The term "**policy**" is defined as any published or existing policies, rules, requirements, or regulations of the University.

O. The term "**preponderance of the evidence**" is the standard of proof employed in the Student Code process to determine if a student is responsible for violating the Code. This standard is satisfied if there is sufficient information to conclude that it is more likely than not that the alleged Code violation occurred.

P. The term "**Charged Student/Student Organization**" is the student/student organization that has allegedly violated the Student Code of Conduct. There may be more than one charged student/student organization if they were all involved in the same incident.

It is the responsibility of this student/student organization to:

- Prepare his or her own/organization defense.
- Bring in relevant information or witnesses.
- Submit any documentation they wish for the panel to consider.
- Question/Respond to (in writing) the statements/allegations of the complainant.
- Submit a written appeal, if desired.

Q. The term "**Complainant**" is the person who has brought about the conduct referral to report an alleged violation. Examples include, but are not limited to resident assistants, campus police, faculty members, students, and community members.

It is the responsibility of this person to:

- Submit a written referral, outlining the alleged violation.
- Bring any relevant information or witnesses to the hearing.
- Question/Respond to (in writing, if not present at the hearing) the statements/allegations of the charged student/student organization and any witnesses brought to the hearing.

A complainant may not always be at a hearing (e.g. gender-based harassment, sexual harassment, sexual misconduct, sexual assault) and in his/her absence the Conduct Board is to use the information found in the written referral and from any investigations to make a decision.

R. The term "**Respondent**" is the person who has been accused of an alleged violation. It is the responsibility of this person to:

- Provide any supporting evidence/witnesses that may counter the allegation(s) and prove innocence/or not being responsible.
- Question/Respond to (in writing, if not present at the hearing) the statements/allegations of the complainant and any witnesses brought to the hearing.

S. The term "**witness**" means any person with a first-hand account of the incident (i.e. present during the incident) that provides testimony, evidence or facts in a hearing.

T. The term "**Advisor**" is anyone that the student /student organization chooses (examples include parents, friends, faculty members, etc.) so long as that person is not planning to serve as a witness during the hearing). The charged student(s)/student organization and complainants are allowed to bring two (2) persons into the hearing as an advisor. It is the responsibility of the advisor to:

- Allow his/her advisee to state his/her own case. An advisor may NOT speak on behalf of his/her advisee. If the advisor ignores these rules, the Conduct Board chair will warn him/her, and if the behavior persists, the advisor will be asked to leave the room.
- Request a brief recess to confer with his/her advisee if necessary.

Not all students/student organizations will have an advisor; however, when an advisor is present, it is the duty of the Conduct Board chair to clearly explain the role of the advisor and monitor behaviors if necessary.

Groups and Organizations

Groups of students and registered student organizations (RSOs) are expected to comply with all University policies - including the Student Code of Conduct - and all additional policies for organizations, as documented in the RSO Handbook. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible is ultimately determined by examining all the circumstances of a situation, and the case can be handled collaboratively between the Office of Student Leadership and Engagement and Leadership Development and the Office of Student Conduct and Community Standards. Adjudicators will consider factors that include but are not limited to, whether the actions:

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

Or whether:

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

Risk Management

Alabama A&M University is committed to fostering a safe, inclusive, and supportive environment for all members of its community. To uphold this commitment, the University maintains a proactive approach to risk management that includes identifying, assessing, and mitigating risks that could impact the health, safety, reputation, or operations of the institution and its stakeholders.

All students are expected to engage in behaviors that promote personal and community responsibility, consistent with university policies, state and federal laws, and the University's values. Risk management at Alabama A&M involves shared responsibility—students, faculty, and staff must work together to ensure safe participation in academic, residential, recreational, and organizational activities.

The University reserves the right to take appropriate action in response to any activity or behavior that poses a significant risk to individuals or the campus community. This includes but is not limited to violations of safety protocols, misconduct during university-sponsored events, misuse of university property, hazing, and failure to follow policies designed to protect public health and welfare.

By enrolling at Alabama A&M University, students acknowledge and accept their role in supporting a culture of safety and accountability. All students are encouraged to report potential risks or unsafe behaviors to appropriate university officials, including the Office of Student Conduct and Community Standards, Student Activities and Leadership Development, or Campus Police.

This policy is a foundational part of Alabama A&M's Code of Conduct and applies to all students, both on and off campus, during the entirety of their enrollment.

Conduct Provisions

1. *Individual and group*. The student code of conduct applies to both individual students and RSO activities. All organizations must comply with all applicable university policies as well as federal, state, and local laws.
2. *Alcohol and illegal drugs/controlled substances*. All RSOs must comply with applicable laws and university policies related to alcohol, drugs, and other controlled substances when hosting events. No person may possess, use, provide, distribute, sell and/or manufacture alcohol, illegal drugs or other controlled substances while on university-owned or operated premises or at any activity or event sponsored or endorsed by the organization(s).
3. *Hazing.* Alabama A&M University expressly prohibits hazing both on-campus, off-campus, and in all facets of the educational programs of AAMU. All RSOs must comply with the applicable laws and university policies regarding hazing.
4. *Non-discrimination*. No RSO shall willfully harass, discriminate against, or interfere with the activities or legitimate rights of any person in a way that deprives that person of due consideration as an individual. RSOs are expressly prohibited from discrimination on the basis of age, ethnicity, gender, disability, color, national origin, religion, sexual orientation or veteran status, and other factors.

Disciplinary Record Retention

Disciplinary sanctions, except for University expulsion, shall not be made part of the student's permanent academic record (official transcript), but shall become part of the student's confidential disciplinary record, subject to the Family Educational Rights and Privacy Act (FERPA).

Pending cases will be retained as long as is administratively necessary as determined by the University Conduct Administrator, or the Associate Vice President for Student Affairs. Cases involving expulsion or suspension will be retained indefinitely. Other student conduct files will be retained for five (5) years following the incident or until the student leaves the university, whichever is longer. If a student under the age of twenty-one (21) is found responsible for a violation of university policy involving alcohol and/or other drugs or the weapons policy, the University may notify the student's parent(s) or guardian(s).

Violations of the Code of Student Conduct are not noted on a student's academic transcript. If a student is expelled or suspended from the university, a letter shall be attached to the student's academic transcript. This action shall be taken to notify other schools or prospective employers that the student is not presently in good standing with the university. In cases of suspension, a student, upon eligibility to return to Alabama A&M University, may request that the letter be removed. This request must be submitted in writing to Student Conduct who will notify the Registrar.

Conduct Verification

Students and alumni who are applying to academic institutions or for employment which requires a disclosure of prior conduct information are encouraged to honestly answer the questions that are posed regarding conduct history. If you are unsure of your prior conduct history, please submit an e-mail with your name and ID to conductofficer@aamu.edu.

Please note that the Office of Student Conduct and Community Standards does not release prior conduct information over the phone, as we are unable to verify the identity of the caller.

Any document requiring academic and conduct verification can be dropped off, e-mailed or mailed to the Office of Student Conduct and Community Standards and it will be forwarded to the Registrar's Office for academic verification.

Any document requiring only conduct verification can be e-mailed (conductofficer@aamu.edu) or dropped off directly to the Office of Student Conduct and Community Standards located in Patton Hall 100.

