

# *The Fledgling*

## 2021-2022



# Welcome!

---



Dear Falcons,

I want to welcome you home. Whether you are an incoming freshman, a new transfer student or a fourth-year Montevallo student, I hope your time here is filled with everlasting memories. Throughout your college journey here at the University of Montevallo, you will quickly find it becomes your second home and truly upholds the motto “You Belong at Montevallo.” UM is a family, and I hope you will take the time to experience all it has to offer.

As SGA president, I look forward to representing the student body. Please know that we are here to be your voice on campus and advocate for you on behalf of the Student Government Association. SGA was

created to be a liaison between University administration and the student body, allowing students to be represented when certain decisions about changes on campus are made. I encourage you to reach out to SGA with any questions or concerns you have during your years here.

I am excited to have you here at the University of Montevallo and can't wait to see you on the bricks. I hope you enjoy your college journey and cherish the memories and friendships you make along the way.

Best Regards,  
Anakate Andrasko, SGA President



Hello, University of Montevallo students!

Whether this is your first year on the bricks or your last, I want to encourage you to take this year and make it yours. After such a crazy year, and with normalcy just around the corner, Montevallo is here to welcome you home with loving arms. There are many ways to stay involved on campus, and I encourage you to jump in and find your niche. From Greek life to College Night, from giving tours as a Maven to representing your peers in SGA, from playing intramurals to competing in esports, there's always a place to belong at UM.

With so many things to explore and so little time, *The Fledgling* is here to be your guide. This little book contains all that you need to have a fun, organized school year. It includes a campus map as well as the student handbook so you'll know your rights and responsibilities as a student. Finally, my personal favorite section is the year-long planner. Use this to log assignment due dates and plan your personal social happenings.

As administrative vice president, I'd like to encourage you to get to know your SGA representatives and familiarize yourself with those serving on the SGA Executive Board. Each specific college at UM has senators who use their voices to help you. Don't hesitate to reach out to them when an idea sparks! The Executive Board is here to listen and our offices are always open; we want to hear from you, the student body, when concerns arise. SGA is here to serve YOU!

I hope this year brings you new beginnings, lasting cherished memories and academic success.

Caitlin Blackburn, SGA Administrative Vice President

## *A note from the President*

---

Dear Students,

For those of you who are new to the brick streets of Montevallo, I wish you a warm UM welcome! For those returning to us, welcome home!

The high-quality students, faculty and staff who comprise this family are the foundation of our excellence. You are now part of that family and foundation, and if you embrace what UM offers, there is no doubt you can become all that you wish.

There are many opportunities for students outside the classroom as well — student organizations, Greek life, athletics, College Night and so much more. I want to encourage you to take advantage of these new experiences and opportunities, as they are an integral part of the Montevallo experience.

I look forward to getting to know you and discussing your ideas concerning how we can make a great institution even greater. Best wishes for a successful year, and keep this advice in mind: dream and dream big!

Sincerely,

John W. Stewart III  
President of the University of Montevallo

# THE FLEDGLING

---

## TABLE OF CONTENTS

No Class Dates.....	2
Montevallo at a Glance..... & Special Thanks	3
Quick Reference.....	4
Student Rights & Responsibilities .....	8
Academic Standards .....	32
Campus Resources .....	46
University Administration .....	76
Student Organization Manual .....	80
SGA Mission Statement .....	98
Student Planner.....	100
Index.....	199

## NO CLASSES

Sept. 6.....	Labor Day
Nov. 24-26.....	Thanksgiving Holidays
Dec. 20-Jan. 3 .....	Holidays
Jan. 17 .....	Dr. Martin Luther King Jr. Day
Feb. 11 .....	No classes
March 28-April 1 .....	Spring Break
May 30.....	Memorial Day
July 4.....	Independence Day
Aug. 6 .....	No classes

## MONTEVALLO AT A GLANCE

- More than 35 degree programs with approximately 76 majors/concentration combinations.
- Four colleges: College of Arts and Sciences, Michael E. Stephens College of Business, College of Education and Human Development and College of Fine Arts.
- Accredited by the Southern Association of Colleges and School Commission on Colleges (SACSCOC) since 1925.
- Individual academic programs are nationally accredited by 11 different professional evaluating organizations.
- UM is a member of the prestigious Council of Public Liberal Arts Colleges (COPLAC) and is one of 29 public liberal arts colleges in the nation.
- Montevallo is believed to be the first legislatively designated public liberal arts college.
- UM is a Carnegie Foundation Master's Institution.
- UM was the first Alabama institution of higher learning to guarantee its teacher education program.
- UM claimed the first State of Alabama Eminent Scholar Chair, which brings outstanding visiting scholars to campus for a semester or more.

### ***The Fledgling* is a Student Government Association publication.**

#### Equal Opportunity/Affirmative Action notice:

The University of Montevallo is an equal opportunity/affirmative action institution and prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or disabled veteran/Vietnam era veteran status in the University's educational programs; admissions policies; faculty, staff and student employment policies; financial aid; or other school-administered programs and services. The University of Montevallo prohibits any form of harassment related to race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or veteran status of and by faculty, staff and students.

The Director of Human Resources and Risk Management is responsible for coordination of all activities to ensure equal opportunity/affirmative action in all University programs and activities and for monitoring their effectiveness. Inquiries regarding compliance with this notice may be directed to the DHRRM at 205-665-6055.

# *Quick Reference*

---

Emergency .....	911
University Police-Emergency .....	665-6500
University Police.....	665-6155
Bookstore .....	665-6575
Career Development Center.....	665-6262
Student Accounts Office.....	665-6065
Chartwells (Falcon Foods) .....	665-8233
Counseling Services.....	665-6245
Dean of Students.....	665-6020
Disability Support Services .....	665-6250
Falcon Success Center .....	665-6092
Housing & Residence Life.....	665-6235
International Student Advisor .....	665-6519
Learning Enrichment Center.....	665-6113
Library .....	665-6100
McNair Scholars Program .....	665-6570
Minority Student Advisor.....	665-6519
Registrar.....	665-6040
SGA/Student Life.....	665-6565
Student Activity Center.....	665-6611
Student Financial Services .....	665-6050
Student Health Center .....	665-6275
Student Support Services.....	665-6094
Veteran & Military Affairs.....	665-6472



## ***A word on insurance, risk and related matters...***

The Montevallo experience includes academic, extracurricular and recreational activities and opportunities that extend beyond the traditional classroom setting. While UM does not sponsor or require students to participate in activities that involve unusual risks of personal injury, some activities, by their nature (e.g., intramural sports, student games and competitions, outdoor recreation, travel and field trips), entail more risk of injury than other activities. In addition, attending UM means that students may be exposed to illness from infectious diseases.

Students and their parents should review their personal health insurance for adequate medical/health coverage. UM does not provide general accident or sickness coverage for students, but may offer assistance in identifying private insurers offering such coverage. The staff in the Health Services Office, located in Main Hall, can provide more information on student health insurance and health services. You may contact the Student Health Center at 205-665-6275 if you have further questions.

Third parties may require UM students to obtain liability or other types of insurance as a condition of their participation in cooperative academic programs, (e.g., student teaching). Although students are responsible for obtaining such coverage at their expense, the third party (and perhaps UM) may be able to assist students in identifying insurance programs that provide the required coverage.

Because an enriching collegiate experience involves a wide range of activities likely entailing travel, physical challenges and acquiring new skills, it is not always practical to secure separate approval for each activity. Accordingly, UM deems the student's enrollment at the University to signify authorization from the parent/guardian of the minor student (under the age of 19) or approval from the student himself or herself (if age 19 or older) to participate in any UM sanctioned or sponsored activity or event. Sometimes a student may need emergency medical services for an accident or sickness, and personnel of the University may summon paramedics and ambulance services. In these cases, the expenses of such medical care are the responsibility of the student. UM applies a rule of reason when communicating about student participation in activities that may present special learning opportunities (e.g., international travel) having some elevated risk.

Of course, students themselves are expected to exercise prudence and good judgment in their choice of activities and should inform the appropriate UM faculty or staff member of any circumstance, health condition or impairment that would limit their participation in particular programs or require special accommodations for their participation. If you have further questions or concerns, please contact Barbara Forrest, the University's Director of Risk Management at [forrestb@montevallo.edu](mailto:forrestb@montevallo.edu) or by calling 205-665-6055.

## SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND TITLE IX

Title IX of the Education Amendments of 1972 is a law that protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX covers all aspects of education programs and the treatment of students and employees, but not limited to, admissions, athletics, employment and student life, at all levels of education.

Members of the University community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual assault, sexual harassment, domestic violence, dating violence and stalking. All members of our community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Sexually violent acts, termed sexual misconduct by the University of Montevallo, are violations of the University’s Student Code of Conduct and can be crimes as well. In an effort to reduce the risk of sexually violent acts such as sexual assault occurring among its students and employees, the University of Montevallo provides awareness and prevention programming.

The University unequivocally opposes sexual harassment of and by faculty, staff and students. Sexual harassment will not be tolerated. The University believes in zero tolerance for sex/gender-based misconduct. When an allegation of misconduct is brought to the appropriate administrator’s attention, protective and other support measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the complainant and community have been resolved. These remedies do include severe sanctions, such as suspension, expulsion and termination. Please see our definitions of sexual harassment and other forms of sexual misconduct below. Other forms of sexual misconduct can be found in the Student Code of Conduct. For expanded definitions, please go to [www.montevallo.edu/title-ix-definitions](http://www.montevallo.edu/title-ix-definitions).

**Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:

- A. an employee of the recipient conditioning the provision of an aid, benefit or service of the recipient on an individual’s participation in unwelcome sexual conduct.
- B. unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity.
- C. sexual assault in the following forms:
  - Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; for the purposes of this definition:

- A. dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- B. dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** violence committed by one of the following:

- A. a current or former spouse or intimate partner of the victim.



- B. by a person with whom the victim shares a child in common.
- C. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- D. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- E. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

- A. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.
- B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- C. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

The University's Title IX Coordinators have the responsibility for coordinating the University's efforts related to investigation, resolution and implementation of support measures. Their responsibilities also include monitoring to stop, remediate and prevent discrimination, harassment and retaliation prohibited under our sexual misconduct and discrimination policy. They are available to discuss options, explain University policies and procedures and provide education on relevant issues concerning Title IX.

The University of Montevallo Title IX Coordinators are:

Tony Miller, Jr. Title IX Coordinator Main Hall, lower level 205-665-6020 tmiller7@montevallo.edu titleix@montevallo.edu	Barbara Forrest Title IX Coordinator for Employees Will Lyman House, Station 6055 Montevallo, AL 35115 205-665-6055 forrestb@montevallo.edu	Dawn Makofski Deputy Title IX Coordinator Student Activity Center (SAC) 205-665-6633 makofskidb@montevallo.edu
---	--	--

The Title IX Coordinators monitor and evaluate campus efforts to meet the requirements of Title IX which prohibits all forms of sex discrimination in educational institutions that receive federal funding. In addition to coordinating the resolution of sex discrimination and sexual harassment issues, the Title IX Coordinators assist in the creation and maintenance of a campus community committed to positive values of equal opportunity and fosters an environment free from harassment, discrimination, exploitation or intimidation. In carrying out these duties, the Title IX Coordinators shall exercise discretion and may involve other University officials, including administrators from the Department of Athletics, Division of Enrollment and Student Affairs and University Police Department.

Complaints or concerns about sexual harassment should be reported in accordance with the University's policy on sexual misconduct. For detailed information regarding procedures for reporting sexual harassment, please contact the Title IX Coordinators at [titleix@montevallo.edu](mailto:titleix@montevallo.edu).

The Title IX Coordinators will exercise discretion as to the scope and nature of the investigation process. Retaliation for making a complaint or participating in any investigation under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination for employees and expulsion for students. Everyone is encouraged to make reports through Maxient at [www.montevallo.edu/umcares-and-maxient-reporting](http://www.montevallo.edu/umcares-and-maxient-reporting).

## UNIVERSITY OF MONTEVALLO

### STUDENT COMPLAINT AND CONTACT INFORMATION

#### INSTITUTIONAL ACCREDITATION

The University of Montevallo is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's, Master's and Educational Specialist degrees. Questions about the accreditation of the University of Montevallo may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500 or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The University of Montevallo has written policies and procedures governing student complaints. Information provided to students within this student handbook, *The Fledgling*, details internal procedures for filing various types of complaints. Students are encouraged to follow these established procedures.

#### GENERAL COMPLAINTS

Students with a complaint related to the Student Code of Conduct or a complaint outside of or beyond the scope of those outlined within this handbook should submit the complaint to the Dean of Students or their designee. The Dean of Students or their designee will meet with the grievant to discuss the complaint. The grievant should be prepared to provide date(s) and time(s) of the event(s), the person or group against whom the student has the complaint and the names of any witnesses at the time of the meeting. Based on the information provided, the Dean of Students will determine if the complaint can be handled by that office or if it should be referred to other University officials. Academic complaints may be submitted to the appropriate college dean or department head. The Dean of Students' contact information is:

Dr. Tammi Dahle  
Station 6020, Main Hall  
Telephone: 205-665-6020 • Fax: 205-665-6020  
[dahlet@montevallo.edu](mailto:dahlet@montevallo.edu)

#### FINAL GRADE APPEALS AND GRIEVANCES AGAINST A FACULTY MEMBER

Students wishing to appeal a final grade and/or establish a complaint against a faculty member should review and follow the processes outlined within the "Academic Standards" section of this student handbook. The UM student handbook can be found online at [www.montevallo.edu/student-handbook/](http://www.montevallo.edu/student-handbook/).

#### TRAFFIC APPEALS

Information related to traffic appeals can be found within the "Department of Public Safety" section of this student handbook or at [www.montevallo.edu/traffic-appeals](http://www.montevallo.edu/traffic-appeals).

#### ALABAMA COMMISSION ON HIGHER EDUCATION

In the event that a student complaint cannot be resolved internally, contact information is provided below for the Alabama Commission on Higher Education (ACHE), which is the coordinating board for higher education in this state. The Commission exercises no governing and limited regulatory authority over Alabama's public institutions. Ala. Code §16-5-1 et seq. (1975). Contact information for ACHE is:

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, Alabama 36130-2000  
Telephone: 334-242-1998 • Fax: 334-242-0268

# STUDENT RIGHTS & RESPONSIBILITIES

---



# Student Rights and Responsibilities

## Student Code of Conduct

- Philosophy and Purpose
- Definitions
- Jurisdiction
- Office of Student Affairs Authority
- Student Code of Conduct Regulations
- Parental Notification
- Conduct Procedures
- Records

## General University Policies

- Code of Fair Practice
- Communication with Students
- Disability Compliance Policy
- Equal Opportunity/Affirmative Action Policy
- Smoking

## Department of Public Safety

- University Police
- Vehicle Regulations
- Parking Regulations and Information
- Vehicle Registration
- A Reminder from the Chief of Police
- Traffic Regulations and Information
- Definitions

## STUDENT CODE OF CONDUCT

### PHILOSOPHY AND PURPOSE

The University of Montevallo strives to maintain an educational community that fosters the development of students who are ethical, civil and responsible persons. Students of the University are expected to conduct themselves in a manner consistent with the University's policies and procedures, code of conduct and student handbook. As a community of learners and scholars, all are expected to maintain conduct which assures orderly pursuit of educational goals, positive regard for the rights of others and a safe environment. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining behavioral expectations and standards.

### DEFINITIONS

**Business Day:** the days of the year the University is officially open and functioning, which does not include weekends, days the University is officially closed or official University holidays.

**Complainant:** the individual or group affected by the alleged incident. The terms complainant and victim may be used interchangeably. In some situations, the complainant and the reporter may be the same individual or group.

**Conduct Educator:** a staff member trained in the conduct review process to adjudicate cases and who has the administrative authority and responsibility for oversight and enforcement of Student Conduct policies and procedures and the imposition of sanctions in an efficient, consistent, fair and educationally meaningful manner.

**Reporter:** the individual or group filing an incident report for an alleged violation.

**Student:** an individual who is admitted, enrolled or registered for study at the University of Montevallo for any academic period including time periods between academic sessions. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with the University of Montevallo are considered students. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, fraternity or sorority recruitment, orientation, placement testing and residence hall check-in.

**Student Organization:** an organization which has been fully approved by the Campus Life Advisory Committee and has registered with the Student Life Office by Sept. 30 of the current academic year. More information about student organizations can be found at [www.montevallo.edu/student-organizations](http://www.montevallo.edu/student-organizations).

**University Conduct Council:** a hearing body composed of faculty, staff and students that hears

cases involving alleged violations of the Student Code of Conduct. University Conduct Council cases involving academic dishonesty must include only two faculty representatives, two student representatives and one staff representative.

## JURISDICTION

The University's interest in enforcing its Student Code of Conduct extends beyond UM's campus and property to off-campus functions, events and activities that are sponsored, endorsed or supported by the University (e.g., athletic events). Students may also be subject to disciplinary measures for conduct occurring off-campus when the behavior violates the Code and:

- takes place while the student is acting or functioning as a representative or an extension of the University (whether or not the student has been formally designated as such); or
- reflects negatively and directly on the University's image or reputation or threatens to undermine public support for the University or fulfillment of its educational mission; or
- impedes, interferes with or compromises the University's goals of preventing violence, promoting the health and safety of UM students and all members of the University community and providing timely support and resources to assist those struggling with substance abuse or addiction; or
- demonstrates conduct in a manner inconsistent with generally accepted standards of behavior, including those set forth or implicit in the University's statutory charter, its policies and official publications.

Procedures governing the disposition of Code of Student Conduct violations will apply to off-campus violations but may be modified as necessary to accommodate practical considerations and limitations created by the nature of the off-campus conduct (e.g., incarceration).

## DIVISION OF ENROLLMENT & STUDENT AFFAIRS AUTHORITY

The Board of Trustees and the President of the University are ultimately responsible for governing the University. The student conduct system is administered by the University's Chief Student Affairs Officer. The University's Chief Student Affairs Officer, in turn, designates the Director of Student Conduct with administrative authority and responsibility for oversight and enforcement of Student Conduct policies and procedures. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal and educationally meaningful manner. The Director of Student Conduct may further delegate responsibility to various judicial bodies and administrative staff (e.g., Housing and Residence Life staff and University Conduct Council).

When there is an allegation that a student has committed an offense that is also a crime, a student can be charged both by the criminal justice system and the student conduct system. Disciplinary action at the University will normally proceed independently of pending criminal charges even if charges involving the same incident have been dismissed by the criminal justice system.

## STUDENT CODE OF CONDUCT POLICIES

This section establishes the rules and policies all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions.

Institutions protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities. Lack of familiarity with institutional rules is not an excuse for an infraction.

Students are responsible for their own conduct and for the conduct of their guests. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of

others. The University reserves the right to hold individual members responsible for their personal actions and to hold organizations responsible for the actions of their members.

### **A. Academic Integrity**

All academic work should be the result of an individual's own efforts and should be free of fraud and deception. Students may not give or receive unauthorized aid in completing academic work and meeting academic requirements, as those acts may constitute academic dishonesty.

1. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized prior use of examinations, submitting the work of another person or work previously used without approval and tampering with the academic work of others. See Appendix C at [www.montevallo.edu/appendices](http://www.montevallo.edu/appendices).

### **B. Alcohol-Related Misconduct**

The University complies with federal and state law in prohibiting the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and/or alcohol by students and employees on its property or as part of any of its activities. Alcoholic beverages may be lawfully consumed by individuals who are 21 years of age or older only within the privacy of their personal residence hall rooms. Prohibited behaviors include:

1. Possession of alcohol by a person under the age of 21
2. Consumption of alcohol by a person under the age of 21
3. Public intoxication
4. Disorderly, drunken, lewd or indecent conduct while under the influence of alcohol
5. Possession of alcohol-related paraphernalia by a person under the age of 21 (e.g., empty containers)
6. Open containers in vehicles or in open spaces or public areas of residence halls (lobbies, hallways, etc.)
7. The presence or possession of alcohol in an on-campus residential room in which only underage residents live
8. Provision or distribution of alcohol to individuals under the age of 21
9. The use of common containers (kegs, coolers, etc.) that provide unrestricted access
10. Violation of other provisions of the Student Code of Conduct while under the influence of alcohol

Students and student organizations must comply with the published regulations and applicable laws concerning the transport, display, provision, possession and consumption of beer, wine and other alcoholic beverages.

Violation of alcohol policies may result in disciplinary sanctions and/or administrative fees. For more information, see University Policy 01:105 at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

### **C. Drug-Related Misconduct**

Prohibited behaviors include:

1. Possession and/or use of any counterfeit, illegal, illicit, dangerous or controlled drug or other substance. This includes prescription medications.
2. Manufacture, sale and/or distribution of any counterfeit, illegal, illicit, dangerous or controlled drug or other substance. This includes prescription medications.
3. Possession of drug paraphernalia (e.g., pipes, bongs)
4. Disorderly, lewd or indecent conduct while under the influence of an illegal or illegally obtained drug



5. Violation of any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug

Violations of drug policies may result in disciplinary sanctions and/or administrative fees. For more information, see University Policy 01:105 at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

#### **D. Dangerous Behaviors**

Intent is not an element of this violation, but will be considered in the application of sanctions.

Prohibited behaviors include:

1. Conduct or action that has the potential for physically harming another person. Included is conduct which creates conditions that pose a risk of physical harm to another, which causes reasonable apprehension of physical harm and/or which results in unwelcome physical contact.
2. Cruelty to and other offenses against animals as defined by state and local laws and statutes
3. The use or display of any object or instrument in a dangerous or threatening manner
4. Driving under the influence of alcohol or while intoxicated
5. Physical or verbal threats of violence or placing a person in fear of imminent physical injury or danger
6. Physical abuse, physical intimidation, coercion and/or other conduct that threatens or endangers the health or safety of another person or violates a legal protective order
7. Actions that have the potential for damage or destruction or create hazardous conditions

#### **E. Weapons**

Possession of a weapon on or within any University premises must be in accordance with the University of Montevallo Weapons Policy 01:140, which can be found at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

#### **F. Disorderly Conduct**

Intent is not an element of this violation, but will be considered in the application of sanctions.