Please make sure that you have completed the following items:

- Signed and dated the student authorization section of the form.
- If you are not providing a stamped envelope, please leave your phone number or e-mail address so that you can be contacted when the form is ready for pick up at the Office of Student Conduct and Community Standards.
- Take any document requiring a character/personal reference to a professor or Dean's office for completion of an evaluation. Please make sure that they leave any sections related to dates of attendance or academic or disciplinary standing blank. The Registrar and/or Office of Student Conduct and Community Standards are the only AAMU officials who can verify that information.

The disciplinary/conduct record verification process usually takes 7-10 business days. Please allow more time during holiday break periods and application deadline windows when a large number of forms are received.

For questions or more information regarding conduct verification, please email the Office of Student Conduct and Community Standards at conductofficer@aamu.edu.

Disciplinary Record Removal

Twelve months after completion of any imposed sanction(s), a student may request in writing to the Office of Student Conduct and Community Standards that a minor conduct violation be removed from their student disciplinary file.

In the written request, the student should include what they have learned from the incident, how their behavior has changed since the incident and any steps taken to address the behavior. Generally, removal is not available if the student's record includes more than one violation of the Code of Student Conduct; sanction(s) that were not completed by the required deadline; an incident resulting in personal injury, property damage, providing alcohol to minors, possession and/or distribution of drugs; violation of the weapons policy; sexual misconduct, discrimination or harassment; criminal behavior; or suspension/expulsion. All removal decisions shall be made at the sole discretion of the University Conduct Administrator.

The Office of Student Conduct and Community Standards will attempt to avoid releasing a removed violation pursuant to proper third-party requests, but will, when it deems necessary, explain the removal

process in response to third-party requests. If a removed violation is disclosed, as required by law or otherwise, it will be done in the sole discretion of the Office of Student Conduct and Community Standards and will include an explanation that the violation has been removed from the student's disciplinary record pursuant to this provision.

In addition, reports and/or other correspondence maintained by other university departments, local and/or campus police, or another reporting agency are not subject to this removal provision. Moreover, the Office of Student Conduct and Community Standards or other university departments will not be affected by this process.

Proscribed Conduct

Any student found to have committed one or more of the following acts of misconduct is subject to the disciplinary sanctions outlined under the section titled ***Sanctions***.

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

1.05 ACADEMIC MISCONDUCT. All forms of academic wrongdoing, including, but not limited to, cheating, plagiarism, bribery, misrepresentation, or any immoral behavior that will harm, damage or endanger any person or property, or hinder academic continuance.

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

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

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

1.25 ALCOHOL, DRUG, OR OTHER SUBSTANCE INTOXICATION. Appearing in a public or communal area of university premises while impaired by alcohol, an illegal drug, controlled substance, inhalant, chemical compound, or other intoxicating substance is prohibited. Conduct action may be taken based on observable impairment, possession, use, admission, witness information, physical evidence, or other reliable information.

Note: Any student found responsible for violating 1.20 or 1.25 may be subject to a fine, educational sanctions, and disciplinary probation. Aggravating factors, such as the presence of a weapon, threats, or a fight, may result in a $500 fine and suspension from the university.

Students who are complicit may be subject to a fine, housing probation, and/or additional disciplinary action from the university.

Parent notification may also be made if the student is under the age of 21.

1.30 ANIMALS - UNAUTHORIZED. Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, tropical fish in an aquarium/bowl, etc.), in buildings, student residences, classrooms, offices, and other public areas on the university premises - except with written permission from the Office of Accommodations and Accessibility Services - is prohibited.

1.35 ARSON/FIRE SETTING. The malicious, fraudulent, and/or intentional burning of property on the university premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. This includes any person who is party to or aids, counsels or procures the burning or destruction of any state supported school building. Willfully starting a fire in university buildings or on university property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the Vice President for Student Affairs or designee is prohibited. Compliance with local and state fire codes must be assured and verified.

1.40 ASSAULT. The intentional cause of physical injury or serious physical injury to another person by means of hands, feet, and any other body part or deadly weapon/dangerous instrument.

Examples of violations regarding Assault include but are not limited to:

- Inflicting bodily harm upon any person.
- Taking any action for the purpose of inflicting harm upon any person.
- Threatened use of force upon any person.
- Subjecting another person to unwanted physical contact.
- Slapping, kicking, shoving, or otherwise striking another person.

Any student found responsible for violating this policy will be subject to a $500 fine, educational sanctions, and suspension from the University. Aggravating factors, such as the presence of a weapon, drugs, alcohol or injuries resulting in a hospitalization, will result in a $1000 fine, permanent loss of housing, and immediate expulsion from the university.

Students who are complicit will be subject to a $250 fine, housing probation, and/or additional disciplinary action from the university.

Parent notification may also be made depending on the severity of the act.

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

1.50 BULLYING/INTIMIDATION/MENACING. The harassment, degradation, threat or intimidation of another. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on the University premises. In general, physical contact is not required.

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

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

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

Note: Any student found responsible for violating this policy may be subject to a fine, restitution of the fair market value of the damaged property, educational sanctions, and additional sanctions.

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

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

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

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

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

The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a

student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University is prohibited.

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

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

Students are responsible for the conduct of their guests. Permitting guests to engage in disruptive or disorderly behavior on campus may result in disciplinary measures, including fines, housing probation, and/or other appropriate sanctions imposed by the university.

Any student determined to have violated this policy will be subject to financial penalties, educational sanctions, and disciplinary probation. In cases involving aggravating factors such as the possession of a weapon, threats, or involvement in a physical altercation, additional consequences may include a fine of $500, permanent loss of housing privileges, and immediate suspension or expulsion from the university.

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

1.90 DRUGS, INHALANTS, OTHER INTOXICATING SUBSTANCES, AND PARAPHERNALIA: The unauthorized possession, use, consumption, inhalation, ingestion, manufacture, purchase, sale, distribution, delivery, or transfer of any illegal drug, controlled substance, prescription medication, inhalant, chemical compound, or other substance used or intended to produce intoxication, impairment, euphoria, disorientation, or an altered mental state is prohibited.

This prohibition applies regardless of whether the substance is commonly available as a household, commercial, automotive, culinary, medical, or industrial product when the substance is possessed or used for the purpose of intoxication or impairment.

Prohibited conduct includes assisting, facilitating, encouraging, or knowingly remaining present during the unauthorized use or distribution of these substances.

INHALANTS AND CHEMICAL INTOXICANTS. Students may not intentionally inhale, ingest, use, possess, provide, distribute, or sell nitrous oxide, alkyl nitrites, volatile solvents, aerosol propellants, gases, glues, fuels, paints, cleaning products, dust-removal products, or any other chemical compound for the purpose of becoming intoxicated, impaired, euphoric, disoriented, or otherwise altering their mental or physical state.

Prohibited inhalants include, but are not limited to, substances commonly known as “whippets,” “laughing gas,” “Galaxy Gas,” “poppers,” “snappers,” or similar products.

Consistent with Ala. Code § 13A-12-360, prohibited substances include compounds containing butyl nitrite, isobutyl nitrite, secondary butyl nitrite, tertiary butyl nitrite, nitrous oxide, or amyl nitrite. Unlawful possession or use may also be referred to law enforcement.

PARAPHERNALIA is strictly prohibited at the University. Paraphernalia is defined as all equipment, products, and materials, of any kind, used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with, injecting, ingesting, inhaling, or otherwise introducing an illegal drug, controlled substance, inhalant, chemical intoxicant, or other prohibited substance into the body.