Prohibited behaviors include:

1. Conduct that disturbs the peace, interrupts the learning or residential environment and/or disrupts the rights or privileges of others
2. Deliberate and significant interference with the freedom of expression of others
3. Making, causing or continuing any loud, unnecessary or unusual noise that disrupts the normal operations of the University or infringes on the rights of other members of the University community
4. Contemptuous, disorderly behavior or perjury at any disciplinary hearing and/or knowingly violating the terms of an official disciplinary sanction
5. Any disorderly conduct adversely affecting the student's suitability as a member of the academic community

#### **G. Disruptive Activity**

Prohibited behaviors include:

1. Interference with or disrupting the normal activity and operations of the University or its educational mission, programs or events
2. Conduct that causes or provokes a disturbance that disrupts the academic pursuits of others including, but not limited to, obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities including its public service functions or of any other authorized activity

3. Behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program or the ability of others to profit from the class or program
4. Intentional obstruction which unreasonably interferes with freedom of movement (pedestrian or vehicular)
5. Throwing or dropping objects or substances out of buildings
6. Non-compliance with reasonable time, place or manner restrictions on expression
7. Failure to leave immediately when asked to disperse by University or law enforcement officials

#### **H. Abusive Conduct or Sexual Misconduct**

Prohibited behaviors include:

1. Physical abuse of any kind including, but not limited to, fighting, assaults or actions which result in physical harm
2. Sexual misconduct or abuse: Please see definitions for sexual misconduct at [www.montevallo.edu/title-ix-definitions](http://www.montevallo.edu/title-ix-definitions).
3. Hazing for the purpose of pledging, initiation, admission into, affiliation with or as a condition for maintaining membership in a group, organization or team. Hazing is any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health and safety of any person, regardless of consent, or which violates public law or University Policy 01:110 at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).
4. Bias-related acts of violence, intimidation, harassment and/or discrimination. For more information, see UM Policy 01:120 at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).
5. Harassment: Harassment is conduct that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's education, employment or access to University programs, activities or opportunities and that would detrimentally affect a reasonable person under the same circumstances. This includes harassment occurring through the use of various forms of technology and media commonly referred to as cyberstalking and cyberbullying.
6. Voyeurism: Voyeurism is the secret viewing of another person in a place where that person would have a reasonable expectation of privacy. This includes recording images of a person where they would have a reasonable expectation of privacy.
7. Distributing a private image. Per Alabama law, a person commits the crime of distributing a private image if he or she knowingly posts, emails, texts, transmits or otherwise distributes a private image with the intent to harass, threaten, coerce or intimidate the person depicted when the depicted person has not consented to the transmission and the depicted person had a reasonable expectation of privacy against transmission of the private image. Recording and/or disseminating a private image for the purpose of ridicule or embarrassment when the depicted person had a reasonable expectation of privacy and also constitutes a violation of University policy. For the purpose of this policy, an image includes photographs, digital image, video, film or other recording of a person.
8. Lewd behavior and/or indecent conduct or exposure

#### **I. Fire and General Safety**

Prohibited behaviors include:

1. Starting a fire or creating a fire hazard on University property without University authorization. Precautionary steps should be taken by residential students while cooking including turning on vents (where applicable), opening windows and closely monitoring cooking food.
2. Unauthorized possession of or use of fireworks and explosive materials, the ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain or corrosion.

3. Causing a false fire alarm or emergency report of any kind
4. Tampering with, damaging, disabling or misusing fire safety equipment including, but not limited to, fire extinguishers, fire sprinklers, fire hoses, fire alarms and fire doors
5. Failing to immediately evacuate any non-residential University building when a fire alarm or other emergency notification has been sounded or hindering or impairing the orderly evacuation
6. Disobeying a directive or command by any University or emergency official in connection with a fire, alarm or other safety, security or emergency matter
7. Misuse of emergency call boxes
8. Violation of UM Smoking Policy 01:135 found at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

Violations of the fire and general safety policies may result in disciplinary sanctions and/or administrative fees.

### **J. Compliance with General Laws and Arrests**

Violations of any federal, state or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

### **K. Dishonesty and Theft**

Prohibited behaviors include:

1. Damage to or theft of property of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen
2. Sale, possession or misappropriation of any property or services without the owner's permission
3. Dishonest or fraudulent behavior in any oral or written transaction
4. Dishonesty or misrepresenting the truth before a hearing of the University, or furnishing false information or withholding information to any University official which interferes with University processes or procedures
5. Forgery, alteration or misuse of any document, record or officially issued identification information
6. Misrepresentation of oneself (e.g., as an officer of the law, a University official, etc.)

### **L. Misuse of Identification or University Resources**

Prohibited behaviors include:

1. Possession and/or use of fake or altered identification
2. Unauthorized entry into, presence in or use of University facilities, equipment or property which has not been reserved or accessed through appropriate University officials
3. Unauthorized use or lending of a UM student identification card
4. Unauthorized use, possession, distribution or duplication of any University key
5. Misusing or assisting in the misuse of telephones and communication equipment including using any form of communication equipment to harass or threaten any person(s); using any form of communication equipment to disrupt the normal operations or activities of any person, organization or the University
6. Failure to adhere to the University's Computing Resources Acceptable Use Policy. Prohibited behaviors include, but are not limited to, misusing University computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords, messages or other computer users without their permission; attempted or actual unauthorized copying, transfer, modification or destruction of

University-owned software, programs, records or data; attempted or actual interference with the normal operation of the University's computing system; using computer resources to harass others or in ways that violate institutional computer use policies; violation of any University policy or public law as it relates to technology and usage of data. For additional information regarding the appropriate and authorized use of University computing resources, please see the University of Montevallo Use of Information Resources Policy 01:010 available online at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

#### **M. Failure to Comply and Other Conduct**

Prohibited behaviors include:

1. Failure to comply with and respond appropriately to the reasonable and lawful requests of University faculty, staff and other officials including residence hall staff and student employees in the performance of their duties
2. Failure to abide by any established University regulation, policy or procedure including but not limited to those governing residence in University-owned or controlled property; those related to the registration and operation of a student organization; those related to the use of University facilities, or the time, place and manner of public gatherings and expression
3. Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary meeting or hearing
4. Any other conduct adversely affecting the student's suitability as a member of the academic community or as a representative of the University

#### **N. Shared Responsibility for Violations**

Prohibited behaviors include:

1. Acting in concert to violate University conduct regulations
2. Attempting, assisting in or promoting any act prohibited by the Student Code of Conduct
3. Condoning, encouraging or requiring behavior that violates University conduct regulations
4. Permitting or assisting a guest in violating any University conduct regulation

#### **PARENTAL NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) provides the University the option to notify parents or guardians about specific types of information from a student's conduct record including the use or possession of alcohol or other drugs by a student under the age of 21.

#### **CONDUCT PROCEDURES**

Students who violate the Student Code of Conduct are subject to disciplinary actions with sanctions ranging from a verbal warning to expulsion from the University. Information regarding University conduct procedures is found in the student handbook, *The Fledgling* (page 10), or look for more information on the University of Montevallo Student Conduct webpage.

#### **RECORDS**

##### **Confidentiality of Records**

A student may authorize the release of his/her disciplinary record to any party by completing both a FERPA and judicial release form. Information related to FERPA can be found at [www.montevallo.edu/student-rights-under-ferpa](http://www.montevallo.edu/student-rights-under-ferpa).

##### **Destruction of Records**

All records of cases in the Division of Enrollment & Student Affairs shall be maintained in a location designated by the Division of Enrollment & Student Affairs until such time as they are destroyed in accordance with the destruction schedule established by the University.

## Adoption and Amendments

Additional rules and regulations may be promulgated during the academic year and will be updated to the University's website upon adoption.

## GENERAL UNIVERSITY POLICIES

### CODE OF FAIR PRACTICE

The University of Montevallo operates under a Code of Fair Practice governing all of its relationships with students. The code states in part: the University of Montevallo will maintain responsive, responsible and fair practices in all matters affecting students. This includes the provision and delivery of educational programs, the provision of necessary supporting services as described and due process with regard to disciplinary matters and the handling of grievances, which are described fully in the UM *Bulletin* and student handbook. Moreover, the University will seek to ensure that students have an appropriate voice in the making of major policy, program, procedure and budgeting decisions. See UM Policies, Section 1: Administration at [www.montevallo.edu/policies](http://www.montevallo.edu/policies).

### COMMUNICATION WITH STUDENTS

Students must have permission in writing to act as agents for any commercial organization. Students should be aware of all official notices:

- A. UM student email
- B. University *Bulletin*
- C. The student handbook (*The Fledgling*)
- D. Vallo Voice
- E. Bulletin boards
  - Farmer Hall
  - Cafeteria
  - Residence halls

The University uses an email system to officially communicate with students. Each undergraduate student is assigned a UM email address. Students are responsible for checking their email accounts in a timely fashion and on a regular basis.

### DISABILITY COMPLIANCE POLICY

In accordance with the Americans with Disabilities Act, as well as the Rehabilitation Act of 1973 (Section 504), the University is committed to making its services, facilities, programs and accommodations accessible to employees, students, visitors, qualified applicants for employment and qualified applicants for enrollment including people with disabilities.

The Director of Disability Support Services is responsible for making recommendations and assisting in the provision of services and reasonable accommodations for the needs of students with disabilities and for monitoring their effectiveness. The Director of the Physical Plant is responsible for identifying physical barriers and for maintaining accessible buildings and grounds. The Director of University Events and Calendar coordinates accommodation requests related to University events and programs. The Director of Human Resources and Risk Management is responsible for identifying and implementing employee-related accommodation needs and for monitoring their effectiveness. The Director of Disability Support Services coordinates University compliance as related to ADA/Section 504 matters. (UM Policy 01:130)

Enrolled or prospective students may contact the Disability Support Services Office (205-665-6250) for further information. University faculty and staff may contact the Office of Human Resources (205-665-6055) regarding employee accommodations. Persons with disabilities seeking participation in public programs/services offered by the University of Montevallo are invited to notify the Central Calendar Office (205-665-6292). Timely notice is required, although University officials will make every effort to provide reasonable accommodations as available. (Notice of at least 72 hours is

requested for most accommodation requests.)

## DRUG AND ALCOHOL PREVENTION PROGRAM

The unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on the school's property or as a part of any of the school's activities is strictly prohibited and the University will impose sanctions for violations. For more information see UM Policies Section 1 Policy 01:105 or contact the UM Counseling Center or Human Resources for specific guidance and prevention and treatment programs.

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

UM Policy 01:100: The University of Montevallo is an equal opportunity/affirmative action institution and prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or disabled veteran/Vietnam era veteran status in the University's educational programs; admissions policies; faculty, staff and student employment policies; financial aid; or other school-administered programs and services. The University of Montevallo prohibits any form of harassment related to race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or veteran status of and by faculty, staff and students.

It is the University's intent to take affirmative action to ensure equal opportunity in employment, and to avoid unlawful discrimination in employment within the University. The University will take affirmative action to recruit, employ and to advance in employment minorities, women and disabled veterans/Vietnam era veterans. Reasonable accommodations will be made for qualified disabled veterans and persons with disabilities.

The University and individuals or agencies signing contracts with the University agree not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or veteran status and agree to take affirmative action to ensure that applicants and employees are treated without regard to their race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or veteran status. This policy covers the following: recruitment and recruitment advertising; employment, promotion, demotion or transfer; layoff or termination; rates of pay or other forms of compensation; training; and all other terms and conditions of employment.

The University and individuals and agencies with whom it contracts will adhere to the letter and spirit of all relevant laws and governmental regulations.

The University shall not take any discriminatory action against a person, group or organization based wholly or partially on that person, group or organization's perceived or actual religious beliefs about marriage, gender and/or sexuality.

The Director of Human Resources and Risk Management is responsible for coordination of activities to ensure equal opportunity/affirmative action in all University programs and activities and for monitoring their effectiveness.

## SMOKING

### **Policy 1:135**

The University of Montevallo is committed to the health and wellness of its students, faculty, staff and visitors. The state of Alabama adopted the Alabama Clean Indoor Air Act, which protects building occupants from exposure to secondhand smoke. Accordingly, the interior of all University of Montevallo buildings are smoke free. Smoking is limited to outdoor areas on campus that are at least 25 feet away from building entrances and exits of all University-owned facilities.

### **Definitions**

To "smoke" and "smoking" mean creating smoke, vapor or any other type of emission by lighting a



cigarette, cigar, pipe or other smoking product including, but not limited to, electronic cigarettes or vapor cigarettes; it means puffing on, carrying or holding a lit cigarette, cigar, pipe or other tobacco and/or smoking product including, but not limited to, electronic cigarettes or vapor cigarettes.

“Secondhand smoke” means smoke, vapor or any other type of emission emitted from lit, smoldering or burning tobacco and/or smoking product from a person smoking cigarettes, cigars, pipes or other tobacco and/or smoking product including, but not limited to, electronic cigarettes or vapor cigarettes.

### **Smoking Restrictions**

Smoking is prohibited inside all buildings operated or leased by the University of Montevallo including, but not limited to, classrooms, laboratories, studios, open and private offices, corridors, dining areas, restrooms, arenas, auditoriums and common areas.

The minimum outside smoking distance is 25 feet from any building entrance, outdoor passageway to an entrance or any air intake where smoke would affect occupants and those entering or leaving the area.

Smoking is prohibited inside all vehicles that are owned, leased or rented by the University.

Smoking is also specifically prohibited in areas identified by the University to be smoke-free zones as indicated by the universal sign for non-smoking or a “no smoking” sign.

### **Exceptions**

Private, single-family dwellings are subject to the smoking preferences of the occupants.

Requests for designated outdoor exterior smoking areas should be forwarded to the Director of Physical Plant for approval.

### **Enforcement**

This policy shall be enforced according to the rules established in University of Montevallo policies and faculty, staff and student handbooks.

Off-campus organizations, alumni, guests and visitors using University facilities must abide by the provisions of this policy.

Failure to comply with this policy will constitute a violation of official University policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of state law and subject violators to associated civil penalties.

## **UM EXPRESSION AND DEMONSTRATION POLICY**

### **I. Policy Statement**

The University of Montevallo recognizes and supports the role of a university as the marketplace of ideas. Freedom of expression and public assembly are essential components of the education process. As Alabama’s public liberal arts university, the University is committed to its function as an institution in which stakeholders discover and disseminate knowledge by means of research and teaching. The University of Montevallo supports the rights of students, employees and visitors to speak in public and to demonstrate for or against actions and opinions with which they agree or disagree.

Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition. The responsibility of the University to operate and maintain an effective and efficient institution of higher education requires regulation of time, place and manner of assembly, speech and other expressive activities on the grounds and facilities of the University. In keeping with this responsibility, students, faculty and staff are free to exercise the rights to assemble and engage in expressive activity in a constitutionally protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligation of the University, preserve the rights of others, coordinate multiple uses of limited space, assure preservation of the campus facilities and grounds and assure financial accountability for any damage caused by these activities.

It is not the proper role of the University to shield individuals from speech protected by the First Amendment of the United State Constitution and Article I, Section 4 of the Constitution of Alabama, including, without limitation, ideas and opinions they find unwelcome, disagreeable or offensive.

The University will at all times strive to remain neutral as an institution on the public policy controversies of the day, except as far as administrative decisions on the issues are essential to the day-to-day functioning of the University. The University will not require students, faculty or staff to publicly express a given view of a public controversy. However, students, administrators, faculty and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak and distribute literature.

**Application of Policy:** This policy applies to all University of Montevallo students, employees, organizations and sponsored guests. This policy does not apply to official academic activities and official functions of the University. For faculty policies, refer to Policy 04:405 at [www.montevallo.edu/wp-content/uploads/2018/06/Policy-04.405-Behavior-At-Work.pdf](http://www.montevallo.edu/wp-content/uploads/2018/06/Policy-04.405-Behavior-At-Work.pdf).

## II. Definitions

**Amplified Sound** is sound that is increased or enhanced by any electric, electronic or mechanical means, including handheld devices such as megaphones and sound trucks.

**Campus Grounds** means all outdoor areas owned, leased or controlled by the University that are common and accessible to all students and employees such as sidewalks, lawns, parking lots and promenades.

**Demonstration** is action by a mass group or collection of groups of people in favor of a political or other cause or people partaking in a protest against a cause of concern; it often consists of walking in a mass march formation and either beginning with or meeting at a designated endpoint, or rally, to hear speakers.

**Debate** is a discussion involving opposite viewpoints in which opposing sides of an issue are advocated and/or presented by differing speakers.

**Expressive Activity** is the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, marches, parades, rallies, picketing, distribution of literature, graphic or pictorial displays and other similar activities intended to communicate an idea or opinion. Expressive activity does not include speech that is likely to incite or produce imminent lawless action, expression that consists of fighting words or threats of physical harm or expression that is defamatory, obscene or commercial in nature.

**Literature** is any printed material that is produced in multiple copies for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers and magazines, but does not include the *Alabamian* or official University material.

**Official University Function** is all activities, events and programs sponsored by an academic or administrative unit of the University.

**Open Air Forum** is a designated area on campus not confined by walls or a roof. Within this designated area, individuals or groups are encouraged to openly discuss, express and/or exchange ideas on topics in accordance with University policies.

**Outside Group/Individual.** An Outside Group is an organization or group of people not registered with or recognized by the Division of Enrollment and Student Affairs or, if a non-student group, another University division. An Outside Individual is any person not enrolled at or employed directly by the University.

**Registered Student Organization** is an organization that has been approved and recognized by the Division of Student Affairs in accordance with Board Policy 01:220 — Student Organizations.

**Sponsored Activity** is any expressive activity that is presented by a sponsored guest under this policy.

**Sponsored Guest** is any person or organization invited to engage in expressive activity on campus grounds by a sponsoring organization in accordance with this policy.

### **III. Policy Principles**

#### **A. General Guidelines**

The University of Montevallo is committed to providing an educational environment that is conducive to the development of each individual. As a public institution, the University provides formal and informal forums for the expression of ideas and opinions as long as it is done within the context of University policies and does not impede pedestrian and/or vehicular traffic, disturb or interfere with normal academic, administrative or student activities or involve coercive behavior.

#### **B. Formal Forum Area: Open Air Forum**

To facilitate robust debate and the free exchange of ideas, the University has designated certain high visibility areas on campus as “Open Air Forums.” These areas may be used for or by any person, including non-students and other campus guests. This use may be without prior permission from the University so long as:

- The area has not been previously reserved or scheduled for a particular function.
- No sound amplification is used.
- Participants do not violate University policies.
- The expressive activity is not a large scale event (i.e. does not exceed 50 participants)
- Guidelines outlined in Section II A are followed.

The Open Air Forums are located at Farmer Hall Patio, Main Quad, Brooke Quad, Tutwiler Quad and King Quad. The University reserves the right to define, redefine or re-designate Open Air Forums in its sole discretion.

Although it is not necessary for a person using a designated Open Air Forum to obtain prior permission from the University, such persons are encouraged to contact the Facilities and Events Scheduling Office for scheduling purposes to minimize possible conflicts. That office may be reached at 205-665-6292 during the hours of 8 a.m.-5 p.m., Monday-Friday.

Nothing in this section shall be interpreted to limit a student’s right to free expression elsewhere on campus so long as the expressive activities or related conduct do not violate any other applicable University policies. A complete listing of policies can be found here: [www.montevallo.edu/about-um/administration/policies](http://www.montevallo.edu/about-um/administration/policies).

#### **C. Guidelines for Organized Expressive Events**

##### **1. General**

A student’s right to freedom of expression at the University includes organized demonstrations or events. At the same time, the University has long recognized that this right does not include the right to engage in conduct that disrupts the University’s operations or endangers the safety of others. Expressive activity may not create a vehicular or other safety hazard or constitute disruptive activity, defamation, riotous conduct or obscenity as defined by federal or state law and may not impede access to other expressive activity, such as blocking the audience’s view or preventing the audience from hearing a speaker. Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible anywhere unless it is a disruptive activity as defined by federal or state law.

Accordingly, the University requires any student or student organization planning a large-scale event to contact the Student Life Office in advance of the activity. Large-scale events are defined as events that include invited speakers, use of amplified sound, marches, parades and other events such as protests and demonstrations that are expected to attract 50 or more people.

If an outside group or individual wishes to conduct an organized demonstration or to

engage in an expressive activity in an area other than the Open Air Forum, the group or individual should seek the sponsorship of a University-recognized group (i.e. non-student official University organization), registered student organization or administrative division.

## 2. Campus Grounds Use and Facilities Use Reservations

Campus grounds generally are open to students, employees and sponsoring organizations for expressive activity during University business hours. However, these individuals and organizations are encouraged to reserve areas on campus that are designated for expressive activity when the activity is promoted in advance or when the activity may reasonably be anticipated to draw a crowd of 50 or more people. A reservation is required for use of amplified sound and/or outdoor structures.

Facilities reservations are required whenever a sponsoring organization wants to use space in a University-controlled building for expressive activity. Only sponsoring organizations may invite sponsored guests to use facilities for expressive activity. A request to reserve space for use by a sponsored guest must be made no fewer than seven business days in advance of the sponsored activity.

Indoor and outdoor designated areas may be reserved on a first-come, first-served basis and are subject to the reservation procedures published by the Facility and Event Scheduling Office, those procedures set out in this policy, and Board Policy 01:020 — Use of University Properties. Only the individuals or sponsoring organization that reserves a designated space may use the area for expressive activity during the reserved period.

While security for a proposed event may be necessary, the University will not charge security fees based on the content of the expressive activity.

## 3. Reservation Denials

The Facility and Event Scheduling Office will act on requests to reserve designated areas and to register for a parade, march or rally no later than two business days after a properly submitted request is received in the Facility and Event Scheduling Office. If a request is denied, the Director of Facility and Event Scheduling will, where feasible, propose measures to address any defects in the request. When the basis for denial is receipt of an earlier request for the same location and time, the Director of Facility and Event Scheduling will inform the individual or organization whose request is denied of other dates, times and locations that are available for reservation. The University will not deny a registered student organization any benefit or privilege available to any other registered student organization or otherwise discriminate against the organization based on the expression or beliefs of the organization.

## 4. Reason for Denial of a Reservation/Permit

Requests to reserve a designated area, to use amplified sound or to register a route for a parade, march or rally may not be denied based on the content of the proposed expressive activity. Requests may be denied only for the following reasons:

- a. an earlier request to reserve the same location and time has been made;
- b. the designated area or an adjacent area has been reserved for an official University function or the designated area is no longer suitable for use due to a conflict with a nearby official University function;
- c. the reservation or registration form is incomplete;
- d. the request exceeds more than fifteen days in a semester or is for more than five consecutive days;
- e. the proposed event or activity will substantially interrupt the safe and orderly movement of traffic or create a safety hazard; or

- f. the request was submitted by an individual or organization that is not permitted to reserve space on campus under this policy.

5. Relocation of Expressive Activities

Individuals and organizations engaged in expressive activity on campus may be required to relocate to other areas by the Chief Student Affairs Officer or, when immediate action is necessary, the University police department, under the following circumstances:

- a. the noise generated by the activity disrupts an official University function or substantially interferes with resident housing life and activities (e.g. the activity is too close to an academic, administrative or residential building);
- b. the location does not safely accommodate the number of participants;
- c. the number of individuals participating in or attending the activity creates unsafe conditions for vehicular or pedestrian traffic, parking, or blocks the ingress or egress to buildings or official University activities;
- d. the space has been reserved for an official University function, has been reserved in accordance with this policy, or a reserved location is needed for an official University function; or
- e. the activity creates a health or welfare hazard, such as interfering with fire, police or emergency services.

6. Distribution of Literature

Students, employees and sponsoring organizations may distribute literature on campus grounds. Sponsored guests may distribute literature only in the designated area reserved for their use. If no registered student organization will sponsor an outside individual or organization to distribute literature on campus grounds, they may file a request with the Facility and Event Scheduling Office 7 business days before the requested event or activity. If an outside individual or organization does not reserve an area at least seven business days before they intend to distribute literature, they must use a designated Open Air Forum location, subject to the provisions in Section III A and B of this policy.

Students, employees, sponsoring organizations and sponsored guests who distribute literature should be responsible for refraining from littering on campus grounds.

It should be understood and presumed that all literature distributed by students, employees, sponsoring organizations or sponsored guests does not represent the views and opinions of the University of Montevallo. If literature could be reasonably mistaken as taking an official position on behalf of the University, a disclaimer statement should be added to the literature.

This policy does not apply to attempts to distribute literature that is commercial in nature (i.e. information about goods or services offered for sale). See Board policy 01:040 — Solicitation.

7. Responsibilities of Individuals, Sponsoring Organizations and Sponsored Guests

Sponsoring organizations are responsible for ensuring that sponsored guests read and understand all obligations set out in this and all other applicable University policies. Members of the University community may be held individually responsible and sponsoring organizations may be held collectively accountable for any violations of University policies, including the Code of Student Conduct and personnel policies, as applicable.

Sponsored guests who do not comply with this or other applicable University policies automatically forfeit their reservations and must immediately vacate University property. Repeat violations of this policy by a sponsored guest may result in loss of privilege for the sponsored guests as determined by the Chief Student Affairs Officer.

## 8. Appeal of Decisions Related to Expressive Activity

Students, employees and organizations whose requests for use of campus grounds for expressive activity are denied may appeal the decision to the Chief Student Affairs Officer no later than two business days after the decision that is being challenged was made.

The appeal must be made in writing and state the specific reason(s) the individual or organization disagrees with the decision. The appeal should include all information the individual or organization believes will assist the Chief Student Affairs Officer to decide the matter.

The Chief Student Affairs Officer will issue a decision on the appeal within three business days of its receipt. The decision is final.

## **IV. Sanctions**

Anyone under the jurisdiction of the University who materially and substantially disrupts the free expression of others is subject to a range of disciplinary sanctions per Alabama law. For students, see the Student Code of Conduct. For employees, see Policy 04:405.

## **V. Event Termination/Postponement**

In addition to the forgoing stipulations in this policy, the University reserves the right to cancel, relocate, postpone or take protective measures with respect to proposed or ongoing expressive activity if the speech or conduct in question poses an imminent threat of unlawful action, violence or disruption of University activities or operations.

## **VI. Interpretation**

This policy shall be administered, enforced and interpreted by the Chief Student Affairs Officer in consultation with the University's Threat Assessment Team and other appropriate University officials with reference to and in conformity with governing state and federal law, including the United States Constitution, the Constitution of Alabama (1901) and Ala. Code §§ 16-68-1 to -8, effective July 1, 2020. Such laws are incorporated herein and shall be deemed to preempt and supersede any conflicting or inconsistent provision of this or any other University policy.

## **DEPARTMENT OF PUBLIC SAFETY**

The University of Montevallo Department of Public Safety is comprised of the University Police, Fire and Safety, Access Control, Parking and Transportation and Locksmith.

The Department of Public Safety is the authority for the University of Montevallo Vehicle Regulations (UMVR) including vehicle registration, parking and traffic enforcement.

### **UNIVERSITY POLICE**

The University of Montevallo Police Department is responsible for maintaining campus security and providing a safe environment for campus life. The University's police force consists of sworn law enforcement officers who are trained in all aspects of the duties of a police officer.

A goal of the University of Montevallo Police Department is to promote campus safety. One of the ways this goal is accomplished is by disseminating information that can teach you how to better protect yourself and your property. The Police Department strives to provide personal service to students to help ensure their safety. The University Police provide an escort service at night to students from the overflow parking lots to their residence halls. You will need to drive to the Police Department in the Physical Plant Complex on campus, or call the Police Department to request this service. For your convenience, the Police Department can assist in emergency jumps and unlocks.

The UM Police Department is available to serve you. If you need assistance from a police officer, call 205-665-6155. Emergencies (police, fire and medical) should be reported from on campus by dialing 911.



## CAMPUS SECURITY REPORT and the FIRE SAFETY REPORT

For a combined copy of the Campus Security and Fire Safety Report, visit the link below. For a paper copy, contact Chief Tim Alexander, Police Department, Station 6155, Montevallo, AL 35115 or call 205-665-6155.

[www.montevallo.edu/crime-statistics](http://www.montevallo.edu/crime-statistics)

You may also see the campus crime and fire statistics at <https://ope.ed.gov/campussafety/#>.

## ALERTUS MOBILE PANIC BUTTON APP

The Alertus Mobile Recipient App offers a panic button feature that allows users to request help by sending geo-targeted incident reports directly to the UMPD. The reports will be received and handled by the University Police. For more information about the Alertus App and for set up information, go to [www.montevallo.edu/alertus](http://www.montevallo.edu/alertus)

## UNIVERSITY OF MONTEVALLO VEHICLE REGULATIONS (UMVR)

To ensure the safety of drivers, pedestrians and property, as well as to provide adequate parking facilities for all those who drive on campus, a program of traffic and parking regulations has been developed for the University of Montevallo campus.

**This parking plan is designed for the convenience and safety of all. It can be successful only if all persons — faculty, staff, students and visitors — abide by the regulations.**

## PARKING REGULATIONS AND INFORMATION

**The lack of familiarity with these regulations does not constitute a valid defense for failure to comply.**

1. The University reserves the right to deny any person the privilege of operating and/or parking a motor vehicle on campus.
2. The University assumes no responsibility for losses from fire, theft or from any other cause when cars are parked on campus.
3. City and state regulations, rules and all directive signs governing the use of motor vehicles must be observed at all times.
4. Red, white and green zones are in effect from 7:30 a.m. until 6 p.m. Monday through Friday. Park only in spaces or zones matching your permit during this time.
5. Spaces for drivers with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for drivers with disabilities are valid in any legal parking space.
6. Electric vehicle parking spaces are marked and are for electric vehicles only.
7. Parking on the grass, on sidewalks or blocking sidewalks is prohibited.
8. Blocking fire hydrants is prohibited.
9. Parking in fire lanes and loading docks is prohibited. Fire lanes and loading docks are tow-away zones.
10. Double parking is prohibited. Double parking is parking across the line, either to the side, back or front of another vehicle.
11. Twenty-minute zones are marked by signs and are in effect 24 hours a day.
12. Do not park against the flow of traffic.
13. The University reserves the right, after a reasonable attempt is made to contact the owner(s), to remove and impound illegally parked and abandoned vehicles; any vehicle found on campus without a decal or with no license plate; or any vehicle parked in such a way as to contribute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle during removal or impoundment.

## VEHICLE REGISTRATION

### **Faculty, Staff and Student Vehicle Registration**

Faculty/staff are issued a permanent hangtag which must be returned to the University upon leaving their employment.

Students parking on campus must register their vehicles and/or motorcycles annually, for which a fee is charged and the appropriate permit issued.

Follow these steps to register your vehicle online:

1. Vehicles owned by faculty, staff or students must register online through BossCars via the forUM Banner tab following online instructions.
2. At the end of the online registration, you will receive a confirmation in the form of a temporary permit, which will be valid for 14 days.
3. Print this form and place it in the inside passenger-side windshield until you receive your regular permit.
4. RESIDENT STUDENTS: Within two (2) business days, the permit will be delivered to your UM mailbox located on the bottom floor of Farmer Hall.
5. COMMUTER STUDENTS: The address that you list in the online registration is where your decal will be mailed. Please confirm your address before submitting the form. Please allow five (5) business days for your decal to be delivered.

The following information is required for registration:

1. Name and address (campus and home)
2. Vehicle description and license plate number
3. UM ID number (M#)

Refusing to give correct information on the vehicle registration form will result in a parking permit non-issuance and may result in disciplinary action.

### **Disabled Parking Permit Registration**

Faculty, staff and students who have state disabled parking placards or license plates must have University-issued disabled parking permits to park in blue zone parking spaces. In order to be issued a blue disabled parking permit, a receipt or registration of your state placard/license plate must be presented to Disability Support Services located in Main Hall. If you have already purchased a regular parking permit, it should be turned in to Disability Support Services with your previously mentioned documentation to receive your new parking permit.

### **Temporary Parking Permits**

Temporary permits are for short-term use in the event that your University-registered vehicle is being repaired or if your parking permit is temporarily misplaced or forgotten. These permits may be obtained at any time from the UM Police Dispatch Office, located in the Physical Plant, 24-7. Guests must also register their vehicles through the UM Police Dispatch Office to receive a temporary permit. The permit color or color blocks on the permit designate the proper parking area(s) for the registered vehicle.

### **Other Responsibilities of Registrants**

The person to whom the parking permit is registered will be responsible for any violations pertaining to that parking permit, regardless of who is operating or owns the vehicle. Replacement of lost, stolen or destroyed parking permits will be at the expense of the registrant for \$35.

### **Student Permit Placement**

Upon registration, commuter and resident student drivers will be issued a decal (sticker) parking

permit. These parking permits are to be affixed to the inside front windshield on the lower passenger side. Decal permits should not be taped but properly attached to the windshield in full view from the front of your vehicle. Failure to comply may result in a student's parking privileges being revoked.

### **Faculty, Staff and Drivers with Disabilities Permit Placement**

Upon registration, faculty, staff and drivers with disabilities will be issued the appropriately zoned hangtag parking permit. To be properly displayed, the permit must be hung from the rearview mirror with the decal number facing the windshield and unobstructed by any other objects.

### **Parking Areas**

Responsibility for finding an authorized parking space rests with the operator of each vehicle. The lack of parking spaces in a certain area or inclement weather are not valid excuses for violating University parking regulations. By matching the color of the permit with the color of the parking space, surface striping or signs in the parking areas, drivers will ensure adequate parking for all. Yellow parking spaces, excluding curbs and loading docks, are valid parking spaces for any subject who has purchased a permit.

**The lack of familiarity with these regulations does not constitute a valid defense for failure to comply.**

### **Permit Color and Corresponding Parking Zones**

#### **Permit type**

Commuter student  
Residence hall student  
Faculty and staff  
Person with disabilities  
All permits/overflow

#### **Parking zone space color**

RED ZONE  
GREEN ZONE  
WHITE ZONE  
BLUE ZONE  
YELLOW ZONE (Parking spaces only, DO NOT park beside yellow curbs. **All vehicles must have UM parking permits.**)

### **Faculty and Staff Drivers**

Parking spaces have been provided adjacent to all buildings where faculty and staff carry out their duties. Faculty and staff should park only in these white zone spaces.

### **Drivers with Disabilities**

Specially marked parking spaces are located at each facility for the use of drivers with disabilities (blue zone). The University-issued blue hangtag permit is required to park in these spaces as well as any other legal parking space on campus.

### **Parking Citations and Fees**

1. Violation of any provision of the University Parking and Traffic Regulations will result in the issuance of a citation.
2. Citations should be paid as soon as possible. Unpaid fines may result in a hold being placed on the student's account.
3. Parking regulations apply equally to students, faculty and staff. Parking citations issued to faculty that are unpaid after 30 days will be referred to the appropriate dean, or in the case of staff, to the immediate supervisor.

### **Payment of Fines**

Fines should be paid immediately at the Student Accounts Office on the second floor of Palmer Hall or online through Banner Self-Service. Failure to pay fines will result in holds placed on student accounts, which will cause restrictions upon registration.

## **Fines for Parking Violations**

<b>Violation</b>	<b>Fine</b>
Parking in wrong zone.....	\$25
Overtime parking in 20-minute zone .....	\$25
Parking without a permit.....	\$25
Parking in “No Parking” area or “Loading Dock” with yellow paint and/or sign.....	\$25
Parking backward/against traffic flow .....	\$25
Parking in “Reserved” spaces, spaces reserved for visitors and spaces designated by white stripes and/or signs as reserved for faculty/staff.....	\$25
Parking in spaces for drivers with disabilities or fire lanes .....	\$50
Parking in tow-away zones.....	\$25
Wheel lock removal after receiving five or more tickets.....	\$25

**The lack of familiarity with these regulations does not constitute a valid defense for failure to comply.**

## **Ticket Appeals Procedure**

Any student, staff or faculty member receiving a citation for a parking violation has the right to appeal to the Appeals Committee. To appeal, a person must complete and submit an Appeal Form online within 10 business days of the citation date. The appeals form can be found online through the University of Montevallo Public Safety webpage [www.montevallo.edu/traffic-appeals](http://www.montevallo.edu/traffic-appeals). When the Appeals Committee receives the appeal(s), the person appealing will be notified by forUM email of the date and time to appear for a hearing. Should the fine not be paid or an appeal not be filed within 10 school days of the citation date, the right to appeal will be forfeited. Questions regarding the appeal process can be referred to the Office of Enrollment and Student Affairs at 205-665-6020 or by emailing [traffic@montevallo.edu](mailto:traffic@montevallo.edu).

## **Excessive Violations and Immobilization/Towing of Vehicle**

Students who accumulate five (5) or more parking citations in a semester will be subject to disciplinary action. A wheel-locking device (boot) may be applied to the student’s vehicle at any time during that semester after five parking citations have been issued. In order to have the boot removed, you must pay a \$25 boot removal fee and pay all tickets at the Student Accounts Office, then bring the receipt to the University Police Department. After a boot has been applied and removed in that semester, you are not allowed another parking citation. If you are ticketed again in that semester, you will be referred to the Student Conduct Officer for failure to comply and/or your parking privileges will be revoked. Any ticket issued thereafter will result in your vehicle being towed at the owner’s/driver’s expense.

Vehicles which cannot be identified that are parked on campus without a parking permit and have been ticketed multiple times will be subject to towing and impoundment, or a wheel lock may be applied for identification purposes. Before the wheel lock is removed, the responsible person must pay the unpaid citations and purchase a parking permit.

When a wheel-locking device is applied to a vehicle and remains on the vehicle for more than 24 hours, the vehicle can be towed and impounded at the owner’s/driver’s expense.

The University is not liable for any damage to vehicles occurring during towing, impoundment or when immobilized through the use of a wheel lock.

## **A REMINDER FROM THE CHIEF OF POLICE**

Here are some tips to help you find convenient parking and to prevent receiving a parking citation:

- Be sure to register your vehicle. This is for your safety and the safety of your property as well as the maintenance of the parking system.
- Match your permit color to the parking zone you select. Parking in the wrong zone is the most common violation noted, and it always inconveniences someone else. Be careful not to stay more than 20 minutes in the 20-minute zones.

- DO NOT block sidewalks or fire hydrants.
- Unpainted curbs and yellow curbs are “no parking” areas.
- DO NOT park in fire lanes.
- DO NOT park in spaces designated for people with disabilities unless authorized to do so.
- Remember, by following the regulations, pavement markings and signs, you can park conveniently for nearly all of your needs.
- Parking improperly always inconveniences someone else and may result in the issuance of a citation, but just a moment’s thought can prevent it.

## TRAFFIC REGULATIONS AND INFORMATION

**The lack of familiarity with these regulations does not constitute a valid defense for failure to comply.**

The University Police Department has concurrent jurisdiction with the Montevallo City Police Department, and the University Police Department enforces all Alabama traffic rules and regulations on and off campus.

The University Police Department has the option of issuing an Alabama Uniform Traffic Citation (UTC). The Uniform Traffic Citation is processed through the Montevallo Municipal Court on the citation’s designated date and time. Failure to pay or appear in the Montevallo Municipal Court will result in a warrant for your arrest.

The University Police Department also has the option of issuing an On-Campus Traffic Citation (OCTC) for minor traffic offenses. The On-Campus Citation is applicable to persons on University property. The On-Campus Traffic Citation can be paid in the same manner as all other fines. To appeal, a person must submit an appeal within 10 business days of the citation date.

Should the fine not be paid or an appeal not filed within the 10 business days, the right to appeal will be forfeited, and a hold may be placed on the student’s account.

### **Campus speed limit is 20 mph.**

#### **Fines for Traffic Violations**

<b>Violation</b>	<b>Fine</b>
*Speeding .....	\$50
Wrong way on a one-way street .....	\$50
**Failure to yield right-of-way .....	\$50
Improper stop at a stop sign .....	\$50
Improper turn .....	\$50
Seat belt violation .....	\$10
***Noise violation .....	\$50

\*The speed limit on campus is 20 mph. All state and local traffic laws are applicable on campus.

\*\*Pedestrians in crosswalks have the right-of-way.

\*\*\*A driver commits a noise violation when a stereo/audible device can be heard from a distance greater than 30 feet.

#### **Disabled Vehicles**

Disabled vehicles are the responsibility of the driver and should be removed within 24 hours. Disabled vehicles that constitute a traffic hazard will be removed at the owner’s expense. Parking citations accrued by a disabled vehicle that is parked illegally must be paid.

#### **Accidents**

When a traffic accident occurs on University property, the accident should be reported to the University Police Department. Vehicle(s) should not be moved until the investigating officer instructs

the driver(s) to do so.

A copy of the accident report can be furnished to all parties for a \$5 charge. The copy may be obtained at the University Police Department Monday through Friday during normal business hours. Accident reports are available for pick-up after the third business day.

Alabama state law requires that all vehicles operated on University of Montevallo property be insured with at least liability coverage.

### **Bicycle Registration**

UMPD and UM Sustainability have partnered together to create a Bicycle Registration Program for students, faculty and staff. UMPD encourages owners to register their bicycles at no cost. This program is voluntary and offers the following advantages:

- Serves as a deterrent to theft
- Assists in the identification of lost or stolen bicycles
- Easily notify the owner of lost or abandoned bicycles
- Helps the University better plan for the future of bicycle facilities

[www.montevallo.edu/bicycle-registration](http://www.montevallo.edu/bicycle-registration)

### DEFINITIONS

**Motor vehicle:** any vehicle that is self-propelled

**Student:** any person registered at the University of Montevallo for at least one credit hour

**Faculty and staff:** any employee of the University of Montevallo as defined by the Human Resources Office. (Part-time employees who are also students, graduate assistants and other student workers DO NOT qualify for faculty and staff white zone parking privileges.)

**University property:** all property owned by the University of Montevallo. Anyone who parks a vehicle on University property must have a parking permit properly displayed, even if they park in areas where there are unpainted curbs.

**No parking permit displayed:** vehicles that are parked on campus that do not properly display a parking permit for the current school year

**Improper parking:** the following violations are enforced 24 hours each day, and parking is not allowed at any time, for any reason. Unregistered vehicles found in violation of the parking infractions (parking on sidewalk; parking on grass; parking on a crosswalk; double parking; blocking handicap access ramps, yellow curbs, loading zones, dumpsters, mail centers and telephone services spaces) are subject to being wheel-locked or towed at the owner's expense.

**Blocking or obstructing traffic:** vehicle is parked in a manner that creates a traffic hazard

**Parking in handicap zone:** a vehicle without a blue hangtag is parked in a blue-painted space that is designated as reserved for disabled persons

**Overtime parking:** a vehicle has been parked in a parking space longer than the posted sign designates

**Improper permit display:** a citation for improper permit display will be issued if the parking permit is displayed anywhere other than where instructed, depending on the type of permit. Exceptions are made for temporary parking passes only.

**Wheel lock (boot immobilizer):** a boot immobilizer is a device that is applied to vehicles that are found in violation of University parking rules and regulations. The boot immobilizer will be removed once the owner of the vehicle brings the proper receipt to the University Police Department. Unauthorized removal of the boot immobilizer will result in criminal prosecution.

**Red zone:** red parking spaces; commuter students are only authorized to park in the red zones if they have applied for and have been issued a red parking permit for the current school year.



**Green zone:** green parking spaces; resident students are only authorized to park in the green zones if they have applied for and have been issued a green parking permit for the current school year.

**White zone:** white parking spaces; faculty and staff are only authorized to park in the white zones if they have applied for and have been issued a white hangtag parking permit for the current school year.

**Blue zone:** blue parking spaces; these spaces are reserved for persons with disabilities who have applied for and have been issued a University of Montevallo disabilities parking permit. (Infractions are enforced on a 24-hour basis.)

**Yellow zone:** yellow parking spaces (not to be confused with yellow curb); this area is considered overflow parking, and all color decals are free to park without receiving a citation.

**Yellow curb:** yellow-painted street curb; parking on a yellow curb is not allowed at any time. (Infractions are enforced on a 24-hour basis.)

To ensure the safety of drivers, pedestrians and property, as well as to provide adequate parking facilities for all those who drive on campus, a program of traffic and parking regulations has been developed for the University of Montevallo campus.

THIS PARKING PLAN IS DESIGNED FOR THE CONVENIENCE AND SAFETY OF ALL. IT CAN BE SUCCESSFUL ONLY IF ALL PERSONS — FACULTY, STAFF, STUDENTS AND VISITORS — ABIDE BY THE REGULATIONS.