Examples include:

- Balloons
- Masks, bags, tubes, and modified dispensers
- Whipped-cream chargers and crackers
- Nitrous-oxide tanks or canisters
- Aerosol cans possessed or modified for inhalation
- Rags or cloths containing inhalant residue
- Devices used to transfer, concentrate, or inhale gases or chemical vapors

The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the university and/ or at events and activities sponsored by the university, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, hookah, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

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

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

Note: Any student found responsible for violating this policy will be subject to a fine, educational sanctions, and disciplinary probation. Aggravating factors, such as a weapon, threats, or a fight, will result in a $500 fine, permanent loss of housing, and immediate suspension from the university.

Students who are complicit may be subject to a fine, housing probation, and/or additional disciplinary action from the university.

Parent notification can be made for violations of this policy.

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

This includes direct disobedience of a lawful order of a university official, as well as failure to evacuate

a building during a fire alarm, drill, or when otherwise so ordered by a university official, fire department staff, or local law official.

2.00 FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, documents and records belonging to another, or third-party documents and records, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and fraudulently issuing worthless checks to the University. Lying, knowingly furnishing false information to the University or its officials, and other forms of dishonesty in university-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any University document or service.

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

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

2.15 HARASSMENT (VERBAL, PHYSICAL, AND/OR ELECTRONIC). Unwelcome conduct directed toward an individual or group that is severe, persistent, or pervasive enough to cause a reasonable person to experience fear, intimidation, humiliation, or substantial emotional distress, or that unreasonably interferes with participation in university programs, activities, employment, or campus life.

Harassment may occur in person, in writing, through electronic communications or social media, or by any other means. Prohibited conduct may include, but is not limited to:

- Abusive, degrading, insulting, or taunting language;
- Threats or conduct intended to provoke a violent response;
- Repeated unwanted communications or contact;
- Derogatory, racist, sexist, or otherwise demeaning comments or gestures;
- Pushing, shoving, striking, kicking, or other unwanted physical contact; and
- Conduct that reasonably causes another person to fear for their safety or well-being.

This policy applies to conduct occurring on university-owned or controlled property, at university-sponsored or supervised programs and events, and off campus or online when the conduct has a substantial connection to the University or materially disrupts the University community.

Physical violence and fighting are strictly prohibited and may constitute separate violations of the Code of Conduct. When such conduct occurs in connection with harassment, it may be considered an aggravating factor when determining appropriate outcomes.

Note: Any student found responsible for violating this policy may be subject to a fine, educational sanctions, and suspension from the university. Aggravating factors, such as a weapon, threats, or a fight, will result in a $500 fine, permanent loss of housing, and immediate expulsion from the university.

2.16 HATE-MOTIVATED OFFENSE – Actions of violence, harassment, abuse and/or discrimination based on age, race, gender, ethnicity, sexual orientation, religion, or disability.

2.20 HAZING. Any action taken or situation of intimidation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school's rules. Activities considered to be hazing include two elements: (1) Coercion, either overt or covert, and (2) Production of physical or mental discomfort, in either the participant(s) or spectators. It is strictly prohibited for a person or organization to, during another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.

2.25 HEALTH AND SAFETY VIOLATION. Engaging in conduct that creates or could reasonably create a risk of injury, illness, poisoning, cardiac arrest, asphyxiation, fire, explosion, or other harm to any member of the University community. Prohibited conduct includes, but is not limited to:

- Intentionally releasing, spraying, concentrating, or inhaling chemical fumes, aerosols, gases, or vapors;
- Propping open or otherwise compromising secured residence hall doors;
- Throwing objects from windows, balconies, or other elevated areas;
- Failing to maintain a room or shared space in a safe, sanitary, and reasonably clean condition, as defined by the University; and
- Possessing or using prohibited hazardous items, including flammable liquids, fireworks, weapons, illegal or controlled substances, unauthorized cooking appliances, open flames, candles, or incense burners.

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

2.35 IDENTITY DISCLOSURE/IDENTITY THEFT. Failure to carry a valid University student identification card (when possession is in reason) while on the University property or failure to present it to a University official, including housing and residence hall staff, police officers, administration, and staff members upon request.

Presenting a false name or other identification, including false or invalid ID card, to a university official, while in the performance of their duties is prohibited.

Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card or personal identifying information, without the consent of said owner, for the purpose of misrepresenting oneself to obtain any benefits, credit, goods, services or other items of value in the name of said owner.

2.36 INTIMATE PARTNER, DATING OR DOMESTIC VIOLENCE (dating violence, domestic violence, or relationship violence). Any behavior within a current or previous romantic or intimate

relationship that causes physical, psychological or sexual harm to those in the relationship, including acts of physical aggression, sexual coercion, psychological abuse, and controlling behaviors.

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

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

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

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

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

2.61 OBSTRUCTION OF UNIVERSITY ACTIVITIES. – the act of preventing or prohibiting teaching, research, administration, disciplinary procedures, or other University activities.

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

2.70 RAPE. Penetration, no matter how slight, with any body part or object, or oral penetration by a sex organ of another person OR forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University without consent of the victim; OR when the sexual penetration is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

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

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

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

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

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

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

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

3.10 STALKING. A course of conduct, whether electronic or physical, directed at a specific person that would cause a reasonable person to (1) fear for their safety or the safety of others OR (2) suffer substantial emotional stress. This conduct includes, but is not limited to, electronic communication, third party communication and/or an individual's behaviors.

3.11 TERRORIST BEHAVIOR. The use, or threat of use, of violence by groups or individuals to achieve political change, and in doing so, targeting non-combatant civilians as its immediate victims. Terrorist ideologies tend to provide a set of beliefs that justify and mandate certain violent behaviors.

3.15 THEFT/MISAPPROPRIATION. Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency institution, or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's

credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of university furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen.

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

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

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

Note: Students found in violation of the Criminal Code by local, state or federal law enforcement will receive an automatic sanction(s) based on the severity of the violation(s).

3.31 VIOLATION OF PRIVACY. To produce live streaming video/audio footage, audio recordings, video recordings, or photographs of any individual in a location where the person has a realistic expectancy of privacy and without the individual's awareness, knowledge or expressed consent.

3.35 WEAPONS/FIREARMS. The use, storage, possession, consumption, or display of weapons, firearms, self-defense devices, or explosives is strictly prohibited on the premises of the University. Weapons include, but are not limited to the following: mace, pepper spray, rifles, shotguns, Tasers, stun guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit does not constitute authorization. When course content and classroom assignments require the use of such items, the President or designee, the Provost or designee, Vice President for Student Affairs and Enrollment Management or designee, and the University Police Department should give prior written approval.

Note: Students found in violation of the weapons/firearms policy risk immediate suspension or expulsion from the University.

Students must use their assigned Alabama A&M University student e-mail account, to receive all University correspondence, including information pertaining to student conduct violations.
In addition to the sanctions listed below, a student may be assigned educational sanctions, which may include community or campus service or counseling, be assigned a research assignment, reflection paper, and/or be required to attend workshops/seminars. The Conduct Coordinator(s) reserves the right to assign educational sanctions based on the needs of the student who has violated the Student Code of Conduct.

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

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

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

Rights of Victims

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

- To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the Code of Conduct, resulting in an administrative or conduct board hearing.
- To have a person(s) of their choice accompany them throughout the conduct process.
- To submit a victim impact statement to the Associate Vice President for Student Affairs or designee prior to a sanction being imposed.

Student Conduct Process Terms and Communication Expectations

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

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

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

Appeal Decision Letter: Written notification of the appeal decision.