# ACADEMIC STANDARDS

---



# Academic Standards

- Curriculum
- Advisement and Attendance
- Withdrawal
- Academic Support
- Grades
- Academic Warning and Suspension
- Academic Records
- Judicial Proceedings
- Student Grievance Against Faculty

## CURRICULUM

### GENERAL EDUCATION PROGRAM

The core curriculum is the most complete embodiment of the University's mission as Alabama's publicly-funded liberal arts University. In this curriculum, the University continually bears in mind the special meaning of freedom embodied in the term "liberal arts": the arts that free or enable students to explore the perennial questions that confront every thoughtful human being — questions about nature, human nature and society and metaphysics. The University provides opportunities to explore these questions through liberal studies in the sciences, literature, fine arts, history, behavioral and social sciences and philosophy. The University is committed to liberal inquiry, not only in its core curriculum, but also in its professional and pre-professional programs. In all of these, the University aims to graduate students who can bring to their vocations, their private lives, and their civic participation the habits of lifelong learning and energetic, informed reflection.

Specific general graduation requirements are outlined in the *Bulletin*.

### MAJORS AND MINORS

Requirements for specific majors and minors are listed under the appropriate department headings in the *Bulletin*. Courses for the major and minor must be selected in consultation with the academic advisor. A minor is optional except where required for a specific major.

To declare or change a major, students may obtain a student program change form in any department office or from the Registrar's Office. The form must be taken to the new department for approval and for assignment of an academic advisor and then to the Registrar's Office where the change will be recorded. To change a minor, a student should contact the Registrar's Office.

## ADVISEMENT AND ATTENDANCE

### ACADEMIC ADVISING

#### Assignment of Academic Advisors

Academic advisors are assigned by the major department. However, if a student changes majors, a new advisor is assigned by the new major department when the change of major is approved. A student may change advisors within a department by consulting the chair of the department.

#### Degree Evaluations

Updated degree evaluations for all currently enrolled students are available by accessing Banner Self-Service at any time. Instructions for accessing and understanding the online degree evaluation are available on the Registrar's Office webpage. The evaluation will display all course work applied toward the requirements for graduation. Students and advisors should check the online degree evaluation at least once a semester to verify progress and outstanding requirements. Any questions concerning degree evaluations should be directed to the student's academic advisor or the Registrar's Office.

### REGISTRATION

Currently enrolled students must obtain approval from their advisor in order to register or pre-register for courses. A student should meet with the advisor during the pre-registration advising

period and should consult the advisor prior to any change in classes, prior to a change in major or minor, immediately following any report of unsatisfactory progress and when considering withdrawal from the University of Montevallo.

Pre-registration dates are listed in the University Calendar and Academic Calendar available on the University's webpage. Registration procedures, dates and other important information are available on the Registrar's webpage each semester prior to academic advising. The schedule of classes is also available on the Registrar's webpage and through Banner Self-Service.

Each semester, current students may pre-register for the subsequent semester. Students who pre-register and pay by the required date do not have to participate in regular registration. Schedules of students who do not submit payment by the payment deadline may be dropped.

Accounts of currently enrolled students must be paid in full or be current with their payment plan prior to the pre-registration/registration periods. Students with a current balance of any amount will have a hold placed on their accounts, and registration changes will be delayed until full payment is received by the University.

## CLASS ATTENDANCE

The University of Montevallo expects students to attend all classes in which they are enrolled. Instructors may establish specific attendance regulations governing their classes and will provide them to their students in the course syllabus at the beginning of each semester. (UM Policy 02:300 Student Class Absences.)

Regulations governing absence policies:

- A. All policy statements must be on file in the office of the dean and must be approved by the appropriate dean.
- B. All policies must allow excused absences for these reasons:
  - Travel considered part of the instructional program of the University and requiring absence from class
  - Participation in activities directly sponsored by and in the interest of the University
  - Extraordinary circumstances, such as pressing legal obligations, authorized by the college dean
- C. All policies must allow for a reasonable number of absences for these reasons:
  - Illness
  - Death or serious illness in the immediate family

Instructors determine the validity of excuses and are responsible for consistent enforcement of their policies. Students may appeal decisions via established procedures for grievances concerning academic matters.

In general, course attendance is not open to the public. To attend or participate in a course at the University of Montevallo, one must be admitted and enrolled in the course, or for good cause, be granted permission to sit in on the class as an authorized visitor or guest speaker. Only individuals meeting the above criteria should be admitted in the classroom.

For the safety and welfare of our students, faculty and staff, it is important to have a record of all individuals in each classroom. Overall classroom management is vested with the faculty member holding the class; accordingly, faculty may request that any unauthorized individuals exit or not return to the classroom. In cases of unauthorized classroom attendance, the department chair should be notified and a record of the incident created.

## DROP/ADD AND WITHDRAWAL

### DROPPING AND ADDING COURSES DURING THE ALLOWABLE PERIOD

During the drop/add period (the first week of a fall or spring semester, the first day of May term, and the first two days of Summer I or Summer II), a student may add a class without the professor's

permission, and a student may drop a course (without incurring a grade of “W”) either through their Banner Self-Service account or in the Registrar’s Office. A course that is dropped during the drop/add period will be deleted from the student’s transcript. The student must initiate the drop process; failure to attend class does not constitute a formal drop. See the University calendar for specific dates and the University refund policy for details regarding tuition and fees associated with dropping a class in this time frame.

#### COURSE WITHDRAWAL AFTER THE DROP/ADD PERIOD

After the drop/add period, a student may add a course only with the written approval of the professor, department chair and college dean. If a student wishes to withdraw from a course after the drop/add period and receive a grade of “W” (withdrawn), they must do so by the final withdrawal date shown in the University calendar either through Banner Self-Service or in the Registrar’s Office. The course withdrawal period ends at midnight on the date specified in the University calendar, approximately 60 percent through the academic term. A grade of “W” does not affect the student’s GPA. The student must initiate the course withdrawal process; failure to attend class does not constitute a formal course withdrawal.

After the course withdrawal period ends, a student may not withdraw from a course except in the most extenuating circumstances. Students should note that this policy typically applies only to situations that justify late withdrawal from all courses in which the student is enrolled, not to late withdrawal from one course. See the Withdrawal for Extenuating Circumstances Policy. Failure to adhere to the published course withdrawal deadline in the University calendar does not qualify as an extenuating circumstance under this policy.

A student who is withdrawing from the final course in which they are enrolled in a given term must submit to the Registrar’s Office a withdrawal signed by the Student Aid Office. If a student is unable to come to campus to submit a withdrawal form, an electronic form is available on the Registrar’s webpage, or the paper form may be scanned and emailed from the student’s UM email account.

Please note that the Department of Veterans Affairs or the Department of Defense may require partial repayment if a student using veteran educational benefits withdraws from a course after the drop/add period. Students using veteran educational benefits who are considering a schedule change after the drop/add period should see the School Certifying Official. There may also be consequences for other student groups such as athletes or international students. Athletes must have approval from UM’s Athletics Compliance Officer. International students must have approval from the Registrar’s Office.

#### COURSE WITHDRAWAL FOR NON-ATTENDANCE

In order to comply with federal regulations pertaining to the proper disbursement of financial aid, students are administratively withdrawn from classes which they have “never attended” as reported by instructors. Registration adjustments are made soon after the beginning of each term so that student financial accounts are updated in a timely manner. A student who attends or participates in a class for any length of time cannot be withdrawn from that class for having never attended.

Instructors are required to submit a date of last attendance for a student who receives a failing grade (“F” or “NC”) at the conclusion of each term. These dates may be used for the purpose of adjusting student financial accounts in order to ensure compliance with financial aid regulations.

Students are ultimately responsible for their class schedules and for completing the withdrawal process within the established deadlines. No course withdrawals for non-attendance will be processed after the conclusion of the term.

#### WITHDRAWAL FROM THE SEMESTER (ALL CLASSES)

Students intending to withdraw from the semester prior to the term withdrawal deadline must submit to the Registrar’s Office a withdrawal form signed by the Student Aid Office. If the student is receiving financial aid, the Student Aid Office will determine the effect the withdrawal may have on their aid. Students residing on campus should notify the Office of Housing and Residence Life of their intent to withdraw and must check out of the residence hall within 24 hours of withdrawal.

Completion of these procedures results in official withdrawal from the semester, and a grade of “W” is recorded for each course. Courses will not appear on the student’s transcript if the withdrawal is completed prior to the conclusion of the add/drop period. Students may not withdraw from the semester after the term withdrawal deadline, which is published in the University calendar in the *Bulletin*, unless they are approved for a withdrawal for extenuating circumstances (see Withdrawal for Extenuating Circumstances). Students who do not adhere to the withdrawal procedures will receive the appropriate grade(s) posted by faculty to the academic record at the conclusion of the term.

#### MILITARY LEAVE/WITHDRAWAL

The University of Montevallo is committed to supporting service members of the United States and the State of Alabama. Military students may apply for a late start or a Military Leave of Absence (MLOA) from the University if they must withdraw from the semester, leave prior to the end of the term, attend training during the semester or miss the beginning of the semester due to involuntary military orders. Details are available from the Coordinator of Veteran & Military Affairs.

#### WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES

In the case of prolonged illness, debilitating accident, family emergency or comparably serious personal situations that occur after the withdrawal deadline and that are beyond a student’s control, the student may request a withdrawal for extenuating circumstances. A student seeking a withdrawal for extenuating circumstances must withdraw from all courses for that semester; a partial withdrawal for extenuating circumstances will typically not be approved. If a withdrawal for extenuating circumstances is granted, the student will receive a “W” for any course in which they are enrolled with a special notation on the transcript denoting extenuating circumstances.

#### **Process**

The student must complete the “Withdrawal for Extenuating Circumstances” form indicating the last date of class attendance and submit the form along with an explanation of how the situation prevents completion of the term and documentation of the circumstances (medical documentation for student or immediate family member for whom the student is responsible, death certificate of family member, etc.). All required paperwork should be submitted to the Registrar’s Office in Palmer Hall as soon as possible but no later than 30 days following the end of the semester for which the student is seeking a withdrawal for extenuating circumstances.

#### **Academic and Financial Considerations**

If a student receives a withdrawal for extenuating circumstances, a grade of “W” will be assigned for each course in which the student is enrolled.

Financial considerations and academic standing should be taken into account prior to requesting a withdrawal for extenuating circumstances.

Withdrawal from college may affect a student’s eligibility for health insurance coverage under a parent’s policy.

Undergraduate students should also be aware that they must demonstrate Satisfactory Academic Progress (SAP) in order to avoid academic suspension and to continue to be eligible to receive financial aid. Low grades or excessive withdrawals may affect a student’s continued enrollment at UM or the student’s ability to receive financial aid in the future. See Satisfactory Academic Progress at [www.montevallo.edu/finaid.Basic\\_Information.shtm#SATISFACTORY\\_ACADEMIC\\_PROGRESS](http://www.montevallo.edu/finaid.Basic_Information.shtm#SATISFACTORY_ACADEMIC_PROGRESS) for more information.

#### READMISSION TO THE UNIVERSITY

Undergraduate students who have been absent one year or more must apply for readmission, and those who have not been in attendance for four or more years must meet the requirements of the University *Bulletin* in effect at the time of readmission.

Graduate students who have been absent two years or more must apply for readmission, and may be

required to meet the requirements of the University *Bulletin* in effect at the time of readmission.

## BULLETIN REQUIREMENTS AND ENROLLMENT TIMELINESS

A student's degree requirements are established by the *Bulletin* in effect at the time a student enrolls at the University of Montevallo as a degree seeking student. A student who leaves UM and returns within four years may remain under their initial *Bulletin*. Students returning after an absence of more than four years will be required to change to the *Bulletin* in effect at the time of their return, unless a waiver is issued by the major department chair.

A student may request to change to a more recent *Bulletin* (after consultation with their academic advisor) by submitting a Student Program Change form to the Registrar's Office. Students who change majors may also be required to change to the current *Bulletin*.

Please note that some programs are recognized by an accrediting organization or designed to assure eligibility for official certification or licensure, such as teaching, social work or speech pathology. Sometimes accrediting organizations or governmental units will modify their requirements necessary for certification or licensure. Students may be required to change to a more recent *Bulletin* in order to adhere to all governmental and/or accreditation modifications made during their period of enrollment.

## ACADEMIC SUPPORT

A student who is having trouble in a course should first meet with the professor, who is the best resource for assistance, and also talk to the academic advisor. If the problem persists, it may be helpful to talk with the department chair or dean. Additionally, students can reach out to the Falcon Success Center, located in Van Tuyl House, to receive guidance on helpful resources from academic counseling to free tutoring through the Learning Enrichment Center, located on the lower level of the library.

## GRADES

Grades represent the instructor's assessment of the student's performance on classroom and laboratory assignments as well as on essays, term papers, class participation and examinations, etc. UM's grading system and an explanation of how to calculate Grade Point Average (GPA) are explained in detail in the *Bulletin*.

### VIEWING FINAL GRADESS

Students' final grades are posted to their academic history and are viewable through Banner Self-Service at the conclusion of each semester's final exam period.

### STUDENT INSPECTION OF TESTS AND EXAMS

It is the University's policy that any student has the right to reasonably inspect any graded paper in any course in which he or she has been or is currently enrolled. Within the context of this policy, the following definitions apply:

1. "Paper" shall mean any examination, test, term paper, research paper, review, analysis or other written matter which, in any way, counts in the instructor's computation for a grade of a student in a course.
2. "Graded paper" shall mean any paper that has been evaluated by the instructor, on which errors have been noted, together with the numerical or letter evaluation or grade.
3. "Reasonably inspect" shall mean the right to review, although not necessarily permanently possess, a graded paper. This review shall be at a time that is reasonable to both student and instructor, whether the review be in a class or by appointment. Such inspection may be made at any time within a year following completion of a course.

### FINAL GRADE APPEALS

*The University of Montevallo respects the right and professional responsibility of faculty members to assign grades based on their professional judgment of student performance.*

If a student wishes to appeal a final grade assigned as a result of an academic dishonesty charge, the

student should follow the process outlined in the Academic Dishonesty Policy.

In the event that a student believes that the final grade assigned in a course is unfair or incorrect, the student should take the following steps:

1. The student must first confer with the faculty member involved to review his or her academic work and its assessment and attempt to resolve issues informally.
2. If the student is not satisfied and wishes to continue the appeal, he or she will request a final grade appeal form from the appropriate department chair. This form must be completed and submitted to the department chair within 30 calendar days of the posting of final grades along with an attached written statement of the rationale/basis for the appeal and any supporting materials such as graded work and the course syllabus. The written appeal must state clearly the reason(s) for the appeal of the grade and the desired remedy.
3. The department chair will review the documents submitted by the student and will discuss the case with the faculty member who will be given a copy of the written appeal. Within five (5) class days\* of receiving the student's appeal, the chair will contact the student to schedule an appointment. The chair's decision will be rendered at the conclusion of the conference with the student or within five (5) class days after the meeting. If the department chair supports the student's appeal, the instructor will be asked to reassess the student's grade.
4. If the department chair does not support the student's appeal or the department chair does support the student's appeal and the instructor refuses to change the student's grade, the student may appeal to the college dean. At the student's request, the department chair will send all materials to the college dean, who, after discussion with the chair and the faculty member, will schedule an appointment with the student. The dean may or may not request that the chair and faculty member attend the conference. The dean will render a decision at the conclusion of the conference or within five (5) class days after the meeting. If the dean supports the student's appeal, the instructor will be asked to reassess the student's grade. The decision to change the grade will remain with the instructor unless the dean has clear, convincing and objective evidence that the grade has not been calculated according to criteria communicated to students by the instructor.

Every effort will be made to address complaints in a timely manner. However, students should be aware that action complaints filed after Spring Commencement may be delayed if the faculty member involved is not available during the summer to respond to the complaint.

All appeals should be resolved by the end of the term in which they are filed.

\*Class Day: a class day is any weekday in which the University is in session during the regular academic year (e.g., fall and spring semesters).

## **ACADEMIC WARNING AND SUSPENSION**

### **MAINTAINING MINIMUM ACADEMIC PROGRESS**

A student is expected to achieve consistent progress toward the attainment of a University degree. Earning the following minimum cumulative UM GPAs based on total accumulated GPA hours is considered meeting minimum academic progress:

0-29 GPA hours, 1.5 UM GPA

30-59 GPA hours, 1.7 UM GPA

60-89 GPA hours, 1.9 UM GPA

90+ GPA hours, 2.0 UM GPA

Note: GPA hours include transfer hours.

### **ACADEMIC WARNING**

At the end of each semester, a student will be placed on Academic Warning when his or her cumulative UM GPA is below 2.0 but above the appropriate minimum academic progress standard as



defined above. A student may be removed from Academic Warning only by attaining a minimum 2.0 cumulative GPA. Academic Warning will be noted on the student's academic transcript. Academic Warning does not restrict registration for a subsequent term.

### FRESHMAN ACADEMIC WARNING

A first-time freshman will be placed on Freshman Academic Warning for one regular semester if his or her cumulative UM GPA is below 2.0. First-time freshmen are students with fewer than 30 earned hours with no prior enrollment at a postsecondary institution at the undergraduate level. This includes students enrolled at UM during the fall semester who first attended college during the prior summer term as well as students who entered UM with college level credit earned prior to graduating from high school. Freshman Academic Warning will be noted on the student's academic transcript. Freshman Academic Warning does not restrict registration for a subsequent term. Students placed on Freshman Academic Warning are urged to schedule an appointment with their advisor to review academic progress prior to the first day of classes in the subsequent term.

### ACADEMIC SUSPENSION

A student may not attend the University during the period of his or her suspension. Students should be aware that once they are placed on suspension from the University, they are no longer making satisfactory academic progress as required for continued receipt of financial aid. Students petitioning for reinstatement to the University under the procedure outlined below must apply separately to the Student Aid Office in order to regain financial aid. A student may not transfer to the University any credits earned at another college or university while on suspension.

Academic Suspension typically results from a student's failure to demonstrate satisfactory academic progress; however, it is also possible for a student to be suspended as a result of academic dishonesty (see policy on academic dishonesty).

Students returning from suspension, continuing on suspension or successfully petitioned to continue are required to meet with the Falcon Success Center no later than two weeks into the regular semester in which they return or continue to develop a success plan. Success plans will be created with input from the student, FSC staff, faculty advisor and department chair, Dean or College Reinstatement Committee (depending on reinstatement process). Progress of plan will be taken into consideration for additional petitions (second, indefinite) if necessary.

First-time freshmen may be placed on Freshman Academic Warning but are not subject to suspension for failure to meet minimum standards for academic progress until the end of their second regular semester at UM. Freshmen may, however, be suspended as a result of academic dishonesty. All other students are subject to suspension at the end of any regular semester when they fail to meet minimum standards for academic progress or may be suspended as a result of academic dishonesty.

#### **First Suspension**

A student who does not maintain minimum academic progress, as defined above, will be suspended from study for one regular semester, and the suspension will be noted on the student's official transcript. A student placed on First Suspension may attend the summer term at UM in an attempt to improve his or her GPA. If summer enrollment results in the student meeting minimum academic progress standards, the student will be permitted to enroll for the fall semester.

A student may also petition the department chair for his/her major to be allowed to continue enrollment in the next regular semester through the reinstatement review process. For a student who has not declared a major or who has more than one major, the Provost will determine the appropriate party to consider reinstatement.

If the student's reinstatement petition is denied and the student does not meet standards for minimum academic progress through courses completed during the summer term at UM, the student will not be permitted to enroll in the next regular semester.

Students allowed to continue enrollment or returning from the one suspended semester will be

required to earn a semester UM GPA of 2.0 or higher on 12 or 13 semester hours (unless the dean approves a reduced number of hours) in order to continue enrollment. The student will then be required to meet minimum standards for academic progress in subsequent semesters.

### **Second Suspension**

A student who returns from his or her first academic suspension and does not earn a semester GPA of 2.0 or higher on the required number of semester hours or who in a future semester fails to meet minimum standards for academic progress will be suspended for two regular semesters. A student placed on Second Suspension at the end of the spring semester will be allowed to enroll in the summer term. If summer enrollment results in the student meeting minimum academic progress standards, the student will be permitted to enroll for the fall semester.

A student may also petition the College Reinstatement Committee in his or her college to be allowed to continue enrollment for the next regular semester. For a student who has not declared a major or who has more than one major, the Provost will identify the College Reinstatement Committee.

If the student's reinstatement petition is denied or the student does not meet standards for minimum academic progress through courses completed during the summer term at UM, the student will not be permitted to enroll for the next two regular semesters.

Students allowed to continue enrollment or returning from the two suspended semesters will be required to earn a semester UM GPA of 2.0 or higher on 12 or 13 semester hours (unless the dean approves a reduced number of hours) in the next regular semester in order to continue enrollment. The student will then be required to meet minimum standards for academic progress in subsequent semesters.

### **Indefinite Suspension**

A student who returns from his or her second academic suspension and does not earn a semester UM GPA of 2.0 or higher on the required number of semester hours or who in a future semester fails to meet minimum standards for academic progress will be placed on Indefinite Suspension and may not enroll in any term (including summer). An appeal will not be considered by the College Reinstatement Committee until the student has been out of school for a minimum of two regular semesters.

## **REINSTATEMENT PETITION PROCESS**

### **First Suspension — Appeal to Department Chair**

The student must make an appointment to meet with the appropriate department chair to present his/her case for reinstatement no later than three weekdays prior to the beginning of a regular semester. If the department chair denies the request, the student may appeal to the dean. The decision of the dean is final and will be communicated to the Registrar, the Student Aid Office, Housing and other administrative offices as appropriate.

### **Second Suspension — Appeal to College Reinstatement Committee**

The procedure for applying for reinstatement is as follows:

1. The student must complete a reinstatement petition, available from the Registrar's Office, and submit it to the College Reinstatement Committee of the college from which he or she was suspended no later than four weekdays prior to the beginning of a regular semester.
2. The College Reinstatement Committee (see description below) will review the student's petition and may require a meeting with the student. The committee may approve the petition, may approve the petition with stipulations or may disapprove the petition. Stipulations may include limiting the number of courses the student may take or specifying the GPA the student must earn in the next semester.
3. If the College Reinstatement Committee denies the student's petition, the student may appeal in writing to the college dean. The decision of the dean will be final. The student may not appeal a positive decision.

4. The final decision of the College Reinstatement Committee or dean will be communicated to the Registrar, the Student Aid Office, Housing and other administrative offices as appropriate.

### **College Reinstatement Committee**

Each college dean will appoint a College Reinstatement Committee that will be charged with reviewing petitions submitted by students pursuing majors offered by the college for academic reinstatement following a second or indefinite suspension. The College Reinstatement Committee will have three members (usually department chairs).

## **ACADEMIC RECORDS**

### **ACADEMIC TRANSCRIPT**

The transcript is a student's official academic record. The handling of transcripts and the retention and disposal of student records are in accordance with the guidelines of The American Association of Collegiate Registrars and Admissions Officers (AACRAO) and the requirements of the Alabama University General Records Schedules.

Students who have fulfilled their financial obligations to the University may obtain official transcripts of their records from the Registrar's Office. Students may obtain unofficial transcripts from the Registrar's Office or from their Banner Self-Service page. There is no charge for transcripts for currently enrolled students.

### **CONFIDENTIALITY OF STUDENT RECORDS**

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access
  - Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading
  - Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
  - If the University decides not to amend the records requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University is contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The University may release without consent the following directory information: name, address, email address, telephone numbers, major fields of study, date of birth, participation in officially

recognized activities or sports, weight and height of student-athletes, most recent educational institution attended, number of current hours in which the student is enrolled, student enrollment status (full or part-time), degrees and graduation dates, anticipated degrees and graduation dates, classification (freshman, sophomore, junior, senior, etc.), awards and honors, dates of attendance and class schedule (the latter only to the Police Chief or his designee). Students wishing to withhold directory information must fill out a "Request to Prevent Disclosure of Directory Information" form which may be obtained in the Registrar's Office.

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

Any complaint or questions should be addressed to the Registrar, Registrar's Office, Palmer Hall (205-665-6040). There is also a complete copy of the University's FERPA policy on file in the Registrar's Office and online at [www.montevallo.edu/registrar](http://www.montevallo.edu/registrar).

## JUDICIAL PROCEDURES

### **Academic Dishonesty**

A student at the University of Montevallo upholds the honor of the University by refraining from every form of dishonesty in college life and by doing all that is possible to create a spirit of honesty and honor on the campus.

Academic dishonesty is defined as cheating or plagiarism. Cheating is the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on work that is his or her responsibility. Plagiarism occurs when a student uses the words or the ideas of another without acknowledging that they belong to someone else.

Briefly, there are five ways in which a student can commit plagiarism:

- Using the exact words of another person's work/writing without acknowledgement of the source through the use of quotation marks and correct citation/documentation;
- Rephrasing a passage by another writer without giving proper credit;
- Using someone else's facts or ideas without acknowledgement;
- Using a piece of writing for one course that was already used in a previous course (or in courses in which one is simultaneously enrolled) without express permission from both instructors to do so; and
- Presenting fabricated or falsified citations or materials.

### **Helpful Resources**

There are many resources available at the University of Montevallo to help students understand how to avoid plagiarism. The Harbert Writing Center, the library and instructors are just a few of these resources. It is the student's responsibility to ask questions and get assistance with the correct methods of citation and documentation of researched materials so that he or she will not be committing plagiarism.

### **Academic Dishonesty Policy**

Students may not give or receive unauthorized aid in completing academic work and meeting academic requirements. Only the faculty member teaching the course can authorize assistance, use of resources, etc. If a student is uncertain about whether conduct would constitute academic dishonesty, it is the responsibility of the student to seek clarification from the faculty member prior to engaging in such conduct.

Penalties for cheating or plagiarism are determined based on the seriousness of the offense and on whether the student has a record of other instances of academic dishonesty. If the academic dishonesty pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may assign a zero on the assignment or a grade of "F" in the course. If the violation pertains to a non-course degree requirement (e.g., standardized examination), the student may fail to receive credit for the degree requirement for which the violation occurred. The consequences for the violation of a non-course degree requirement may be imposed by the appropriate department chair or college dean. In addition to these consequences, the faculty member or academic administrator has the right to refer the violation to the University Conduct Council for possible further sanctions.

The process for resolving charges of academic dishonesty is described below:

- I. The instructor responsible for the course at the time of the incident will complete an "Academic Dishonesty Incident" form, inform the student of the charge and provide the student with a copy of the incident form as soon as possible but within five (5) class days\* of the assignment of the grade. The instructor will determine the appropriate grade penalty (a reduced grade on the assignment or for the course). The instructor may further recommend that the University Conduct Council consider the case for additional sanctions against the student.
- II. If the student accepts the grade penalty assigned by the faculty member, the process outlined below is followed:
  - A. Copies of the incident report are forwarded to the chair of the department in which the incident occurred, to the dean of the college, to the Dean of Students, and to the Provost and Vice President for Academic Affairs.
  - B. The Office of the Provost and Vice President for Academic Affairs will serve as the central recording center for all "Academic Dishonesty Incident" forms. Additionally, the Provost and Vice President for Academic Affairs will recommend that the University Conduct Council consider the case (1) upon instructor recommendation or (2) if the student charged has a record of past violations of academic honesty even though the instructor did not recommend the case for further consideration.
  - C. If the Provost and Vice President for Academic Affairs forwards the case to the University Conduct Council for further consideration under established procedures for disciplinary hearings, the University Conduct Council may recommend:
    1. Suspension for a definite or an indefinite period of time (see UM Academic Suspension Policy);
    2. Expulsion;
    3. Additional sanctions as warranted, such as withdrawal of scholarship support; or
    4. Appropriate notations on the student's permanent record

The University Conduct Council will forward its recommendation to the Provost and Vice President for Academic Affairs. Upon approval of the University Conduct Council recommendation, the Provost and Vice President for Academic Affairs will implement disciplinary action and notify the student, the instructor, the department chair, the college dean, the Dean of Students, the student's advisor, the dean of the college in which the student is enrolled and other affected parties (Registrar's Office, etc.). If the student who has admitted guilt wishes to appeal the additional sanctions recommended by the University Conduct Council, he/she may submit a formal written appeal to the Provost whose decision will be final.

- III. If the faculty member does not refer the case but the student wishes to appeal the grade penalty, the student may contact the Director of Student Conduct in the Division of Enrollment and Student Affairs. The student must begin the appeal no later than five (5) class days after being notified of the academic dishonesty charge to request that the case be reviewed by the University Conduct Council. The process outlined below will be followed:

The chair of the department in which the incident occurred will receive notification of the appeal from the Director of Student Conduct. The chair will inform the faculty member of the appeal.

The University Conduct Council will make a determination of the validity of the charge.

- A. If the University Conduct Council fails to find sufficient justification for the charges, it will so inform the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will then inform the student, the instructor, the department chair, and the dean. The instructor will be asked to reassess the assigned grade and will be notified that he or she may be in an untenable legal position if he or she elects not to do so. The faculty member's reassessment of the academic penalty may or may not result in a different grade depending on the quality of the student's performance on the assignment(s).
- B. If the University Conduct Council finds that the charges are justified, the University Conduct Council will notify the Provost and Vice President of Academic Affairs, who will in turn notify the student, the student's advisor, the instructor, the department chair, the deans of the college in which the incident occurred and the college in which the student is enrolled, the Dean of Students and other appropriate parties (Registrar, Housing, etc.) of the outcome of the appeal.

In the case of a student appeal of a faculty-imposed penalty, the University Conduct Council may not impose a penalty stronger than the initial one.

Every effort will be made to address complaints in a timely manner. However, students should be aware that action on complaints filed after Spring Commencement may be delayed if the faculty member involved is not available during the summer to respond to the complaint.

#### STUDENT GRIEVANCE AGAINST A FACULTY MEMBER

The purpose of the Student Grievance Procedure is to provide a standardized, formal process for seeking a resolution when, in the student's judgment, he/she has been treated unfairly or improperly. Students seeking redress of grievances may do so without fear of reprisal.

All written communications with the student in the grievance procedure must be delivered either in person, with a signed and dated acknowledgement of receipt or by certified mail.

Unfair or improper treatment of a student by a faculty/staff member is defined as:

- An instructor's failure to abide by stated University policies or state law or an instructor's failure to abide by written or stated course requirements.
- An instructor's prejudiced or capricious evaluation practices which result in grades being assigned based on factors other than the student's performance on course work. The procedures in this policy do not extend to matters of grading student work where the substance of a complaint is based on the student's disagreement with the grade assigned to the student's work in partial or complete fulfillment of the course. Such matters may be discussed by the student and the faculty member; however, the final decision regarding the grade assignment rests with the faculty member.
- Discrimination against students by faculty in academic or nonacademic matters for reasons of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or disabled veteran status.
- Improper personal or professional behavior by a faculty member excluding charges of sexual misconduct, which are addressed by the Sexual Harassment Policy.

In addition to sexual harassment, the following issues cannot be addressed using this grievance procedure: Student Code of Conduct violation decisions, housing appeals decisions, residency classification decisions, traffic appeals decisions, disability grievances or any other type of decisions where a clearly defined complaint review process exists.

## Grievance Procedures

All student grievances must follow the steps outlined below and meet all time requirements. If at any point during the grievance process, someone fails to act within the requisite number of days, the principal parties in the grievance may appeal to the next step. Changes in the time requirements may be made if both parties involved in the grievance agree. At any time during the grievance process, the student may request the assistance of a Judicial Procedures Advisor\*\* to assist with the process. The Judicial Procedures Advisor will be assigned by the Office of the Provost.

**Step 1.** If a student believes that he or she has been treated unfairly or improperly by a faculty member, the student must schedule a meeting with the faculty member to discuss the matter within five (5) class days of the incident/situation in question. The faculty member must agree to meet with the student within three (3) class days of the request. The student must explain his or her position to the faculty member and attempt to understand the justification for the faculty member's actions. The purpose of this meeting is to attempt to reach an understanding and to resolve all differences in an informal, cooperative manner.

**Step 2.** If the student is not satisfied with the outcome of this informal meeting, the student must submit a written request for a formal meeting with the faculty member's immediate supervisor (usually the department chair) to discuss the student's complaint. The written request must be submitted within three (3) class days of the student's meeting with the faculty member and should include the name of the faculty member whom the student is submitting a complaint against, a brief explanation of the complaint and the action taken thus far (in Step 1). If the subject of the complaint is a faculty member in the College of Business, or if the subject of the complaint is a department chair, the student will follow Step 3.

The supervisor must meet with the student, interview the faculty member against whom the complaint is being made, and deliver a written response to both parties within three (3) class days of receipt of the student's request.

**Step 3.** If the student is not satisfied with the department chair's decision, the student must submit a written request for a formal meeting with the dean of the college to discuss the student's complaint. The written request must be submitted within three (3) class days of the written notification to the student of the department chair's decision and should include the name of the faculty member whom the student is submitting a complaint against, a brief explanation of the complaint and the action taken thus far (in Step 1 and, if relevant, Step 2).

The dean must meet with the student and review the decisions made by the faculty member and the department chair and deliver a written decision to all parties within three (3) class days of receipt of the student's request. The decision must include notice of the student's right to file a formal written grievance with the Provost.

**Step 4.** If the student is not satisfied with the dean's decision, the student must notify the Office of the Provost and Vice President for Academic Affairs. The student will be assigned a Judicial Procedures Advisor (if one has not previously been assigned) who will meet with the student within three (3) class days. The student has three (3) class days from the meeting with the Judicial Procedures Advisor in which to file a written grievance either by certified mail or hand delivered to the Provost. The written grievance should specifically state the grounds for the grievance and provide a detailed summary of the charges and dates/times of pertinent events, including the actions the student has taken thus far to resolve the complaint.

**Step 5.** Within five (5) class days of the receipt of the student's written grievance, the Provost will schedule a grievance hearing that must include all parties directly involved with the grievance. The hearing will be recorded. All hearings are closed unless the student or the faculty member against whom the complaint is made requests in writing to the

Provost that the meeting be open. The Provost will rule on the request for an open meeting. The Provost must render a decision regarding the grievance and notify the parties involved within three (3) class days of the hearing. The decision of the Provost is considered final.

Every effort will be made to address complaints in a timely manner. However, students should be aware that action complaints filed after Spring Commencement may be delayed if the faculty member involved is not available during the summer to respond to the complaint.

All appeals should be resolved by the end of the term in which they are filed.

\*Class Day: a class day is any weekday in which the University is in session during the regular academic year (e.g., fall and spring semesters).

\*\*Judicial Procedures Advisor: The Judicial Procedures Advisor is a faculty member who is familiar with the student grievance process and is in a position to serve as an impartial advisor for a student who wishes to file a grievance. The advisor is an ex officio participant in the student grievance process. The advisor is not an advocate who sides with either principal party involved in the grievance but rather someone who acts as a guide for the student in following procedures and in the unbiased collection of evidence to be used at a hearing, if necessary.



# CAMPUS RESOURCES

---



# Campus Resources



## ALUMNI ASSOCIATION

**Email:** [alumni@montevallo.edu](mailto:alumni@montevallo.edu)

**Phone:** 205-665-6215

**Webpage:** [www.montevallo.edu/alumni](http://www.montevallo.edu/alumni)

**Tiffany R. Bunt, Director of Alumni Affairs**

**Carolyn Jones, Assistant Director of Alumni Affairs**

The University of Montevallo National Alumni Association, organized in 1902, is the primary contact for Montevallo alumni with their *alma mater*. The Association's mission is to "enhance the linkage between the alumni and the University, encourage members' active participation in the Association and their commitment to the mission of the institution, build financial support for the Association and the University and promote the University of Montevallo as a vital part of Alabama's future."

The Alumni Association sponsors receptions for campus events, such as Founders' Day, Homecoming and other special occasions. Additionally, geographic-based and affinity alumni clubs in Alabama and throughout the U.S. organize events for alumni and friends to enjoy. The Alumni Association also honors deserving individuals with award recognition for distinguished and loyal alumni service in addition to outstanding faculty and staff service.

The Alumni Association also includes the Junior Alumni Board, which fosters interaction between UM and those who have graduated in the last 15 years, and the Future Alumni of Montevallo (FAM) student organization. FAM creates a student-alumni network offering students the opportunity to serve as student alumni ambassadors, engage with each other and transition into impactful young alumni.

Anyone who has attended the University of Montevallo is eligible for active membership in the National Alumni Association. For more information, contact the Office of Advancement and Alumni Affairs in Reynolds Hall at 205-665-6215 or visit [www.montevallo.edu/alumni](http://www.montevallo.edu/alumni).

## ATHLETICS, Intercollegiate

**McChesney Student Activity Center**

**Phone:** 205-665-6611

**Website:** [www.montevallofalcons.com](http://www.montevallofalcons.com)

**Mark Richard, Director of Athletics**

**Barbara Holcombe, Administrative Assistant**

The mission of the University of Montevallo Athletic Department is to promote and monitor the educational achievement and personal growth of student-athletes; to conduct an athletics program that protects and enhances the physical and educational welfare of student-athletes and staff participating in intercollegiate sport activities regardless of gender or ethnicity; to promote the principles of good sportsmanship and honesty in compliance with the University, state and National Collegiate Athletic Association (NCAA) regulations; to conduct a competitive athletics program that promotes faculty, staff, student and community affiliation with the University and to serve the community through public service and outreach activities which positively reflect the University and promote good will in the community.

The University is a member of the NCAA Division II. Men compete in baseball, basketball, cross country, golf, lacrosse, swimming, soccer, tennis and track and field while women compete in basketball, cross country, golf, lacrosse, swimming, soccer, softball, tennis, track and field and volleyball. There is also a spirit squad consisting of cheer and dance teams. An esports team was started in the

fall of 2019. All sports compete in the Gulf South Conference except for men's lacrosse and esports who compete in the Peach Belt Conference, and the swim teams who compete in the New South Intercollegiate Swim Conference. Montevallo has an outstanding reputation for athletic excellence with a long list of All-American athletes and frequent appearances in championship tournaments.

## B

### BANNER SELF-SERVICE

Banner Self-Service is the University's online portal, a centralized website where students can access course materials, check grades, register for classes, read announcements, read/send email and much more. Questions regarding Banner Self-Service access should be directed to the Solution Center in person, via email to [solutioncenter@montevallo.edu](mailto:solutioncenter@montevallo.edu) or by calling 205-665-6512.

### BARNES & NOBLE

**Phone:** 205-665-6575

**Website:** [www.montevallo.bncollege.com](http://www.montevallo.bncollege.com)

The Barnes & Noble UM Bookstore sells textbooks, course materials, emblematic clothing, gifts and accessories. In addition, a number of new and innovative services focused on delivering savings and convenience have also been introduced to students, which include:

- **In-store and online textbook rentals:** students have the option of purchasing rentals either online or in the bookstore. Students opting for textbook rentals will save up to 80 percent on the cost of a new printed book and may pay for rental fees by using cash, credit or student financial aid.
- **Rapidly expanding selection of eTextbooks:** in addition to offering savings of up to 60 percent off new printed books, Barnes & Noble's revolutionary and free Yuzu application serves up eTextbooks in an engaging format that enhances the overall learning experience.
- **Generous cash-for-books program:** students with books the faculty plan to reuse the following semester will be eligible for a 50 percent cash payout, up to needed inventories.
- **Price match guarantee:** find a textbook at a lower price at any local bookstore, and the campus bookstore will match the price. The bookstore will also price match Amazon.com and bn.com, as long as the requested book is shipped and sold by Amazon and Barnes & Noble, respectively.

Shop the Barnes & Noble UM Bookstore and be assured that you are getting the right book for the right course at the right price.

### BOARD OF TRUSTEES

The UM Board of Trustees is the principal policy-making body for the University. The governor of the State of Alabama appoints members of the Board for 12-year terms. Also serving on the board is an ex officio student trustee who is elected by the Student Government Association Student Senate.

#### **Current Board of Trustees:**

##### *Executive Committee*

Hon. Todd Strange — Chair

David Wheeler — Vice Chair

Beth Chapman — Secretary

Wynelle Sewell

Brian Hamilton

Gary Ellis

#### **Ex Officio Members**

The Hon. Kay Ivey, Governor of Alabama, President, ex officio

Dr. Eric Mackey, State Superintendent of Education, ex officio

State at Large Trustee	Term Expires	City
LeRoy Nix	2029	Maplesville
Beth Chapman	2023	Hoover
David Wheeler	2032	Vestavia Hills
Hon. Rodger Smitherman	2032	Birmingham

#### Congressional Districts

District	Trustee	Term Expires	City
District 1	Gary Ellis	2029	Gulf Shores
District 2	Hon. Todd Strange	2032	Montgomery
District 3	Libby Queen	2023	Alexander City
District 4	Matt Arnold	2029	Guntersville
District 5	Wynelle Sewell	2032	Huntsville
District 6	Tim Lupinacci	2023	Birmingham
District 7	Brian Hamilton	2023	Birmingham
Student Trustee	Cody Hodge	2022	Shelbyville, TN

## BULLETIN

**Website:** [www.bulletin.montevallo.edu](http://www.bulletin.montevallo.edu)

The University of Montevallo online *Bulletin* contains admissions and student aid requirements, academic policies, major and minor requirements, academic standing and graduation rules, course descriptions and much more. The *Bulletin* can be accessed at [bulletin.montevallo.edu](http://bulletin.montevallo.edu).

# C

## CAREER DEVELOPMENT CENTER

**Farmer Hall, Second Floor**

**Phone: 205-665-6262**

**Webpage: [www.montevallo.edu/career](http://www.montevallo.edu/career)**

**Michael Lebeau, Director of Career Development**

The Career Development Center offers comprehensive assistance and resources regarding career exploration, job market strategies and professional development. Begin the process early by letting us show you how to devise a personal career action plan that will chart your course from your freshman year through your senior year and beyond.

Explore | Examine | Engage | Execute

We offer career counseling and career testing to help students identify their personal strengths, career interests and work values. We help students define the academic major and career path that is the best fit. We assist with career planning, goal setting and decision making.

Passion | Talent | Purpose

We provide professional tools and coaching to assist students with their job market skills, networking techniques, interview preparation and resume writing. We also offer help with professional etiquette and protocol, workplace issues and the graduate school application process. We will empower and equip you to ensure your career success.

Visit us online at [www.montevallo.edu/career](http://www.montevallo.edu/career) for part-time and full-time job postings, internships, volunteer opportunities, downloadable resources and helpful links, or call 205-665-6262 to schedule an appointment.

## CHILD CARE

**Child Study Center**

**Phone: 205-665-6385**

The Child Study Center is accredited by the National Association for the Education of Young Children (NAEYC) and provides a developmentally appropriate program for preschoolers (ages 3 to 5). The Center serves as a model preschool program for family and consumer sciences, early childhood/elementary and other majors at the University. It also supports an Office of School Readiness (OSR) funded 4k classroom. Hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday, during fall and spring semesters and during May term. Enrollment in the three year old classroom is open to all members of the Montevallo community on a first-come-first-served basis. For the 4K classroom, information will be provided on how to sign up on the OSR website. A lottery will be held in April, and you will be contacted if your child's name was selected. Fee information may be obtained from the Department of Family and Consumer Sciences at 205-665-6385.

## CLUBS AND ORGANIZATIONS

### **Student Life**

**Farmer Hall, Second Floor**

**Phone: 205-665-6565, Fax: 205-665-6566**

**Webpage: [www.montevallo.edu/student-organizations](http://www.montevallo.edu/student-organizations)**

**Jenny Bell, Director of Student Life**

**James Spry, Assistant Director of Student Life**

**Cassandra Moore, Administrative Assistant**

Students at Montevallo have many opportunities for group participation and leadership experiences. There are clubs and organizations of all kinds — academic, honorary, professional, religious and special interest. Additionally, some 17 percent of Montevallo students choose to affiliate with one of the 15 national fraternities or sororities active on campus.

Student organizations enrich the campus and community by providing a source of intellectual, personal and social development through their programs and activities.

The University of Montevallo provides procedures and policies for the registration and organizational support of student groups. Information is available in the Student Organization Manual located on page 82 of this publication.