Communication: Correspondence from Student Conduct will be delivered to the assigned Alabama A&M University's student e-mail account. Therefore, students are expected to check their student e-mail account daily.

If the student fails to open their email notification, the same correspondence received electronically will be printed and delivered to the respective residence hall for residential students and will be mailed via

USPS or delivered by the University Police Department (within the Huntsville Metro or Madison County Area for non-residential students.

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

1. That he/she must attend a virtual meeting with the Conduct Coordinator, typically within three business days (72 hours) of receiving written or email notification, to discuss his/her involvement in an alleged Student Code of Conduct violation(s).
2. The specific violation(s) and, in some instances, the recommended sanction(s) if found to be in violation of the Student Code of Conduct.

Failure to attend the virtual meeting with the Associate Vice President for Student Affairs or designee after being properly notified will result in the student, student group/organization being charged with "Failure to Comply" and/or "Contempt of Hearing."

Hearing Procedures

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

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

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

Associate Vice President for Student Affairs or designee. **Note**: The accused/complainant may not communicate or reach out to any member of the Conduct Board concerning the pending outcome or decision of the hearing.

Note: Students participating in the conduct process must abide by the University dress code at all conduct proceedings. Failure to abide by the University dress code will result in a recess of the Conduct proceeding until such time the Associate Vice President for Student Affairs or designee sees fit.

The accused student, student group, or student organization may be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing, except for providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the Associate Vice President for Student Affairs or designee in writing of their name at least 48-hours prior to the hearing.

Violation of Residence Hall Regulations

The Residence Hall Director of the appropriate residence hall will handle violations of residence hall regulations. Based upon the nature of the alleged violations and the past conduct of the accused, the Associate Director of Residential Life shall determine if the Residence Hall Director option is appropriate. The student has the right, outside of Hall Director adjudication, to request a meeting with the Associate Director of Residential Life and Housing. If the Hall Director option is deemed appropriate, it will be administered as follows:

1. **Notification of Alleged Violation:** The accused student will be notified in writing of the alleged violation, the circumstances surrounding the incident, and their rights under the conduct system.
2. **Hall Director Conference:** The student will meet with the Residence Hall Director to discuss the violation and potential outcomes. Sanctions may be issued based on the findings of this meeting.
3. **Internal Residential Appeals Process:** A student who wishes to appeal against the outcome of the Hall Director's decision may submit a written appeal within five (5) business days of receiving the decision. Appeals should be based on one or more of the following:

   Appeals must be submitted to the Associate Director of Residential Life and Housing. The Associate Director will review the case materials, including the student's appeal statement and the original documentation, and may consult with the Hall Director as needed. A decision will be issued within seven (7) business days of receipt.

   The decision of the Associate Director is final for residential-level conduct matters not referred to the University Conduct Officer or Board. Should the case escalate beyond the Residential Life process (e.g., repeat offenses, serious infractions), further appeals may be handled in accordance with the University's formal conduct process.

   - Procedural error that significantly impacted the outcome
   - New evidence unavailable at the time of the original meeting
   - Disproportionate sanction relative to the violation

4. **Referral to the University Conduct Officer:** When allegations of individual misconduct are referred to the University Conduct Officer, the student will be scheduled for a conduct conference. If the student wishes to waive their right to a hearing before the Conduct Board and have the case determined administratively, they may request the University Conduct Officer to assume jurisdiction.

   If jurisdiction is accepted, and a violation is determined, the University Conduct Officer may impose an appropriate penalty. Once a student has been informed of their rights and voluntarily waived, in writing, their right to a hearing before the board, the action of the University Conduct Officer shall be final, except in cases of indefinite suspension or permanent dismissal. Such cases may be appealed to the University Appeals Officer.

   A case may be referred to the University Conduct Officer when:

   - The alleged violation is severe in nature (e.g., threats to health or safety, harassment, possession of weapons or illegal substances).
   - The student has a repeated pattern of misconduct or has previously violated residence hall regulations.
   - The Hall Director determines the case exceeds the scope of residential adjudication.
   - The student elects to bypass the Residence Life process and requests a formal conduct hearing.
   - The appeal results in new information that elevates the case beyond departmental resolution.

If the matter is not resolved during the conduct conference, the University Conduct Officer shall refer the case to the Conduct Board.

Conduct Board

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

- Ten (10) students (recommended by Faculty/Staff);
- Eight (8) faculty members (recommended and/or appointed by the Provost, Cabinet Member or designee); AND
- Eight (8) staff members (recommended and/or appointed by a Cabinet Member or designee).

Note: There may be up to six (6) Alternates who are not used on a regular basis, due to their schedules, but may fill in during emergencies.

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

Operation of the Conduct Board

All 26 members of the Conduct Board will receive formal training on the conduct process before being allowed to hear a case. From the 26 members, a minimum of six (6) will be chosen to hear a case, two staff members, two faculty members, and two students. Selection of members to hear cases will be based on 1) rotation, 2) potential conflict of interest, and 3) availability. A representative from each constituency must be present to hear the case. A majority vote by the Conduct Board is necessary to decide upon a case.

There are certain times of the year and certain circumstances that may remove the option of the Conduct Board. During this time, cases will be adjudicated by the Associate Vice President for Student Affairs, designee and/or a short conduct board. A short conduct board is comprised of one faculty member, one staff member, one student member, and a presiding chair. In the event a student is unable to serve on the short board, a faculty or staff member will hold the third board position.

The option of a Conduct Board hearing may be removed:

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

Student Conduct Hearing Procedures

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

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

1. A statement of the rule or policy allegedly violated.
2. A summary of facts in support of the charges/allegations.
3. A notice of the date, time, and place of the preliminary hearing is sent at least three business days prior to the hearing.

The written charges shall be served upon the student via email to the student's Alabama A&M University email account.

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

Conduct Terms and Definitions

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

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

Following a fully served suspension period, a student who wishes to re-enter the University must make a written request to be readmitted to the University. The student must present a typed letter to the Associate Vice President for Student Affairs no later than (30 days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if it is the semester during which the student wishes to return to the University. The Associate Vice President for Student Affairs or designee will review the file of the student and determine the student's eligibility to return to the University following a suspension period. Although a student has served the specified amount of a suspension period, it is left to the Associate Vice President for Student Affairs or designee discretion whether to allow re-admittance. The types of suspension are as follows: Suspension, Interim Suspension, and Indefinite Suspension. They are defined below:

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

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

Interim Suspension: When a student has an Interim Suspension that student may not be allowed on any AAMU property without approval from the Associate Vice President for Student Affairs or University Police Department. A Trespass Notice can be subject to specific areas of campus or different campus events. It is issued to the student at first contact with Campus Police, and a copy is sent to the Office of Student Conduct and Community Standards.

Disciplinary Probation: Issued when a student's conduct is in violation of Alabama A&M University Code of Conduct and Community Standards but is not sufficiently serious to warrant expulsion or suspension. A student on disciplinary probation shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student rules. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. If there is a finding of responsibility for subsequent violations of the Community Standards or a failure to comply with established terms of Disciplinary Probation during this period, Disciplinary Probation may be expanded to include the following:

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

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

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

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

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

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

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

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

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

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

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

NOTE: ANY SANCTION(S) NOT COMPLETED BY THE END OF THE SEMESTER IN WHICH IT IS ASSIGNED WILL RESULT IN A CONDUCT FINE.

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

Appeals Process

A student, student group, or student organization may submit an appeal to the University Appeals Officer within 48 hours after the decision of the administrative or conduct committee hearing is reached. A decision may be appealed for one or more of the following reasons:

1) **Failure to adhere to guidelines as outlined in the Code of Student Conduct:** To determine whether the hearing was conducted fairly considering the charges and information presented, and in conformity with prescribed procedures.
2) **Severity of the conduct outcome(s):** To determine whether conduct outcome(s) imposed were appropriate for the violation of the Code of Student Conduct for which the charged party was found responsible.
3) **Information not available at the time of the original hearing:** To determine whether new information which would influence or alter the decision of the hearing became available. For new information to be considered, such information and/or facts were not known, or could not have been known, to the person appealing at the time of the original hearing.

Filing an Appeal

All appeals must be submitted in writing, via the Student Conduct Appeal Form, to the University Appeals Officer within 48 hours after the student, student group, or student organization has received notification of a decision rendered in their case. The appeal request must state the specific grounds (new evidence and/or the Conduct Board failed to follow proper hearing procedures) on which the student, student group, or student organization should be granted an appeal.

The appeal request must also be clear and specific, as the University Appeals Officer may decide whether to grant an appeal based solely on the written request of the student.

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

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

The decision of the University Appeals Officer to grant an appeal is final. It is, therefore, imperative that the student abides by the stipulations of his/her sanction.

SEXUAL MISCONDUCT & TITLE IX

Sex-based harassment is a violation of Title VII of the Civil Rights Act of 1964 and is illegal, sex-based discrimination under Title IX of the Education Amendments Act of 1972. It is against the policy of AAMU for any person (faculty, administrator, staff member, or student), male or female, to engage in sex-based harassment or sex discrimination of another person (faculty, administrator, staff member, or student).

All personnel including faculty, administrators, staff members, and students will be expected to comply with the policy and respond appropriately to ensure that sex-based offenses do not occur.

For the purposes of communicating a clear and concise policy, we define sexual assault, sex discrimination and sex-based harassment as the following:

Sexual Assault

- actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: Intentional touching of another person's intimate parts without that person's consent; or
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Sex Discrimination: any type of behaviors and actions that deny or limit a person's ability to benefit form, and/or fully participate in, the educational programs or activities or employment opportunities based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Sex-based harassment: a form of sex discrimination and means sexual harassment and other harassment based on sex, that is:

- **Hostile environment harassment**
  Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the recipient’s education program or activity (i.e., creates a hostile

environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

i. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
ii. The type, frequency, and duration of the conduct;
iii. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
iv. The location of the conduct and the context in which the conduct occurred; and
v. Other sex-based harassment in the recipient's education program or activity; or

- **Quid pro quo harassment**
An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

- **Specific offenses**

i. *Sexual assault* meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
ii. *Dating violence* meaning violence committed by a person:
    1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
        a. The length of the relationship;
        b. The type of relationship; and
        c. The frequency of interaction between the persons involved in the *relationship;*
iii. *Domestic violence* meaning felony or misdemeanor crimes of violence committed by a person who:
    1. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
    2. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    3. Shares a child in common with the victim; or
    4. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
iv. *Stalking* meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    1. Fear for the person's safety or the safety of others; or
    2. Suffer substantial emotional distress.

Sexual Exploitation: occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g. Video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Unwelcome Conduct: Conduct is considered "unwelcome" if an individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening.

Reporting

AAMU encourages students who have experienced any form of sexual misconduct to report the incident promptly, to seek all available assistance, to pursue Code of Conduct charges, and where appropriate, to pursue criminal prosecution of the offender. AAMU takes complaints very seriously and will work with complaining parties to ensure their safety and remedy the situation. Chairperson, Deans, Department Heads, and Supervisors have a duty to identify and report discriminatory behaviors. Employees and people with responsibility for supervising or ensuring the safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory behaviors observed or reported to them.

Take any immediate action necessary to ensure your safety and physical well-being are addressed first; and, if warranted, seek immediate medical attention at an area hospital.

There are four effective ways to report Sexual Misconduct:

1. **Safe Space**
2. **Maxient Report Form**
3. **Contact the University Police Department at 256-372-5555 or email public.safety@aamu.edu**
4. **Contact the Deputy Title IX Coordinator for Students at 256-372-4499 or email titleix@aamu.edu.**

OTHER POLICIES

Anti-Hazing Policy

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

Obvious examples of hazing include but are not limited to:

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

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

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

Hate-Free Policy: Alabama A & M University is committed to fostering ethical and moral values that are consistent with its mission. Among the central values of the University is the inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When views conflict, it is the obligation of members of the community to respect other perspectives.

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

Members of the AAMU community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including Office

of Student Affairs, Office of Student Conduct and Community Standards, Residence Life, and Public Safety. Reporting hate-motivated offenses does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. A formal complaint must be documented.

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

Technology Resources Policy

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

Violations of responsible use of university computing and electronic communication resources include, but are not limited to the following:

1. **Prohibited Behavior**: Storing, transmitting or printing any of the following types of Electronic Communications on the Computer System is prohibited: material that infringes upon the rights of another person; material that is obscene; material that consists of any advertisements for commercial enterprises; material or behaviors that violate the Alabama A&M University Code of Student Conduct or other University Policies or Procedures; or material that may injure someone else and/or lead to a lawsuit or criminal charges.
2. **Identity Fraud**: Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the University's name, network names, or network address spaces.
3. **Privacy Infringement**: Users may not attempt to intercept, monitor, forge, alter or destroy another User's communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of such other User.
4. **Hacking or Spamming**: Users may not use the University Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the University Network or any network that the University connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the University, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information (i.e., non-business-related information) on any computer system, transmitting data or programs likely to result in the loss of an individual's work or result in system downtime, sending "chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.
5. **Harassment**: Harassing others by sending annoying, abusive, profane, threatening, defamatory or offensive messages is prohibited. Users may not distribute or send unlawful communications of any kind, including but not limited to cyberstalking, cyberbullying, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This

provision applies to any electronic communication distributed or sent within the University Network or to other networks while using the University Network.

6. **Use of Pornography**: Intentional access to or dissemination of pornography by University employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved by the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the University Network or to other networks while using the University Network.
7. **Network Security Infringement**: Users may not attempt to bypass network security mechanisms, including those present on the University Network, without the prior express permission of the owner of that system. Unauthorized network scanning (e.g., vulnerabilities, post mapping, etc.) of the University Network is also prohibited. For permission to perform network scans, users must receive prior approval by calling 372-HELP (4357) and submitting a ticket to the Information Security Office.
8. **Unauthorized use of data**: Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at: http://www.copyright.gov/legislation/dmca.pdf and the Copyright Act at: http://www.copyright.gov/title17/.
9. **Non-University Business/Commercial Use**: Users may not use the University Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-University organizations, unlawful activities, or uses that violate other University policies.
10. **Illegal access or connection to the University Network**: Users may not extend or share with the public or other users the University Network beyond what has been configured accordingly by Information Technology Services. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the University Network without advance notice to and consultation with Information Technology Services.
11. **Destruction, Sabotage**: Intentionally destroying anything stored on the Computer System. Deliberately performing any act that will seriously impact the operation of the Computer System. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer or peripheral.
12. **E-Mail Forgery**: Forging E-Mail, including concealment of the sender's identity, is prohibited.
13. **Program/Software Theft**: Unless specifically authorized, copying computer program(s) from the Computer System or from university purchased media for personal use is prohibited.
14. **Violation of Laws or Ordinances**: Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.
15. **Recreational Use**: Recreational use of the Computer System that interferes with the ability of other users to complete their work is prohibited. In particular, if you are using a machine in a

Public Computer Lab for recreational purposes, and others are waiting to use a machine for academic purposes, you are expected to give up your seat.