Note: the University of Montevallo will not assume any legal responsibility for the events of student organizations. It is expected that the officers and advisors of the sponsoring organization will assume responsibility for the group's adherence to all city, state and federal laws.

## COLLEGE NIGHT

College Night is the most honored and beloved tradition at UM. It has no rivals for first place in the affection of students and alumni who consider it their unique contribution to the academic world.

The origin of College Night is closely associated with UM's transition from a secondary school to a college. The class of 1919, observing, "Now our school is becoming a college, we have begun to take up college stunts," held the first College Night on March 3, 1919. Oral tradition has it that College Night began as a celebration of George Washington's birthday. The performance was divided into four parts, each given by a class.

Purple and Gold, as designations for the rival teams, were first used in 1921 as a part of the celebration of the school's 25th birthday. These first performances were held in a dining room on an improvised stage. College Night remained a dining-room-situated event until Feb. 23, 1927, when one performance was given for students in the dining room, and a second for the public was given the following month in Reynolds Hall. College Night performances changed to Palmer Hall upon its completion in 1930.

The program itself has changed with the passing of time. After early experiments, the evening's activities included, from each competing side, a toast, a pep song, a slow song, a stunt and an impersonation, interspersed with music and rallying cheers. No major changes occurred until 1950, when student leaders and faculty advisors decided that College Night needed a unifying theme. It was

agreed that each side would give one original production into which all songs, drama, comedy, dance or any other feature would be integrated into one piece.

College Night, the highlight of each UM school year, is best explained: “If you have never lived through one,” a former leader wrote in 1931, “never cried, laughed or sweated through one, know this. It is the crest of the wave of college spirit. It is the high spot that will stand out in your mind as meaning college when all the rest has faded.”

*(Excerpted from History of Alabama College by Dr. Lucille Griffith, Professor Emerita of History.)*

## CONCERT AND LECTURE SERIES

Distinguished speakers, lecturers and artists present concerts, lectures and plays. Many of these programs are presentations of the Concert and Lecture Series. These presentations are in addition to the plays, concerts and lectures by theatre, music and dance groups and individuals within the University.

## COUNSELING SERVICES

**Puryear House, Grainger Family Center for Personal Development**

**Phone: 205-665-6245, Fax: 205-665-6255**

**Webpage: [www.montevallo.edu/counseling-services](http://www.montevallo.edu/counseling-services)**

**Email: [millerjd@montevallo.edu](mailto:millerjd@montevallo.edu)**

**Josh Miller, Director of Counseling Services**

Whether this is your first semester on campus, you are preparing to graduate or you are somewhere in between, college can be challenging. The Counseling Services Office is here to help! The staff understands the pressures of being a college student and is available to meet with you. All services are free, confidential and are available to all currently enrolled, degree-seeking students.

Services include individual and group services. These services can help you as you learn to deal with relationships, live away from home, balance a variety of responsibilities and handle everyday life, among other things. In addition to individual and group services, emergency assistance services are offered to help with financial, food and other immediate needs in those unpredictable and unforeseen situations.

To schedule an appointment with a counselor, stop by Puryear House, call 205-665-6245 or email [counseling@montevallo.edu](mailto:counseling@montevallo.edu). For more information about our services, visit [www.montevallo.edu/counseling-services](http://www.montevallo.edu/counseling-services).

# D

## DANCY LECTURES

Distinguished speakers from the fields of literature and theatre arts present Dancy Lectures, endowed by a bequest from Miss Unity Dandridge Dancy. Beginning with Douglas Southhall Freeman in 1939, the series has included such notable scholars, critics and writers as Dumas Malone, Maynard Mack, Joseph Campbell, Martin Esslin, Helen Vendler, O.B. Hardison, Horton Foote, Stephen Greenblatt, Houston Baker, Elaine Pagels, Brenda Marie Osbey, Qui Nguyen and Natasha Trethewey.

## DEAD DAYS

The University does not observe official Dead Days. On the last two days of class prior to the start of final exams during fall and spring semesters, classes meet as scheduled; however, no exams or quizzes may be administered, and no other graded assignments may be due. No student organizations may hold meetings, activities or events of any kind starting with these last two class days through the last day of final exams.

## DEGREE EVALUATION

The online degree evaluation is an advising and planning tool for students and their advisors to evaluate coursework against degree requirements. Instructions for accessing and understanding the online degree evaluation are available on the Registrar's Office webpage. The evaluation shows how UM courses, transfer courses and courses in progress apply toward degree requirements and is accessible through Banner Self-Service. Remember, these evaluations do not take the place of academic advising. Advisors and departments must report all approved changes, substitutions or adjustments to your degree plan directly to the Registrar's Office for updating in the online degree evaluation. The Registrar's Office uses the online degree evaluation in determining final graduation approval. Any questions concerning degree evaluations should be directed to the student's academic advisor or the Registrar's Office.

## DISABILITY SUPPORT SERVICES

**Main Hall Central, Lower Level**

**Phone: 205-665-6250**

**Webpage: [www.montevallo.edu/dss](http://www.montevallo.edu/dss)**

**Deborah Braswell, Director of Disability Support Services**

**Doneshia Bradford, Assistant Director of Disability Support Services**

**Amanda Sparks, Office Manager**

Disability Support Services coordinates access and services for qualified students. Students requesting accommodations should complete a DSS application, provide documentation and meet with a staff member. Documentation guidelines can be found on the DSS webpage ([www.montevallo.edu/dss](http://www.montevallo.edu/dss)). Services may include, but are not limited to, classroom and testing accommodations, alternate format texts, access to adaptive software/equipment, advising and temporary/permanent accessible parking permits. The DSS staff provides external referrals as needed, such as for testing/evaluation professionals or the Department of Rehabilitation Services. DSS also serves as a resource to faculty and staff, providing in-service training and assistance in implementing student accommodations.



## EMAIL

The University uses an email system to officially communicate with students. Each undergraduate student is assigned a UM email address. It is provided at no charge to all registered students. Students are responsible for checking their email accounts on a regular basis.

Student email is an official means of communication among students, faculty and administrators at the University of Montevallo and may be the official means of communication between students and their instructors. Students may receive a variety of very important UM email messages from offices on campus for which timely responses may be required. The official email system for students is identified by [username@forum.montevallo.edu](mailto:username@forum.montevallo.edu) and can be accessed via the student email link on the University's homepage.

Duo two-factor authentication is required to access these services and will be required by the add/drop date of the first semester at UM for new students, see [www.montevallo.edu/duo](http://www.montevallo.edu/duo).

Students should remember:

- They are responsible for monitoring and managing their account regularly, even during breaks.
- They are responsible for all announcements, requests and/or sensitive information delivered to their student email account, including information provided by the instructors of courses in which they are enrolled.
- They may electronically forward their student email to another email address but at their own risk.
- The University is not responsible for the handling of forwarded email. Having email forwarded

does not absolve students from the responsibilities associated with communication sent to their official student email address.

- Questions regarding student email accounts should be directed to the Solution Center in person, via email to [solutioncenter@montevallo.edu](mailto:solutioncenter@montevallo.edu) or by calling 205-665-6512.

## EMERGENCY PHONES and CODE BLUE LIGHTS

### University Police

205-665-6155

Located throughout the University campus, Code Blue lights and emergency phones provide a direct line of communication to University Police for individuals in need of emergency assistance. These phones are strategically positioned along pedestrian walkways and at many building entrances to provide immediate contact with the University Police dispatcher. Campus police respond to all activated emergency phones even if no words are spoken. Look for the blue lights throughout campus and the emergency phones at the entrance of all residence halls.

## ENROLLMENT & STUDENT AFFAIRS

### Main Hall Central, Lower Level

Phone: 205-665-6020

Webpage: [www.montevallo.edu/enrollment-and-student-affairs](http://www.montevallo.edu/enrollment-and-student-affairs)

**Dr. Tammi Dahle, Vice President for Enrollment & Student Affairs/Dean of Students**

The University of Montevallo is a special place that values all members of its community, particularly current and potential students. Enrollment & Student Affairs is comprised of a number of offices that work to help ensure that each student reaches his or her unique potential. There are many aspects of helping students become meaningfully employed, responsible and informed citizens. Some of these are addressed by various offices within the area of Enrollment & Student Affairs including personal and career development, leadership opportunities, health and wellness activities, financial literacy and the promotion of a strong sense of community and social responsibility. The following departments and offices comprise the division of Enrollment & Student Affairs:

- Career Development Center
- Counseling Services
- Disability Support Services
- Housing and Residence Life
- Public Safety
- Student Aid
- Student Conduct
- Student Health Services
- Student Life
- Undergraduate Admissions
- Veteran & Military Affairs

# F

## FALCON FOODS

### Main Hall, First Floor across from AIDH

Phone: 205-665-8233

Website: [www.dineoncampus.com/montevallo](http://www.dineoncampus.com/montevallo)

Falcon Foods at the University of Montevallo provides fresh, healthy dining options conveniently located throughout campus.

Farmer Hall Student Union is a student favorite. Enjoy Mediterranean-inspired fare at Pita Pit, which features sandwiches, salads, soups, smoothies and rice bowls. Neighboring this popular concept is The Market at Farmer Hall, one of two on-campus convenience locations offering an assortment of beverages, snacks, sandwiches and salads, coffee and a full candy selection. Upstairs, Einstein Bros. Bagels continues to offer great coffees, bagels, breakfasts and sandwiches in a fun atmosphere.



The Market at the Center for the Arts provides students with a full selection of snacks, beverages including Starbucks coffee, sandwiches, salads and daily hot food items.

The Carmichael Library features the Smart Market on its lower level. This fully automated store is always open offering your favorite beverages, including snacks, sandwiches, salads, Starbucks coffees and much more. This location provides the perfect place to study and network with friends over coffee and sandwiches or grab a quick snack before leaving campus.

The Anna Irvin Dining Hall, known affectionately on campus as the CAF, continues to combine an excellent variety and selection along with excellent customer service in an inviting, state-of-the-art facility. The chefs demonstrate their craftsmanship in made-to-order entrees, regional and traditional cuisines focusing on fresh ingredients, healthy offerings, quality meals and appealing presentation in an all-you-care-to-eat style of dining. The dining hall provides a restaurant experience without leaving campus.

Meal plans are available for on-campus residents and commuters. Additional information is available at [www.dineoncampus.com/montevallo](http://www.dineoncampus.com/montevallo). You can also find Falcon Foods on Facebook, Twitter and Instagram at [www.facebook.com/UMFalconFoods](http://www.facebook.com/UMFalconFoods) and @FalconFoods.

### **Frequently Asked Questions about Food Services**

This FAQ is designed to provide you with answers regarding the University of Montevallo's dining services.

**Q:** Are all students required to have a meal plan?

**A:** Most students are required to have a meal plan. For more information, please visit [www.montevallo.edu/meal-plans](http://www.montevallo.edu/meal-plans).

**Q:** Where can I purchase a commuter meal plan?

**A:** You can purchase all meal plans from the Student Accounts Office at [www.montevallo.edu/cashier](http://www.montevallo.edu/cashier).

**Q:** Where can I use my meal plan?

**A:** You can swipe your card at Pulse on Dining at the Anna Irvin Dining Hall for an all-you-care-to-eat meal. Flex Dollars can be used at any on-campus retail location, at Pulse on Dining in Anna Irvin Dining Hall and at participating restaurants around the city of Montevallo.

**Q:** Who can use my meal plan?

**A:** The meal plan meals are nontransferable and are intended for the sole use of the student pictured on the identification card.

**Q:** Are there any limits on how I can use my meal swipes?

**A:** Yes, meal swipes are limited to one per meal period for the owner of the meal plan. For example, you can swipe in for either a meal in the cafeteria or a meal to-go, but not both during the same meal period. You are allowed 16 guest swipes per semester to use for friends, family or yourself if needed.

**Q:** Can I use a residential dining hall meal swipe for food in a retail operation?

**A:** Currently only Pita Pit allows an exchange between a dining hall meal and a retail meal. The number of available meal exchanges depends on which meal plan you participate in. Information on the number of available exchange meals can be provided by the Student Accounts Office or by calling Falcon Foods at 205-665-8233.

**Q:** Can I add extra meal swipes to my plan?

**A:** While you cannot add extra meal swipes, you can purchase bonus Dining Dollars to supplement your plan.

**Q:** What are Flex Dollars and how do I use them?

**A:** Flex Dollars come with all meal plans and are the equivalent of cash. One Flex Dollar is equivalent to one dollar. Flex Dollars can be used at any on-campus dining location and participating restaurants around town and are good throughout the semester in which they are purchased. Flex Dollars work like a debit card, and your balance will appear on your receipt after each purchase.

**Q:** Do my Flex Dollars expire at the end of each week?

**A:** No. Flex Dollars are good throughout the entire semester in which the meal plan was purchased.

**Q:** What if I use all of my Flex Dollars during a semester?

**A:** Additional Bonus Dollars can be purchased at any time. Bonus Dollars can be purchased at the dining office located across from Anna Irvin Dining Hall or can be added to your account using the GET App. Any Bonus Dollars you add to your card outside of the mandatory plan are good for the entire year and will expire on the last day of Summer II.

**Q:** What do I do if I have medical or dietary restrictions?

**A:** Contact us directly for an individual consultation to best determine how Falcon Foods can help you meet your needs.

**Q:** What student employment opportunities are available in dining services?

**A:** Falcon Foods is looking for dedicated and highly motivated individuals who are interested in affecting others and being part of a winning team. More information on student employment is available if you stop by the dining services office after class or visit our website.

## FALCONLINK

**Website:** [falconlink.montevallo.edu](http://falconlink.montevallo.edu)

The Student Life Office uses a web-based organization management system called FalconLink. You will find everything you need to be involved as a UM student on this site. You can log in to FalconLink using your UM username and password. You will be able to apply for leadership positions, see a calendar of upcoming events and vote in SGA elections all from this site. Log in to FalconLink by going to [falconlink.montevallo.edu](http://falconlink.montevallo.edu), clicking "sign in" at the top right-hand side of the screen and entering your UM username and password.

## FALCON SUCCESS CENTER

**Van Tuyl House**

**Phone:** 205-665-6092, **Text:** 205-900-4668

**Webpage:** [www.montevallo.edu/falcon-success-center](http://www.montevallo.edu/falcon-success-center)

**Email:** [falconsuccesscenter@montevallo.edu](mailto:falconsuccesscenter@montevallo.edu)

**Randi Tubbs Northcutt, Director of Falcon Success Center**

**Jessica Robbins, Coordinator of Tutoring**

In the Falcon Success Center (FSC), our overall goal is to help students succeed. We offer individualized student success plans, academic counseling and at-risk student advocacy. We also provide guidance for students as they begin to navigate their college experience, leading them to the most helpful campus resources. Additionally, the FSC supports the Great Start Program, Learning Enrichment Center and academic advising for undeclared students.

## FERPA

What is FERPA? The Family Educational Rights and Privacy Act or FERPA is a federal law that gives students certain rights in respect to their education records. They are:

- The right to inspect and review your records within 45 days of request.
- The right to request an amendment of your records if you believe them to be inaccurate or misleading.
- The right to privacy of personally identifiable information in your records with some exceptions.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Montevallo to comply with the requirements of FERPA.

The University has the right to disclose what is considered directory information without the student's consent. For a full explanation of FERPA and procedures to implement your rights, visit the Registrar's Office webpage at [www.montevallo.edu/registrar-office](http://www.montevallo.edu/registrar-office).

## FOUNDERS' DAY

The Oct. 12 anniversary of the founding of the University of Montevallo is observed the second Thursday in October with a special convocation each year. It is on this occasion that seniors officially receive their caps and gowns.

# G

## GREEK LIFE

### Student Life Office

Farmer Hall, Second Floor

Phone: 205-665-6565, Fax: 205-665-6566

Webpage: [www.montevallo.edu/greeklife](http://www.montevallo.edu/greeklife)

James Spry, Assistant Director of Student Life

The University of Montevallo is host to a number of Greek organizations. Greek life is about creating lifelong friendships rich with heritage, bound together by common values. The Greek community emphasizes leadership, scholarship, service and brotherhood/sisterhood. Through fraternity and sorority life, you will find a home away from home and friends to last a lifetime.

### INTERFRATERNITY COUNCIL (IFC) FRATERNITIES

Alpha Kappa Lambda

Lambda Chi Alpha

Alpha Tau Omega

Phi Gamma Delta

### NATIONAL PAN-HELLENIC COUNCIL ORGANIZATIONS

#### Fraternities

Alpha Phi Alpha

Kappa Alpha Psi

#### Sororities

Alpha Kappa Alpha

Delta Sigma Theta

Sigma Gamma Rho

Zeta Phi Beta

### PANHELLENIC COUNCIL SORORITIES

Alpha Delta Pi

Delta Gamma

Alpha Gamma Delta

Phi Mu

Chi Omega

# H

## HARBERT WRITING CENTER

Humanities Hall, Room 311

Phone: 205-665-6423 and 205-476-2042

Website: [www.montevallo.mywconline.com](http://www.montevallo.mywconline.com)

Dr. Cynthia Mwenja, *Interim* Director of Harbert Writing Center

Phone: 205-665-6420 (English Office)

Webpage: [www.montevallo.edu/harbert-writing-center](http://www.montevallo.edu/harbert-writing-center)

The Harbert Writing Center offers one-on-one writing consultations, both online and in-person, to all members of the University community. Consultations may take place at any stage of the writing process, from planning the assignment to polishing the composition. The center's writing consultants are skilled student writers who have been trained to work with both strong and struggling writers. We encourage all students to come to us for support with writing-intensive classes at any level and in any discipline. In-person consultations are available on a drop-in basis during our open hours posted on our webpage.

## HEALTH SERVICES

Main Hall East, First Floor, Entrance faces the Quad

Phone: 205-665-6275

Webpage: [www.montevallo.edu/student-health-services](http://www.montevallo.edu/student-health-services)

Open during normal operating hours: Monday through Friday, 8 a.m. to 5 p.m.

\*Appointments are required.

Kim Moon, Physician Assistant

Shannon Smith, Registered Nurse

Lillian Rouse, Office Coordinator

Student Health Services provides direct, basic medical care, including select over-the-counter and prescription medications, and serves as a referral source for students needing care beyond that available on campus. Students are responsible for expenses incurred for care beyond what is provided by the University.

## HOMECOMING

Phone: 205-665-6215

Webpage: [www.montevallo.edu/homecoming](http://www.montevallo.edu/homecoming)

Email: [alumni@montevallo.edu](mailto:alumni@montevallo.edu)

Homecoming at the University of Montevallo is a festive week of activities for all members of the Montevallo community or University family. For alumni near and far, Homecoming is that exciting time in February to come home to UM (or for some, Alabama College), to see former classmates and renew old friendships.

The highlight of Homecoming is the final production and judging of the student-led College Night productions on Saturday evening. This is the culmination of UM's tradition of Purple versus Gold competitions. Students declare allegiance to either the Gold Side or the Purple Side and compete in athletic events, participate in school spirit activities and prepare original, musical theater productions. See more on page 51.

In addition to College Night, the Saturday of Homecoming offers alumni a full schedule of events including coffee in Reynolds Hall, departmental open houses, the annual UMNAA alumni luncheon, celebratory reunions and the Gold vs. Purple student basketball game. The University's Distinguished Alum and other alumni award recipients are recognized during Homecoming festivities, along with the College Night Dedication and Mr. and Ms. University of Montevallo.

## HONORS PROGRAM

Hill House and Ramsay Hall

Phone: 205-665-6501

Webpage: [www.montevallo.edu/honors](http://www.montevallo.edu/honors), Facebook: [www.facebook.com/HonorsUM](http://www.facebook.com/HonorsUM)

Email: [honors@montevallo.edu](mailto:honors@montevallo.edu)

Dr. Cathlena Martin, Honors Program Director

The Honors Program invites academically talented students to apply to participate in special classes and seminars that have small enrollments. Selected full-time faculty members teach these classes, which result in a more personally challenging environment and greater flexibility for both professors and students.

## HOUSING AND RESIDENCE LIFE

Main Hall, First Floor, West Wing

Phone: 205-665-6235

Webpage: [www.montevallo.edu/housing](http://www.montevallo.edu/housing)

Email: [housing@montevallo.edu](mailto:housing@montevallo.edu)

**John Denson, Director of Housing and Residence Life**  
**Savannah Crenshaw, Residence Life Coordinator**  
**Jasmine Densmore, Assignment Coordinator**  
**Candy Falkner, Office Manager**

The mission of Housing and Residence Life is to provide a safe, well-maintained living experience where students can grow both personally and academically. Living on campus provides opportunities for residents to make new friends, get involved in campus life, attend campus activities, experience personal growth and development and hopefully have a lot of positive experiences. The on-campus experience provides friends and memories that will last a lifetime!

Self-government is encouraged in all the residence halls. Student leaders also live in the buildings to assist in the on-campus experience. A Residence Hall Director (RHD) oversees each building, and Resident Assistants (RAs) are available on each floor if you ever need assistance.

The Housing and Residence Life Office is located on the first floor, west wing of Main Hall, room 105. If you have any questions or need additional information, please visit the Housing and Residence Life Office or call 205-665-6235.

# I

## ID CARDS

**Solution Center**  
**Library, Lower Level**  
**Phone: 205-665-6512**

All undergraduate and graduate students, resident or nonresident, are required to have a UM student ID card. To receive a student ID card, you must be registered for classes in the current semester or in an upcoming semester, and you must provide government-issued, photographic proof of identity. A state-issued driver's license, a state-issued nondriver's ID card, a military ID card or a passport are acceptable forms of government-issued, photographic proof of identity.

Your UM ID card is valid any time you are enrolled at the University of Montevallo. You do not need to have it revalidated annually or after an absence from attending classes at Montevallo. Students returning to the University of Montevallo for graduate studies or continuing education will continue to use the UM ID card first issued to them while they were studying at the undergraduate level. You are responsible for keeping up with your card and do not need to update or replace the first card issued to you unless you have lost your card.

Your UM ID card is used for many things, such as accessing your residence hall, accessing your meals and Flex Dollars with dining services, accessing/checking books out of the library, using the Health Center, selling books back to the University Bookstore, participating in student activities and intramurals, performing observation duties during clinical and field study courses and for admittance to some computer labs and some final exams. This list is not all-inclusive.