Users should have no expectation of privacy as to any communication on or information stored on the University network or University computers. The University reserves the right to review and/or monitor any transmissions sent or received through the University Network (including e-Mail and voicemail). This includes access without notice, where warranted. Non-intrusive monitoring of campus network traffic occurs routinely, to assure acceptable performance and to identify and resolve problems.

Alabama A&M University reserves the right to act against any person(s) who willfully misuses University-owned technology resources, associated furnishings, and facilities. The University, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

Failure to comply with this Policy and/or regulations promulgated hereunder will be deemed a violation of University Policy and subject to disciplinary action in accordance with the disciplinary guidelines as outlined in the Student, Faculty or Staff Handbook, whichever one is applicable to the individual.

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

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

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

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

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

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

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

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

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

Unauthorized Lithium-Ion Battery Mobility Devices

Possessing, storing, charging, or operating an electric bicycle, scooter, hoverboard, skateboard, unicycle, or other lithium-ion battery-powered personal mobility device inside any University-owned, leased, or

managed building is prohibited. The presence of such a device inside a University facility will be treated as possession of a lithium-ion battery, regardless of whether the device is being charged.

Prohibited devices must be removed immediately and may be removed by the University at the owner's expense. Devices showing signs of overheating, swelling, leaking, off-gassing, or other damage must be reported immediately to the University Police Department.

This policy does not apply to approved mobility devices used for a disability or devices used in authorized and supervised University research.

Alcohol Policy

Alabama A&M University is subject to the laws of the State of Alabama and maintains an alcohol-free campus. The consumption, purchase, possession, transportation, distribution, or sale of alcoholic beverages by students on university-owned or controlled property or at university-sponsored activities is prohibited, regardless of age. It is also unlawful to knowingly provide alcoholic beverages to anyone under the legal drinking age of 21.

Students are expected to comply with applicable laws and University policies and to accept responsibility for their conduct both on and off campus when that conduct falls within the University's jurisdiction. Students found responsible for violating the University's alcohol policy may be assigned behavioral statuses, educational outcomes, accountability actions, or separation actions, including completion of an alcohol education program or substance-use assessment.

The University also maintains the following regulations regarding alcohol:

1. The advertising, promotion, possession, consumption, distribution, and sale of alcohol on university-owned or controlled property or at university-sponsored activities are prohibited.
2. Individual students and student organizations are responsible for their conduct, the conduct of their guests, and promoting compliance with Alabama law and University policy.
3. University faculty and staff are expected to promote compliance with applicable laws and University policies regarding alcohol. Regardless of any prior approval, the University may modify or withdraw approval for an event or activity that becomes unsafe, disruptive, or conducive to violations of university policy or law.

Social-event guidelines for registered student organizations are available through the Office of Student Leadership and Engagement.

Drug Use and Abuse Policy

Students may not possess, use, inhale, ingest, manufacture, purchase, sell, distribute, or misuse illegal drugs, controlled substances, prescription medications, inhalants, or other substances for the purpose of becoming intoxicated or impaired.

Prohibited substances include marijuana, unauthorized prescription drugs, nitrous oxide, aerosol products, chemical fumes, "whippets," "Galaxy Gas," "poppers," and similar products. Misusing an otherwise legal household, commercial, or automotive product to get high is also prohibited. Lawful use under a valid prescription or medical or dental order is permitted.

Violations may result in substance-use education or assessment, counseling referrals, conduct probation, housing removal, suspension, or expulsion. Because inhalant use can cause cardiac arrest, suffocation,

serious injury, or death, any suspected exposure or medical emergency should be reported immediately to emergency services.

HIV Policy

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

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

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

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

SERVICE AND SUPPORT ANIMAL POLICY

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

The ADA and FHAct/Section 504 Definition of Service Animals

The Department of Justice (DOJ) amendments to its regulations for Titles II and III of the Americans with Disabilities Act (ADA) limits the definition of a service animal to include dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In addition to the provisions about service dogs, revised ADA regulations have a new, separate provision about **miniature horses** that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 to 100 pounds. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

a) whether the miniature horse is housebroken;
b) whether the miniature horse in under the owner's control;
c) whether the facility can accommodate the miniature horse's type, size, and weight; and
d) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

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

AAMU does not allow any individual to keep more than one service animal for a disability (or identified symptom or effect of a disability) for which the animal is needed.

Registration and Management of Service Animals

The Office of Accommodations and Accessibility Services (OAAS) will determine if an animal meets the criteria of a service animal as defined by the ADA.

Registering a Service Animal on Campus. An individual with a disability should contact the Office of Accommodations and Accessibility Services (OAAS) as soon as he or she is aware of plans to bring a service animal to campus. To register a service animal on campus, the individual with a disability should complete the Support Animal Request Form at least 30 days prior to planned arrival and submit it to the Office of Accommodations and Accessibility Services via Laserfiche. In the event Laserfiche is inoperable for 48 hours or more, submit the request to the Office of Accommodations and Accessibility Services, which is in the Ralph Lee Student Center, Lower Level, by phone: (256) 372-4499 or by email: aamu-aas@aamu.edu.

Under the ADA's public accommodation statue, the university is not to ask about medical documentation, identification cards, or require demonstration of the ability to perform so long as the service animal is confined to the areas of the University that are open to the public. However, as required by university policy, the service animal is required to wear the appropriate harness, backpack, or vest identifying it is a trained service dog. When it is not obvious what service the animal provides, and the animal is within restricted access areas (such as residence halls, employee only, or classrooms), the student **must** provide a letter from a certified clinician which substantiates the answers to the only two questions that can be asked: (1) if the service or support animal is required because of a disability, and (2) what work or task the service or support animal has been trained to perform. The letter must be dated and on letterhead, then submitted to the Office of Accommodations and Accessibility Services. In the event a person is found to falsely claim an animal, please see the Alabama law §24-8A-5. Alabama law §24-8A-5 states: A person commits the offense of misrepresentation of an animal as an assistance animal or service animal if a person intentionally does any of the following:

a) Creates a document that misrepresents an animal as an assistance animal or service animal for use in housing, or

b) Provides a document to another person falsely stating that an animal is an assistance animal or service animal for use in housing, or
c) Fits an animal, which is not an assistance animal or service animal, with a harness, collar, vest, or sign that the pet is an assistance animal or service animal for use in housing.

- Upon a first offense, a violation of subsection (a) shall be subject to a civil penalty of five hundred dollars ($500) or treated as a Class C misdemeanor, and
- Upon a second or subsequent offense, a violation of subsection (a) shall be a Class B misdemeanor.

Procedures and Management of Service Animals

Request Submission Deadlines. Students requesting accommodations for service animals within a housing assignment on university property must notify the Office of Accommodations and Accessibility Services by completing the Support Animal Request form. The request should be completed and submitted no less than 30 days prior to the beginning of the semester in which the animal would be requested. If the request is submitted less than 30 days prior to the housing request, the university may be on a limited ability to grant the request. All supplemental documentation must be submitted with the initial request prior to review and or consideration. No animal should be present on campus or in dormitories prior to approval from the Director of Housing. Once approved, the service animal request is valid for the academic year (Fall and Spring). Approval to have an animal in the residence must be approved each academic year and each summer by submission of request to the Office of Accommodations and Accessibility Services and final approval by the Director of Housing.

Conflicting Medical Conditions. Individuals with medical or psychological conditions affected by service or support animals should contact the Office of Accommodations and Accessibility Services (OAAS) if there is a health or safety concern about exposure to a service animal. The person reporting the concern will be asked to provide medical documentation to OAAS and sign a Release of Information Form to the University Fitness and Recreation Center so that a determination may be made regarding a need for accommodation.

Roommate Notification and Approval. The requesting student will notify and seek approval from roommates via email or other forms of written communication alongside the request of the service animal. The roommate decision should be attached with each annual submission.

Notice of replacement or removal of animal. Students will notify Accommodations and Accessibility Services and Residential Life & Housing if an animal is no longer kept by the student in the residence. To replace an animal, the student must complete a new request with all documentation submitted to the Accommodations and Accessibility Services office. The replacement animal must not be on university property until notice is provided by OAAS and/or the Director of Housing.

Access. Individuals with disabilities may be accompanied by their service animals in all university buildings where members of the public or participants in services, programs or activities are allowed to go. This would include participation in services, programs, or activities, unless it will fundamentally alter the nature of the goods, services, programs, or activities provided by the University or where is prohibited by health laws (i.e., food prep areas, swimming pools, or sterile laboratories, etc.).

Care and Supervision. The student shall always remain responsible for the service animal. At no time is the student permitted to transfer care or supervision to another person. At no time is the University responsible for the care or supervision of the service animal. If the assigned student is not in the physical

presence of the animal, the animal must be within an appropriately sized crate and no longer than a reasonable amount of time. The appropriate amount of time that the animal can be left alone is determined by the Director of Housing whose decision is final. Prior to presence on university property, the animal must be housetrained, and crate trained. Housetrained animals mean the animal can consistently control its waste elimination. Crate trained means the animal can be confined to a closed crate without barking, whining, or whimpering. The crates or equipment required for the animal may not pose a threat to the safety of others. Care equipment may not block evacuation routes in case of emergencies.

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

Service animals **must** be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. To the extent possible, the service animal should be unobtrusive to other students and the learning environment. The student must ensure that the animal does not:

a. Leave the students room accept when accompanied by the student,
b. Display disruptive repeated behaviors such as barking, digging, whimpering,
c. Attack, harass, jump on or at other or their tamper with their personal belongings
d. Bring nose or mouth near food intended for human consumption

AAMU has the authority to exclude an animal temporarily or permanently from the university if the behavior is aggressive or unruly. Upon a single occurrence of unprovoked biting or aggressive behavior, the animal will be required to be removed from the university property. This decision will be approved by authorized personnel or by the Director of Housing.

Animal Health and Vaccination Requirements. The service animal must remain in good health while on university property. AAMU has the authority to exclude an animal temporarily or permanently from the property if the animal is in ill health or is habitually unclean. The student of the service animal **must** show proof that the animal has been treated for pests such as fleas and ticks, as well as vaccinated against rabies as required by the State of Alabama. As such, the animal must wear a valid rabies vaccination tag. It is further recommended by the State of Alabama that the animal has been vaccinated against distemper/adenovirus/parainfluenza/ parvovirus (DAPP). All service animals kept in residence halls **must be sterilized** (spayed, neutered, or other method of sterilization). Students must provide Accommodations and Accessibility Services with veterinarian verification that the animal has been sterilized. No request may be approved without the above-mentioned documentation from your veterinarian on official letterhead.

Waste Disposal Grooming/Upkeep. The student is responsible for cleaning and removing or arranging for the immediate removal of the animal's waste. Feces **must** be disposed of properly and not allowed to be disposed indoors. This includes University common areas and exterior property such as sidewalks etc. At no time are students allowed to maintain grooming (cutting animal hair) or upkeep (bathing) within the residence hall or anywhere on the university property.

University Property Damage and Emergencies. AAMU reserves the right to charge service animal owners and or students for any damage incurred by the animal on any university property.

AAMU is not responsible for any damage caused to the animal because of emergency occurrences such as fire alarms, fire drills, natural disasters, or any other emergency situations.

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

Harassing, Injuring or Causing the Death of a Service Animal

Effective August 1, 2016, it is the policy (Amendment 621 of the Constitution of Alabama of 1901, now appearing as Section 111.05 of the Official Recompilation of the Constitution of Alabama of 1901) of the State of Alabama to recognize the special role and value of service dogs, not only in the lives of those persons who use them, but also in society at large and, to encourage the use of service dogs by persons with disabilities, and to recognize that those persons have a right to use service dogs without any interference with or injury to the service dog. As such, it is unlawful in the State of Alabama and, considered a Class A, B, or C misdemeanor for a person who has received notice and found guilty of his or her behavior as harassing with malice or reckless disregard, and/or caused injury or death to a service dog without legal justification. In such, reports filed with the Office of Public Safety against individuals on the campus of Alabama A&M University will be handled in accordance with the Student Code of Conduct and applicable laws of the State of Alabama.

Exclusions

University exclusion rationale may include:

a) The animal is not able to be controlled, and the student does not effectively alleviate behaviors such as barking in residence halls, theater, or other places that may disrupt or disturb student learning, or animal placing snout or nose on food intended for human consumption.
b) The animal will pose undue financial and administrative hardship on university services or facilities that would fundamentally alter the nature of services or programs.
c) The animal poses a direct threat or would cause substantial damage to the property of others.

Emotional Support Animal Policy

The ADA and FHAct/Section 504 Definition of Emotional Support Animals

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

An emotional support animal is not a pet. It is an animal that aids the benefit of a person with a disability by providing emotional support that alleviates one or more identified symptoms or effects of a person's diagnosed disability. Approval for emotional support animals will be determined by Accommodations and Accessibility Services and require documentation from a physician, psychiatrist, licensed social worker/mental health professional that demonstrates that the animal provides emotional support to alleviate symptoms of the disability and plays a role in the treatment of a disability. They are prescribed as part of an ongoing therapeutic relationship that is integrated into treatment.

Please note: AAMU will not permit animals that are reasonably viewed as high risk. The University reserves the right to request that an approved emotional animal be removed from campus if:

a. The animal demonstrates behaviors that is deemed unruly, disruptive, or
b. The animal becomes a direct threat to the health and safety of others.

AAMU does not allow any individual to keep more than one emotional support animal for a disability (or identified symptom or effect of a disability) for which the animal is needed.

Registration and Management of Support Animals

The Office of Accommodations and Accessibility Services (OAAS) will determine if an animal meets the criteria of a support animal as defined by the ADA.

Registering a Support Animal on Campus. *(See Assistance Animal Guidelines)* The individual with a disability should contact the Office of Accommodations and Accessibility Services (OAAS) as soon as he or she is aware of plans to bring a support animal to campus. To register a support animal on campus, the individual with a disability should complete the Support Animal Request Form at least 30 days prior to planned arrival and submit it to the Office of Accommodations and Accessibility Services via Laserfiche. In the event Laserfiche is inoperable for 48 hours or more, submit the request to the Office of Accommodations and Accessibility Services, which is in the Ralph Lee Student Center, Lower Level, by phone: (256) 372-4499 or by email: aamu-aas@aamu.edu.