Student ID cards are made year-round at the Solution Center located in the lower level of Carmichael Library. The Solution Center is open for business Monday through Thursday, from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 5 p.m. However, meetings or other appointments may require the office to randomly close while all personnel are working outside the Solution Center. If desired, students may call ahead to confirm that someone will be available to assist them at the time of their arrival. If you are a resident student and you need a replacement card during a weekend or during an extended closure of the ID Lab, you may speak with Housing and Residence Life about temporary access options to your residence hall.

Fees for a student's first ID card are included in their registration costs. Fees for students replacing an ID card are billed to the student by the Student Accounts Office. Students will never pay for a replacement student ID card at the Solution Center. Students should always be prepared to update

their student ID photo when they come to the Solution Center to replace their card.

It is a violation of the Student Code of Conduct to lend out your ID card to another person. Do not lend out your card.

If you cannot find your card and believe it to be lost or stolen, report it immediately to the Solution Center (this can be done through the GET! app) and to the Police Department (205-665-6565) to protect the security of your residence hall as well as to prevent theft of any meals or Flex points you hold with Dining Services.

When you have the Solution Center issue a replacement ID card, all previous ID cards will be permanently deactivated, and the new card will be made active. Once deactivated, no previous card can be reactivated even if you find it at a later time. It is recommended that you shred any previous cards.

## INFORMATION SERVICES & TECHNOLOGY

### Solution Center (Help Desk)

The University of Montevallo Solution Center is located in the lower level of the Carmichael Library. The Solution Center can assist you with connecting to FalconNet, printing, mobile devices, gaming devices, password resets, email, Banner, Ellucian Go and Banner Self-Service. The Solution Center cannot perform repairs on personal equipment. For Solution Center service, call 205-665-6512 or send an email directly to [solutioncenter@montevallo.edu](mailto:solutioncenter@montevallo.edu).

### FalconNet

High-speed Internet service is available in all residence halls with the SSID, FalconNet, powered by Ruckus Networks. Connecting to FalconNet is as easy as:

1. Connect to UM Connect or go to [xps.montevallo.edu](http://xps.montevallo.edu) SSID
2. Open a browser on your device
3. Follow instructions

Gaming and other streaming devices, such as Roku, need to be connected to UM Gaming through the device's MAC address. Contact the University of Montevallo Solution Center for assistance.

FalconNet is available everywhere on campus and in downtown Montevallo.

### UM Mobile App (Ellucian Go)

With the UM Mobile App, you have access to your schedule, walking directions to every classroom on campus, grades, professors, dining services, current UM information and much more. Download Ellucian Go from Google Play or the Apple Store, select the University of Montevallo from the school drop-down list and log in with your network username and password.

### Free Office 365

All UM students, faculty and staff are eligible to download Microsoft Office while they remain affiliated with the University. At this time, the version of Office available is Office 2016.

Duo two-factor authentication is required to access these services and will be required by the add/drop date of the first semester at UM for new students, see [www.montevallo.edu/duo](http://www.montevallo.edu/duo).

Options to download the Office suite for UM students:

1. Anyone with a functioning \*.edu email account can go to <http://portal.office.com/account> and download Office for free.
2. Log in with your UM email address and password. \*Please note that the first time a user logs into Office, they will be required to enroll in the Office 365 Self Service Portal.
3. From the Office apps & devices menu, select install Office.

### GET! (mobile app for dining and FalconCard Services)

Students can use the web-based or mobile app GET! to order ahead with Dining Services in Farmer

Hall, add funds to their FalconCard, manage their Falcon Flex points and upload their UM ID photo. Visit [get.cbord.com](http://get.cbord.com) or download the GET! mobile app in the APP Store or Google Play.

1. Choose University of Montevallo.
2. Log in with UM username and password.
3. Create a unique PIN for device, GET! Mobile only.

## INTERNATIONAL STUDENT ADVISOR

**Global and Community Outreach, Room 104**

**Phone: 205-665-6519**

**Jason Perry, Student Diversity Recruitment and Retention Coordinator**

**Amy Minor, Assistant Registrar and Designated School Official (SEVP)**

The University of Montevallo is committed to a diverse and inclusive environment where the needs of diverse populations are met and each student can walk away from Montevallo with an impactful experience. We are dedicated to supporting our international students through the transitional challenges and adding value to their experience. The following ways are how we hope to add value and meaning to their experience, provide support and encouragement and build community among our international students.

**International Student Organization (ISO)** — ISO is represented by our international student body and is committed to developing the international presence at UM, including assisting in advocating for needs of international students, creating events to build community and promoting education of the different cultures that represent our student body.

**Friendship Partners** — The Friendship Partners program pairs UM international students with individuals and families from the community who are committed to providing support and friendship, and being open to celebrating and learning about different cultures. Both students and families fill out an application with demographic, interests and expectation information and are then matched accordingly. Throughout the semester, within specific guidelines, the families and students coordinate opportunities to connect through cultural activities, inclusion in family events or in any way that bonds the student and partner family.

**International Student Shuttle** — Entering into a new city, state or country for the first time can be overwhelming. Trying to navigate our taxi or transportation system can be difficult, and we want our students to start their UM journey with a smooth and exciting beginning. This is why we are offering a free shuttle to international students at the beginning and conclusion of each semester. For students to take advantage of this service they must provide necessary flight information, and the flight must fall within a certain timeframe. We also coordinate with Athletics in providing this service.

**International Student Advisory Committee** — The International Student Advisory Committee's mission is to advocate for the needs of our international students and make sure they have the necessary support to be successful. With the advisement of campus staff, SGA, and most importantly, international students, we hope to provide every student with the resources they need to make the most of their UM journey, but also ensure that they walk away from UM with a holistic experience and exposure to everything UM and the community have to offer.

Additionally, the P/DSO (Primary/Designated School Officials) located in the Registrar's Office provides assistants with documentation (I-20) needed for compliance with the U.S. Department of Homeland Security (DHS) and SEVIS (SEVP) to maintain F-1 student status. For additional information, visit the International Student Information site.

## INTRAMURAL SPORTS

**Athletics**

**Phone: 205-665-6630**

**Webpage: [www.montevallo.edu/intramurals](http://www.montevallo.edu/intramurals)**

## **Ed Langham, Associate Athletic Director**

As a part of the college experience, the Athletics Department provides students with an opportunity to participate in intramural sports. Through the spirit of friendly competition, students gather and play in a variety of recreational sports throughout the fall and spring semesters. Students may participate on teams sponsored by a campus organization, or they can form their own team with a group of friends. All referees and scorekeepers are also students, which creates opportunities for student employment.

**FALL SPORTS** — Flag Football, Ultimate Frisbee, Volleyball

**SPRING SPORTS** — Basketball, Kickball

**ONE DAY TOURNAMENTS** — Cornhole, Disc Golf, Golf

There are inherent risks involved in all recreational sports activities. Participation in the University of Montevallo intramural sports program is purely voluntary and comes with the understanding that injuries may occur regardless of precautions taken. Every effort will be made to ensure that playing areas and equipment are safe for the sport/activity to take place. The University's insurance does not cover injuries or damage that may be sustained while participating in intramural games.

# **L**

## **LEARNING ENRICHMENT CENTER**

**Carmichael Library, Lower Level**

**Phone: 205-665-6113, Text: 205-810-1665**

**Email: [enrichment@montevallo.edu](mailto:enrichment@montevallo.edu)**

**Webpage: [www.montevallo.edu/learning-enrichment-center](http://www.montevallo.edu/learning-enrichment-center)**

**Randi Tubbs Northcutt, Director of Learning Enrichment Center**

**Jessica Robbins, Coordinator of Tutoring**

As part of the Falcon Success Center, the Learning Enrichment Center (LEC) assists students in identifying their academic needs and provides them with support that will strengthen their academic skills, helping them become more confident students. The LEC provides free tutoring services to the students of the University of Montevallo in a number of different courses across the curriculum. We can also assist students with other academic needs, such as time management or forming good study habits. For tutoring or an assessment of academic needs, please call, email or drop by to talk with us.

## **LIBRARY**

**Carmichael Library**

**Phone: 205-665-6100**

**Websites: [www.montevallo.edu/library](http://www.montevallo.edu/library) and [libguides.montevallo.edu/index](http://libguides.montevallo.edu/index)**

**Dr. Charlotte Ford, Director of Carmichael Library**

The library is named for Dr. Oliver Cromwell Carmichael, President of Alabama College from 1926-1936. The library's collection includes approximately 185,000 print books, 200,000 e-books, 3,500 DVDs and CDs, 1,200 print and microform journals and 125 databases that provide online access to thousands of additional journal titles. Professional librarians are available until 9 p.m. Sunday through Thursday, and 5 p.m. on Friday to provide research assistance and instruction.

### **REGULAR LIBRARY HOURS:**

Monday through Wednesday, 7:30 a.m. to 1 a.m.

Thursday, 7:30 a.m. to 12 a.m.

Friday, 7:30 a.m. to 5 p.m.

Saturday, 1 p.m. to 5 p.m.

Sunday, 2 p.m. to 1 a.m.



Exceptions to the library's hours will be announced and posted on the library webpage.

The library has more than 50 computers, including 20 iMacs, and several scanners available for student use. Black and white and color printers are networked to our computers. Black and white computer prints and copies are 10 cents per page, while color prints and copies are 25 cents per page. It is free to scan and send documents. Google Chromebooks, iPads, Wacom tablets, digital cameras and headphones are available for checkout.

**Library culture:** Food and drink are permitted in the library. The ground floor is the best place for group study. The main floor is busy with collaborative study as well as reference and circulation desk activity. The top floor is reserved for silent study.

**Library privileges:** Students with current UM ID cards may borrow books from the general collection for a period of four weeks. DVDs and current browsing books have a one-week checkout. Through the BACHE consortium, students can also borrow library material from Birmingham-Southern College, Miles College, Samford University and UAB Sterne libraries by presenting a valid UM ID.

**Off-campus access** to the databases is available to currently enrolled students, faculty and staff. When you attempt to use a library database off campus, you will be prompted to enter your current UM username and password.

Several **Group Study Rooms** are available in the library. Reservations, for two hours at a time, can be made online. The rooms operate on a first-come-first-served basis unless prior online reservations are made. The Group Study Rooms are intended only for collaborative study, not regularly held meetings or classes.

The **Anna Crawford Milner Archives and Special Collections** collects, organizes and preserves various records of the University including the University Presidents' papers, yearbooks, alumni information and the College Night spirit books. Students interested in using the archives should contact the Archivist.

The **Digital Media Lab (DML)**, located on the ground floor of the library, offers instruction in the use of digital media equipment, software and editing. The DML includes a Mac lab, 3D print lab and laser cutter. The Digital Media Librarian is available for consultation on an appointment basis.

**Overdue and lost books:** Fines are levied for books returned late. Books lost or not returned are billed to the user at the replacement cost of the piece plus a processing fee. Serious delinquencies can result in loss of library privileges and delayed registration clearance.

**Reserves:** Books, articles and DVDs designated by faculty for specific classes are shelved at the Circulation Desk. Loan periods are short, and fines are high for reserve items. A current ID card is required to check out reserve items.

**Interlibrary Loan Service:** Interlibrary Loan (ILL) is a service that provides books or articles not available at the Carmichael Library. Interlibrary Loan is available free of charge to currently enrolled students, faculty and staff.

## LOST AND FOUND

All lost and found items are kept in a secure location for a period of 60 days unless claimed by the rightful owner. The Student Life Office, the University Police Department and the University of Montevallo are not responsible for lost and found items.

### Report an item lost or found:

It is the responsibility of each individual or department to take all lost and found items to the Student Life Office located on the top floor of Farmer Hall.

### Listed below are procedures to be followed:

1. Turn found items in to the lost and found as soon as possible, but no later than the end of the business day on which they were found.

2. If items of value such as wallets, purses, keys and electronic devices are found, please notify the University Police Department located in the Physical Plant or call 205-665-6155.
3. Items of lesser value such as notebooks, book bags, umbrellas and articles of clothing should be taken to the Student Life Office located on the top floor of Farmer Hall.
4. If the lost item includes any identifying information, staff from the Student Life Office or University Police Department will attempt to contact the owner directly. Unclaimed property and unidentifiable property will be logged in the lost and found logbook.
5. Unclaimed student IDs will be destroyed after one week. Other unclaimed IDs such as driver's licenses or state IDs will be mailed to the designated address after one week.
6. To ensure lost items are returned to the rightful owners, persons claiming items will be asked to describe the items and to provide identification. Claimants must sign for the items before the items will be released to them.
7. Items in the lost and found that are not claimed by the end of each semester will be donated to a local charity or destroyed.

## M

### MINORITIES ACHIEVING DREAMS OF EXCELLENCE (M.A.D.E.)

**Global and Community Outreach, Room 104**

**Phone: 205-665-6519**

**Jason Perry, Student Diversity Recruitment and Retention Coordinator**

The Montevallo M.A.D.E. (Minorities Achieving Dreams of Excellence) program assists first-year minority students in successfully transitioning to life as a Montevallo student. The goal is to help students adjust to the academic, social, personal and professional challenges experienced by first-year students. M.A.D.E. participants will enjoy academic enhancement and professional development support, a collaborative space for studying, tutoring, events, meetings or community engagement, personalized advising and coaching, access to job shadowing and internship opportunities and an exciting, safe and supportive community of students, faculty and staff. The M.A.D.E. program is distinguished by its commitment to the personal and professional growth of students throughout their whole journey, continuing to provide the opportunities, experiences and resources necessary to graduate equipped to succeed. As students progress through the program, an emphasis is placed on the importance of being engaged with the campus, taking advantage of available resources and setting and achieving academic goals. M.A.D.E. is our platform to ensure our minority students are successful throughout their journey at Montevallo and are prepared to step confidently into their future careers.

### MINORITY STUDENT ADVISOR

**Global and Community Outreach, Room 104**

**Phone: 205-665-6519**

**Jason Perry, Student Diversity Recruitment and Retention Coordinator**

The University of Montevallo is committed to a diverse and inclusive environment where the needs of diverse populations are met and each student can walk away from Montevallo with an impactful experience. UM is committed to the advocacy and support of our minority students, and is aware of the importance of representation, inclusion and resources. We support a variety of student-led programs which assist in providing minority students with a safe and supportive environment to learn and grow, a voice to lead change and a community to depend on throughout their UM journey. Those organizations are the Black Graduate Student Association, Black Student Union, Hispanic Student Organization, International Student Organization, Multicultural Student Organization and Spectrum. We also support the Multicultural Student Organization, which is a developing

organization that will celebrate and unite multiple cultures across the UM campus and is supported through our diversity initiatives. These groups make up the Minority Student Council, and although each group has their own unique structure, they are committed to supporting and learning from each other. In addition, each minority student is valued for the unique qualities, talents and experiences they bring. We are committed to supporting students along their personal paths through coaching and advising as well as connecting students to the many resources our campus offers. Each of our minority students should leave Montevallo confident and empowered by who they've become, and ready to step into the professional world equipped to make an impact.

## MONTEVALLO

Montevallo is a vibrant, historic and artistic learning community. As the home of UM, the city and the University have a strong bond of institutional support and community service. This small Southern town, which is rich in history and intent on preserving its past, welcomes students and offers them much during their university years. Montevallo is dedicated to establishing programs and opportunities that provide all its citizens with a healthy, sustainable and responsible lifestyle. A good source of information about the area is the city's website, [www.cityofmontevallo.com](http://www.cityofmontevallo.com).

### IMPORTANT NUMBERS

City Hall	205-665-2555 ext. 101
City Police	205-665-1264
County Sheriff	205-669-4181
Fire Department	205-665-9204
Fire and Rescue Emergency	911
Parks and Recreation Board	205-665-2555 ext. 101
U.S. Post Office	205-665-1198

#### Utilities

Alabama Power Company	205-226-1343
Montevallo Water and Sewer	205-665-9045
Spire	800-292-4008

(Voter registration is through the County Board of Registrars.)

### LOCAL RECREATION AND ATTRACTIONS

Montevallo offers many recreational activities in the community, both organized and independent, ranging from youth sports programs to senior adult activities. There are many opportunities for UM students to participate and volunteer in these areas.

**American Village.** Located on Hwy. 119, the American Village provides a fun and educational way to experience our nation's history. The Village's 113 acres are transformed into a Colonial village and historical park. Several events are offered year-round. Call 877-811-1776 or visit [www.americanyillage.org](http://www.americanyillage.org) for admission prices and schedule details.

**Aldrich Coal Mine Museum.** With a history reaching as far back as 1839, coal has played a big part in Alabama history. This historic museum stands as a monument to early coal miners and their families. Tour the camp houses and old mine ruins. Observe the pictures, treasures and community items of the Aldrich family. Walking tours are available. Take County Road 10 West in Montevallo to Aldrich, cross the railroad and turn left on County Road 203. Signs are posted. 205-665-2886.

**Brierfield Ironworks Park.** The park is the site of the old Brierfield furnace that made iron for the Confederacy during the Civil War. In earlier days, Brierfield was estimated to be the third largest town in the state with a population of 3,000. Today, it is a picnic, swimming and camping area. Take Highway 25 toward Centreville. The Brierfield Ironworks sign is about eight miles out of Montevallo. 205-665-1856.

**Golf Course.** The 18-hole golf course is located a mile west of the main campus. University students are allowed to play for a small charge. The course is used for instruction and recreational purposes. 205-665-8057.

**Main Street.** Montevallo has a thriving downtown area with local restaurants, shops and service businesses. Shopping locally enables you to support your new hometown and also saves you time and money. Visit downtown Montevallo, the “Place to Make your Mark!” Contact Montevallo Main Street about volunteer and internship opportunities: 205-597-9322.

**Oak Mountain State Park.** Golf, tennis, horseback riding, swimming, dining, etc. make Oak Mountain a great place to spend the day. Go north on Alabama 119 to Alabaster and proceed north on U.S. 31 through Pelham, as if going to Birmingham. Then turn right at the Oak Mountain State Park sign. 205-620-2520.

**Orr Park.** Located in Montevallo, Orr Park offers picnic areas, walking trails and sports fields. The park is open during daylight hours for public use. The sports fields host both city and University teams and public school activities. The park is most recognized for its Tinglewood Trail, an exhibition of artwork carved into trees by Montevallo artist Tim Tingle. Restrooms are maintained and open during day hours and night sporting events. The pavilions and gazebos may be reserved for a small fee at City Hall. 205-665-2555 ext. 101.

**Parks Trail.** Montevallo Parks Trail is a 2.5 mile trail that follows along Shoal Creek to wind through Orr Park, the University of Montevallo, University Lake and Stephens Park. This mild to moderate hike allows you to experience the natural elements of Montevallo and take a break from your studies or other stresses.

**Public Art Trail.** Montevallo has art at its very heart and soul. The City of Montevallo is widely becoming known as Alabama’s true center for the arts. Take your own self-guided tour to experience the eclectic art hidden around every corner from the murals on Main Street to art installations at Ebenezer Swamp. Let the art engulf and inspire you.

**Quiet Village (Booth Town).** Located in one of the most beautiful areas near the Cahaba River, Quiet Village is characterized by its serenity and is renowned for its ford, which one must cross to get to the other side. It is a favorite spot for fishermen and swimmers. Head out on Shelby County 10 Northwest, continue approximately 10 miles through Aldrich, Pea Ridge and Honeycutt. Shortly after crossing a railroad track, turn right on the first paved road (Booth Town), and continue straight for about ¼ mile. The road will become a dirt road and run directly into the river. Do not attempt to cross after heavy rains!

**Sand Volleyball.** Located next to the tennis courts. Students can enjoy hours of fun in the sun playing sand volleyball.

**Shoal Creek Park.** Located just north of UM on Highway 119, Shoal Creek Park is a 167-acre antebellum estate recently donated to the City of Montevallo for the purposes of developing a recreation area for all to enjoy. Just in its infancy stages, you will find a gravel parking lot and restroom facilities at the entrance with winding trails throughout the property adjacent to over a mile of creek front property. Pavilions, event spaces and house restoration plans are underway. This is a pristine location with a variety of flora and fauna throughout. For more information, contact City Hall, 205-665-2555.

**Tennis Courts.** The University maintains six tennis courts that are lighted for night play. They are located near the John W. Stewart Student Retreat Center.

**University Lake.** The lake is an ideal place for canoeing, fishing, biking and hiking close to campus. A fishing license is required. Hours are dawn to dusk. Faculty, staff and students may check out canoes and kayaks during the warmer months of the fall and spring semester as well as the summer. Canoe and kayak information: 205-665-6630; all other inquiries: 205-665-6000.

Note: responsibility for personal security rests with the student. Think! Be safe!

## MUSIC DEPARTMENT

**Davis Hall**

**Phone: 205-665-6670**

**Webpage: [www.montevallo.edu/music](http://www.montevallo.edu/music)**

The nationally-accredited Department of Music is a designated “All-Steinway School” that encourages the participation of all students at UM in its ensembles. Ensembles include the acclaimed

Concert Choir, University Chorus, Opera Workshop, Wind Ensemble, Jazz Ensemble, Percussion Ensemble and other ensembles in the areas of woodwinds, strings and flute. Each musical ensemble presents public performances during the year. The Music Department also presents multiple guest artists as well as faculty and senior student recitals throughout the year and fully-staged, musical productions through its Opera Workshop. A complete calendar of concerts and recitals may be found on its webpage at [www.montevallo.edu/music](http://www.montevallo.edu/music).

The Music Department also sponsors several student organizations that offer a range of engaging activities.

## O

### ORIENTATION

#### **Student Life**

**Phone: 205-665-6565**

**Webpage: [www.montevallo.edu/orientation](http://www.montevallo.edu/orientation)**

The University provides a program of orientation and course registration for freshmen and transfer students. New students are required to participate in an orientation session before registering for classes.

The orientation program provides students an opportunity to better understand individual capabilities and limitations, to explore interests and to become familiar with the campus and facilities.

Orientation sessions for new students are held at designated times during the spring and summer, and an extended orientation (Orientation Welcome Weekend) is held prior to the fall semester. Students beginning in the spring or summer terms must attend a one-day session in December or January and May respectively. Fall semester freshmen and transfer students may indicate preference for the orientation session they prefer to attend in April, June or July.