Under the ADA's public accommodation statute, the university is not to ask for medical documentation, identification cards, or require demonstration of the ability to perform so long as the animal is confined to the areas of housing within the University. However, students must carry, and readily present, documentation (provided by the university) verifying registration with Accommodations and Accessibility Services.

In the event a person is found to falsely claim an animal, please see the Alabama law §24-8A-5. Alabama law §24-8A-5 states: A person commits the offense of misrepresentation of an animal as an assistance animal or service animal if a person intentionally does any of the following:

a. Creates a document that misrepresents an animal as an assistance animal or service animal for use in housing, or
b. Provides a document to another person falsely stating that an animal is an assistance animal or service animal for use in housing, or
c. Fits an animal, which is not an assistance animal or service animal, with a harness, collar, vest, or sign that the pet is an assistance animal or service animal for use in housing.

- Upon a first offense, a violation of subsection (a) shall be subject to a civil penalty of five hundred dollars ($500) or treated as a Class C misdemeanor, and
- Upon a second or subsequent offense, a violation of subsection (a) shall be a Class B misdemeanor.

Procedures and Management of an Emotional Support Animal

Request Submission Deadlines. Students requesting accommodations for emotional support animals within a housing assignment on university property must notify the Office of Accommodations and Accessibility Services by completing the Support Animal Request form. The request should be completed and submitted no less than 30 days prior to the beginning of the semester in which the animal would be requested. If the request is submitted less than 30 days prior to the housing request, the university may be on limited ability to grant the request. All supplemental documentation must be

submitted with the initial request prior to review and or consideration. No animal should be present on campus or in dormitories prior to approval from the Director of Housing. Once approved, the emotional support animal request is valid for the academic year (Fall and Spring). Approval to have an animal in the residence must be approved each academic year and each summer by submission of request to the Office of Accommodations and Accessibility Services and final approval by the Director of Housing.

Conflicting Medical Conditions. Individuals with medical or psychological conditions affected by support animals should contact the Office of Disabilities Services if there is a health or safety concern about exposure to an emotional support animal. The person reporting the concern will be asked to provide medical documentation to Disability Support and, sign a Release of Information Form to the University Fitness and Recreation Center so that a determination may be made regarding a need for accommodation. Roommate Notification and Approval. The requesting student will notify and seek approval from roommates via email or other forms of written communication alongside the request of the emotional support animal. The roommate decision should be attached with each annual submission.

Notice of replacement or removal of animal. Students will notify Accommodations and Accessibility Services and Director of Housing if an animal is no longer kept by the student in the residence. To replace an animal, the student must complete a new request with all documentation submitted to the Accommodations and Accessibility Services office. The replacement animal must not be on university property until notice is provided by the Director of Housing.

Access. Emotional support animals must remain in the residence unless accompanied by the student to the designated walking area, or while entering or exiting the residence hall. Emotional support animals are not allowed to roam throughout common areas or any area on campus aside from the student residence.

Care and Supervision. The student shall always remain responsible for the emotional support animal. At no time is the student permitted to transfer care or supervision to another person. At no time is the University responsible for the care or supervision of the emotional support animal. If the assigned student is not in the physical presence of the animal, the animal must be within an appropriately sized crate and no longer than a reasonable amount of time. The appropriate amount of time that the animal can be left alone is determined by the Director of Housing whose decision is final.

Prior to presence on university property, the animal must be housetrained, and crate trained. Housetrained animals mean the animal can consistently control its waste elimination. Crate trained means the animal can be confined to a closed crate without barking, whining, or whimpering. The crates or equipment required for the animal may not pose a threat to the safety of others. Care equipment may not block evacuation routes in case of emergencies.

Control and Animal Behavior. The handler of the support animal **must** assume full responsibility and always demonstrate full control of the animal. The handler **must** maintain control of the animal through voice, signal, or other effective controls. The *emotional support animal* must be on a leash, harness, or tether always. If the animal is not under control or poses a risk to the health and/or safety of others, the handler may be asked to remove the animal. The student must ensure that the animal does not:

a. Leave the students room accept when accompanied by the student,
b. Display disruptive repeated behaviors such as barking, digging, whimpering,
c. Attack, harass, jump on or at other or their tamper with their personal belongings
d. Bring nose or mouth near food intended for human consumption

AAMU has the authority to exclude an animal temporarily or permanently from the university if the behavior is aggressive or unruly. Upon a single occurrence of unprovoked biting or aggressive behavior, the animal will be required to be removed from the university property. This decision will be approved by authorized personnel or by the Director of Housing.

Animal Health and Vaccination Requirements. The emotional support animal must remain in good health while on university property. AAMU has the authority to exclude an animal temporarily or permanently from the property if the animal is in ill health or is habitually unclean. The student of the emotional support animal **must** show proof that the animal has been treated for pests such as fleas and ticks, as well as vaccinated against rabies as required by the State of Alabama. As such, the animal must wear a valid rabies vaccination tag. It is further recommended by the State of Alabama that the animal has been vaccinated against distemper/adenovirus/parainfluenza/ parvovirus (DAPP). All emotional support animals kept in residence halls **must be sterilized** (spayed, neutered, or other method of sterilization). Students must provide Accommodations and Accessibility Services with veterinarian verification that the animal has been sterilized. No request may be approved without the above-mentioned documentation from your veterinarian on official letterhead.

Waste Disposal Grooming/Upkeep. The student is responsible for cleaning and removing or arranging for the immediate removal of the animal's waste. Feces **must be** disposed of properly and not allowed to be disposed indoors. This includes University common areas and exterior property such as sidewalks etc. At no time are students allowed to maintain grooming (cutting animal hair) or upkeep (bathing) within the residence hall or anywhere on the university property.

University Property Damage and Emergencies. AAMU reserves the right to charge emotional support animal owners and or students for any damage incurred by the animal on any university property.

AAMU is not responsible for any damage caused to the animal because of emergency occurrences such as fire alarms, fire drills, natural disasters, or any other emergency situations.

Exclusions

University exclusion rationale may include:

a. The animal is not able to be controlled, and the student does not effectively alleviate behaviors such as barking in residence halls, theater, or other places that may disrupt or disturb student learning, or animal placing snout or nose on food intended for human consumption.
b. The animal will pose undue financial and admirative hardship on university services or facilities that would fundamentally alter the nature of services or programs.
c. The animal poses a direct threat or would cause substantial damage to the property of others.
d. Animals that may pose an animal-to human infectious disease threat, such as monkeys, reptiles, and hedgehogs, will not be approved.

Appeal/Grievance Procedure

If a student feels as though his/her request for an animal has been unreasonably denied, he or she may submit a written appeal to OAAS for reconsideration. All appeals/grievance will be reviewed by a committee consisting of the Associate Vice President for Student Affairs, Director of Health and Counseling Center, Director of Residential Life & Housing, Chief of Public Safety, and an ADA student. OAAS and General Counsel (or designee) will serve as the Chairs of the Committee; however, OAAS nor General Counsel will serve as a voting member. The Committee will have the ability to require mediation or require the handler to remove the animal from the residence hall or campus if it is

determined that the behavior, odor, etc. of the animal is in violation of the AAMU's policy and procedures. The committee will convene within 14 Days of the written request and provide a response with 7 days after the meeting.

Please contact the Office of Accommodations and Accessibility Services at (256) 372-4429 or visit the Lower Level of Ralph Lee Student Center for more information.