## P

### POLICIES

**Webpage: [www.montevallo.edu/policies](http://www.montevallo.edu/policies)**

UM policies are available in all major offices on campus including the Office of the Vice President of Enrollment and Student Affairs and Office of Human Resources. UM policies are also available on the University of Montevallo webpage under Policies.

### POSTING AND CHALKING REGULATIONS

- When posting in any area, local regulations supersede those set by the Student Life Office. It is the responsibility of the organization/individual initiating the publicity to comply with all campus regulations.
- Students wishing to post advertisements and notices in buildings are urged to check with the appropriate college or department administrative assistants for rules governing posting in that building or area.
- In order to post in the Residence Halls, you must first obtain approval through Housing and Residence Life in Main Hall (205-665-6235). They will stamp approved postings, and any item that does not have the official approval stamp on it will be removed.
- Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed to your organization.
- Flyers and posters must be confined to bulletin boards and designated posting areas. Posting on

walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited, and all publicity placed there without approval from the Student Life Office will be removed.

- There may be only one poster or flyer publicizing a given activity per bulletin board.
- Posters must be removed within 48 hours of the completion of the event.
- Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is open only to organization members should be made by email or by announcement at meetings. These postings are not allowed.
- Organizations may not co-sponsor an event or display any advertising on or off campus with an alcohol distributor.
- Alcoholic beverages or illegal drugs may not be implied, stated or pictured in organization advertisements.
- All publicity is expected to be in good taste.
- Flyers may be posted on the digital signage. They should be emailed to [cmoore16@montevallo.edu](mailto:cmoore16@montevallo.edu) in landscape format, saved as a jpg. The measurements of the digital flyer should be 1920 by 1080 pixel resolution or 16:9 aspect ratio. Please send advertisements in a timely manner.
- Posting hints: Be sure posts answer what, when, where and why, and be sure to include the sponsoring organization's name or logo on the post.

The following applies to all chalking on campus:

- Do not chalk under any overhang or breezeway, as it takes a very long time to wear away.
- **Chalking on buildings or walls is STRICTLY PROHIBITED**, as they are very difficult to clean.
- Organizations that violate this will be responsible for any costs associated with removal.

## POST OFFICE BOXES

### Farmer Hall, First Floor

**Phone: 205-665-6571**

Each residential student is assigned a mailbox in the University post office. This is necessary so that students can receive important University communications. A student is held responsible for all announcements, requests and/or time-sensitive information delivered to their University address. This service is free.

The post office is located in the bottom floor of Farmer Hall. Stamps may be purchased at the window Monday through Friday from 8 a.m. to 4:30 p.m. P.O. boxes are provided for all residential students. Express mail, COD and money orders are available at the downtown U.S. Post Office.

## PREGNANT AND PARENTING STUDENTS

The University is dedicated to supporting the academic success of pregnant and parenting students. This includes prohibiting discrimination against pregnant and parenting students in all academic, educational, extracurricular, athletic and other programs or activities.

Pregnant or parenting students needing assistance with appropriate Title IX accommodations can contact the Title IX Coordinator, Tony Miller, Jr. at 205-665-6020 or the Vice President of Enrollment & Student Affairs/Dean of Students, Dr. Tammi Dahle at 205-665-6020.

Expectant students who may need to miss class or other activities due to pregnancy-related issues should discuss their situation with involved faculty and/or the staff members listed above so that alternative arrangements can be made. Breastfeeding students may request access to the University's lactation room, located in Ramsay Hall by contacting the Title IX Coordinator, Tony Miller, Jr. at 205-665-6020.

Although healthy pregnancies without complications are not considered a disability covered within the Americans with Disabilities Act (ADA), complications or other medical issues that may result from pregnancy may be covered. An expectant student needing temporary accommodations for a medical situation related to pregnancy, including preferential parking, may contact the Disability Support Services Office at 205-665-6250 for assistance and documentation guidelines.

## PROTECTIVE ESCORT SERVICE

**University Police**

**Phone: 205-665-6155**

The protective escort service is an on-campus service to provide protective escorts for members of the campus community. This service primarily serves persons who find it necessary to travel alone on campus late at night. To request a protective escort, call the number listed above.

## PUBLICATIONS

***The Alabamian* website: [www.thealabamian.com](http://www.thealabamian.com)**

***Montage* Webpage: [www.montevallo.edu/montage](http://www.montevallo.edu/montage)**

***The Tower* Webpage: [www.montevallo.edu/the-tower](http://www.montevallo.edu/the-tower)**

**Tiffany Bunt, *The Alabamian* Advisor**

**Carey Heatherly, *Montage* Advisor**

**Dr. Ashley Wurzbacher, *The Tower* Advisor**

The Student Publications Committee selects student editors through an application process in late spring for the coming year. The editors then appoint their editorial staff members. To become a candidate for editor or business manager, please contact Tiffany Bunt at [bunttr@montevallo.edu](mailto:bunttr@montevallo.edu).

*The Alabamian*, UM's student newspaper since 1924, is published biweekly (every two weeks) during the fall and spring semesters. It is distributed free throughout campus. *The Alabamian* covers campus news, select local news, events on campus and in the City of Montevallo and provides a forum for the views of the students, faculty and staff. The staff includes journalists, photographers, copy editors/proofreaders, page designers, online editors, social media managers and an ad sales team. Membership is open to all students. To join the staff or to send a letter to the editor, contact [alabamian@montevallo.edu](mailto:alabamian@montevallo.edu).

The *Montage*, UM's yearbook, presents an annual pictorial and narrative history of the University. It is distributed free to students each fall semester. The staff includes photographers, copy writers, proofreaders and graphic designers. With its roots dating back to 1907, the yearbook is one of the oldest traditions on campus. Membership is open to all students. To join the staff or learn more, contact the editor at [montage@montevallo.edu](mailto:montage@montevallo.edu).

*The Tower*, UM's literary and arts magazine, celebrates the ways students express themselves, whether through art, poetry, prose, photography or other forms of art. Students are encouraged to submit samples of their work during submission deadlines during the fall and spring semester. *The Tower* is published annually each spring semester. To learn more, contact the editor at [tower@montevallo.edu](mailto:tower@montevallo.edu).

The Student Publications Office is located in the lower level of Farmer Hall behind the student post office.

## REGISTRAR'S OFFICE

**Phone: 205-665-6040**

**Webpage: [www.montevallo.edu/registrars-office](http://www.montevallo.edu/registrars-office)**

**Amanda Tinney Fox, Registrar**

The Registrar's Office supports our students and the University's mission by ensuring the accuracy and security of student information and academic records, providing exceptional service to students and their families, faculty, staff, alumni and members of the larger community, all while acting in a manner of compliance with University policy as well as state and federal law. Our staff is with students from the first day of registration to graduation day and beyond!

The Registrar's Office provides the following services:

- Degree requirements and evaluation
- Enrollment and degree verifications
- FERPA and privacy compliance
- Graduation certification and verification
- International student information and support
- Major, minor and program resources
- Registration and class schedule information and support
- Residency (in-state) status
- Student information updates
- Transcript requests
- Transfer and transient credit
- Veteran educational benefits certification

By visiting the Registrar's Office or their webpage, students can find the University Calendar, *Bulletin*, registration information, residency requirements, final exam schedule, transfer credit policy, transcript request instructions and program and degree resources. The Registrar's Office gives final clearance for graduation.

## S

### SAFE ZONE

**Email:** [safezone@montevallo.edu](mailto:safezone@montevallo.edu)

**Webpage:** [www.montevallo.edu/safe-zone](http://www.montevallo.edu/safe-zone)

**Emily Gill, Committee Chair**

Safe Zone provides a visible network of support for LGBTQ+ individuals and aims to increase awareness, knowledge and sensitivity about important issues affecting LGBTQ+ students, faculty and staff. Anyone may become a Safe Zone volunteer by attending one of the training sessions that are held throughout the year with the goal of fostering a safe, welcoming climate for all members of the UM community.

### SERVICE LEARNING AND COMMUNITY ENGAGEMENT

**Humanities Hall, Room 301**

**Phone:** 205-665-6006

**Email:** [servicelearning@montevallo.edu](mailto:servicelearning@montevallo.edu)

**Webpage:** [www.montevallo.edu/service-learning](http://www.montevallo.edu/service-learning)

The Office of Service Learning and Community Engagement (SLACE) provides support to faculty, staff and students who are interested in forging stronger connections between academics and the community through service. In addition to providing service learning initiatives, this office maintains a database of community partners who have specific volunteer needs and assists students in identifying volunteer positions that suit their interests and abilities. SLACE also has the privilege of awarding honor cords at graduation to students who have a 2.75 minimum GPA and have demonstrated exemplary service to the community as measured in one of the following ways:

- 300 documented hours of service to the community; or
- 150 documented hours of service to the community and the completion of two service learning courses; or



- Completion of four service learning courses (as designated on Banner).

Additionally, this office co-sponsors the University of Montevallo Falcon Scholars in Action program with Shelby County Community Services. Each year, 25 students are selected to serve non-profit and other agencies throughout Shelby County. Falcon Scholars are selected based on their commitment to service as well as their academic record. Students selected for this program serve their designated agency for 10 hours a week. Throughout this experience, they are provided a variety of professional development and networking opportunities. Each scholar can earn course credit and is provided with an annual \$2,000 stipend to recognize their term of service and to offset any expenses incurred. Applications are accepted year-round and are available through the Falcon Scholars webpage.

## **SPEECH AND LANGUAGE CENTER**

### **Speech and Language Center**

**Phone: 205-665-6720**

**Hours: Monday through Friday, 8 a.m. to 5 p.m.**

The Speech and Language Center offers a variety of services at no charge. Services include speech/language evaluations and therapy, and are provided by speech-language pathology graduate students under the direct supervision of certified and licensed speech-language pathology faculty and staff. Evaluations and treatment can be completed for individuals of all ages with concerns regarding the following:

- Accent modification
- Articulation and phonology
- Augmentative/alternative communication (communication devices)
- Receptive and expressive language
- Language-based reading and writing
- Resonance
- Speech, language and cognitive difficulties following a stroke or traumatic brain injury
- Stuttering
- Voice

Possible diagnoses include aphasia, apraxia, auditory processing disorder, autism, cerebral palsy, cleft palate, cognitive disorder, developmental delay, Down syndrome, hearing impairment, intellectual disability, receptive and expressive language disorder and traumatic brain injury. In addition, hearing screenings can be completed. For more information, individuals may contact the center to schedule an appointment.

## **STUDENT ACCOUNTS OFFICE**

### **Palmer Hall, Second Floor**

**Phone: 205-665-6065**

**Webpage: [www.montevallo.edu/cashiers](http://www.montevallo.edu/cashiers)**

**Email: [cashier@montevallo.edu](mailto:cashier@montevallo.edu)**

**Tenika Kidd, Bursar**

**SueEllen Schack, University Cashier**

The Student Accounts Office is available to assist students with information or questions concerning student accounts. This office is located on the second floor of Palmer Hall. If you are unable to physically access the Student Accounts Office, you may go to the Student Aid Office on the first floor and request assistance. Office window operating hours are Monday through Friday, 8:30 a.m. to 5 p.m. Phone operating hours are 8 a.m. to 5 p.m. Written consent is required to release student information to parents/guardians, a FERPA (Family Educational Rights and Privacy Act) form can be completed at the Registrar's Office to allow the University permission to discuss student accounts. This may also be completed online.

Student accounts with past due balances must be paid in full prior to the pre-registration or registration periods. Any unpaid balance will be placed on financial hold and may delay your registration process until the account balance is paid in full.

Payment deadline is the first day of each term by 5 p.m. Any balance that has not been satisfied by this date or set up on a payment plan may be potentially dropped for non-payment at a later date. The University of Montevallo accepts checks, money orders, debit or credit cards (Visa, MasterCard, Discover and American Express).

Payments may also be made on the web by accessing the student's account in Banner Self-Service or through the e-payment parent portal. The University accepts major credit cards or ACH electronic check payments online. No payments are accepted over the phone.

## STUDENT ACTIVITY CENTER

**Robert M. McChesney Student Activity Center**

**Phone: 205-665-6611**

**Webpage: [www.montevallo.edu/student-activity-center](http://www.montevallo.edu/student-activity-center)**

**Ed Langham, Associate Athletic Director**

The Robert M. McChesney Student Activity Center is a 90,000-square-foot, state-of-the-art recreation and athletic center. It includes facilities for weight and cardio training, racquetball, wallyball, walking and swimming. The cardio area has a five-television cardio theatre, which can be accessed through personal FM receivers, as well as two TVs, one in the weight room and one in the cardio room, which advertise campus events and activities. An 18-hole disc golf course, a sand volleyball court, an outdoor basketball court, tennis courts and a fitness trail have been added to the area outside the facility.

In addition, the SAC Trustmark Arena serves as the home court for the University's volleyball and basketball teams. In addition, our pool serves as the home meet location for our swim team.

The mission of the Center is to support the student's higher education experience by providing comprehensive opportunities for wellness through recreational facilities and activities including cardiovascular, weight conditioning and aquatic activities and zumba, yoga and water aerobics classes.

## STUDENT AID

**Student Aid Office**

**Palmer Hall, Ground Floor**

**Phone: 205-665-6050, Fax: 205-665-6047**

**Nikki Bradbury, Director of Student Aid**

**Missy Grisham, Assistant Director of Student Aid**

**Kim Miller, Assistant Director of Student Aid**

Please contact the Student Aid Office for personal assistance with questions. Useful detailed student aid information and policies may be found on the webpage. Following are frequently asked questions:

**Q:** How do I apply for federal student aid?

**A:** Complete the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).

**Q:** Why should I complete the FAFSA?

**A:** Students may be eligible for Pell Grant, Federal Work Study and/or student loans while in school, and parents may be eligible for Parent PLUS loans. Many scholarships also require a FAFSA.

**Q:** When do I apply?

**A:** Apply as early as Oct. 1 for the next school year beginning in August. If starting before then, apply now.

**Q:** What will I need to apply?

**A:** Dependent students will need their parent(s) to help complete the FAFSA. If available, use the IRS data retrieval tool to transfer federal income tax information into the FAFSA.

**Q:** What is the University of Montevallo school code?

A: 001004

**Q:** Do I have to complete the FAFSA every year?

**A:** Yes, you may begin applying on Oct. 1 of each year for the next school year.

**Q:** What happens after I complete the FAFSA?

**A:** You will be notified by University email if additional information is needed. You can check the status and any offered aid amounts on Banner Self-Service, call 205-665-6050, email [finaid@montevallo.edu](mailto:finaid@montevallo.edu) or visit our office in Palmer Hall.

**Q:** What types of student aid may I be eligible for?

**A:** 1. Scholarships and Grants — this is free money. Scholarships may require separate applications. You can apply annually for UM Foundation scholarships at [montevallo.awardspring.com](http://montevallo.awardspring.com). The application for the upcoming year is available Sept. 1 of the current year, and the annual deadline is March 1. Beware of scholarship scams while searching the web for other scholarships. Most grants are awarded through the FAFSA. Check for state grants available in your home state.

2. Student Employment — Federal Work Study may be awarded to eligible students who file the FAFSA. Funds are limited. This provides students with an opportunity to earn wages while working on campus and the experience builds your résumé. Jobship positions are also available. Check with the Student Employment Office for openings.

3. Student and Parent Loans — this offered money has to be repaid, generally after graduation. Parent loan repayment generally begins within 60 days of last disbursement date of the loan. Consider U.S. Department of Education federal loans first before borrowing private student loans. Avoid loans if possible.

**Q:** What happens to my student aid if I drop some or all of my classes?

**A:** You may be ineligible for student aid in the semester you drop a course or courses or in a subsequent semester and may owe student aid back to the University. Contact us before dropping any classes!

**Q:** What happens to my student aid if my grade point average (GPA) declines?

**A:** Students must meet minimum GPA requirements to maintain eligibility for student aid and the GPA varies, depending on the types of aid and the student classification. This can get very confusing. Generally a 2.0 cumulative GPA is good enough for federal student aid. Contact us if you have questions.

**Q:** Do I have to be full-time?

**A:** Scholarships generally require full-time enrollment — 12 credit hours or more. Grant amounts are reduced if a student is enrolled less than full-time. Students may be eligible for student loans if enrolled half-time status, which is six hours or more.

**Q:** What do I do if I have student aid questions?

**A:** Contact the Student Aid Office by calling 205-665-6050 or emailing [finaid@montevallo.edu](mailto:finaid@montevallo.edu). You are also welcome to visit us in Palmer Hall.

## STUDENT CONDUCT

**Main Hall Central, Lower Level**

**205-665-6020**

**Webpage: [www.montevallo.edu/student-conduct](http://www.montevallo.edu/student-conduct)**

**Tony Miller, Jr., Director of Student Conduct & Title IX Coordinator**

The Office of Student Conduct encourages academic excellence, accountability, integrity, moral courage and respect by holding students accountable to the Student Code of Conduct. The office assists students in bringing their actions into congruence with their values.

The Student Code of Conduct is the University's behavioral expectation for students that are a part of the University of Montevallo community. It applies to students on and off-campus.

The student conduct process is meant to hold students accountable for policy violations, educate and provide better decision-making processes for students. It is also meant to engage students and create

an educational atmosphere that facilitates their academic and personal goals leading to a healthy, safe and productive college experience.

Students should review the Student Code of Conduct and Conduct Code Procedures.

The Student Code of Conduct can be found in *The Fledgling* or at [www.montevallo.edu/campus-life/campus-safety/student-conduct/student-code-conduct/policies](http://www.montevallo.edu/campus-life/campus-safety/student-conduct/student-code-conduct/policies).

## STUDENT GOVERNMENT ASSOCIATION

**Farmer Hall, Second Floor**

**Phone: 205-665-6565**

**Webpage: [www.montevallo.edu/student-government-association](http://www.montevallo.edu/student-government-association)**

**Anakate Andrasko, SGA President**

The Student Government Association is the voice of the students. SGA strives to improve the campus through actively listening to students and their concerns. Students can become involved in SGA by running for Student Senate or applying for an executive position or a spot on Freshman Forum. Freshman Senator, Transfer Senator and Freshman Forum applications are available at the start of each fall semester. All other senate and executive positions are filled in the spring.

The SGA at the University of Montevallo does many things that benefit the students and the campus. Projects which the SGA either funded or helped to fund include the John W. Stewart Student Retreat Center, the Amphitheater, the lighting of the intramural fields and the construction of the Student Activity Center, the publication of this student handbook, as well as allocating funds for such programs as student publications and the University Program Council. The SGA also benefits the campus in other ways. The SGA sponsors the Life South blood drives and Elite Night, runs all student elections and sponsors the campus-wide community service project, The Big Event, each spring. SGA also funds the game room in the Wilkinson Student Life Center in Farmer Hall as well as recreational play at Myrick Gymnasium.

The SGA is here for the students. If you are experiencing a problem or have suggestions, please do not hesitate to call upon a senator or officer for assistance.

### **SGA Leadership Development Fund**

The Student Government Association has established a fund to assist students who wish to attend professional or leadership conferences. This fund is intended for individual students, not student organizations. SGA will decide on funding as applications are received. It is important for students to research conferences they would like to attend and apply early. Applications for funding are online in the SGA FalconLink portal under Forms.

## STUDENT LIFE

**Farmer Hall, Second Floor**

**Phone: 205-665-6565, Fax: 205-665-6566**

**Webpage: [www.montevallo.edu/student-life](http://www.montevallo.edu/student-life)**

**Jenny Bell, Director of Student Life**

**James Spry, Assistant Director of Student Life**

**Cassandra Moore, Administrative Assistant**

The mission of the Student Life Office is to provide students with extracurricular activities and programs designed for personal growth and development outside of the “classroom” experience. Student Life offers leadership opportunities for students, as well as recreational and social development.

The Student Life Office can help you become involved in campus life. There are more than 90 student organizations registered through this office, and one or more may be right for you. They include the Student Government Association, the University Program Council, intramural sports, fraternities and sororities as well as a plethora of other clubs.

Don't see something you are interested in? Then form something of your own. If you are interested

in starting a new organization on campus, you can obtain information from the Student Life Office located in Farmer Hall on the second floor. A list of current student organizations is also listed on the webpage.

The Student Life Office is also responsible for the reservation of the Student Life Center stage, the SGA conference room, the Farmer Hall meeting room and the John W. Stewart Student Retreat Center.

## **STUDENT LIFE CENTER (James R. Wilkinson)**

### **Farmer Hall, First Floor**

You can accomplish many things at the James R. Wilkinson Student Life Center: eat, check your post office box, sit in a comfortable chair and watch TV or study between classes. The main floor is a pleasant place to relax, watch TV or read magazines and newspapers. You can also visit the Game Room located in the back of the Student Life Center.

The Market at Farmer Hall, Pita Pit and Einstein Bros. Bagels are located in the Student Life Center. They provide students with additional dining options.

Be sure to watch the calendar for comedy and music events on the Student Life Center stage.

# **T**

## **THEATRE DEPARTMENT**

### **The Center for the Arts**

**Office Phone: 205-665-6210**

**Webpage: [www.montevallo.edu/thea](http://www.montevallo.edu/thea)**

The nationally accredited Department of Theatre invites all students to become involved as performers and technicians in its production of plays and musicals. Participation is available by audition and interview. The department's performance season is designed to give audiences a variety of theatrical experiences at the performance venues in the new Center for the Arts. During the course of four years, the productions include the work of playwrights from different countries, historical periods, ethnic backgrounds and types of drama. Tickets may be purchased prior to productions online at [montevallotickets.universitytickets.com](http://montevallotickets.universitytickets.com). Tickets are only sold at the door if available. Season production information is on the department webpage [www.montevallo.edu/thea](http://www.montevallo.edu/thea).

Work Study opportunities for students who qualify for financial aid are in the areas of the scene shop and costume shop.

## **TRIO MCNAIR SCHOLARS PROGRAM**

### **Main Hall, Lower Level**

**Phone: 205-665-6570**

**Webpage: [www.montevallo.edu/mcnair](http://www.montevallo.edu/mcnair)**

**Dr. Qshequilla Mitchell, Director of McNair Scholars Program**

**Tonya Giddens, Coordinator of McNair Scholars Program**

The Ronald E. McNair Post-Baccalaureate Achievement Program (TRIO McNair Scholars Program) is a federally-funded TRIO program designed to assist first-generation and limited-income students as well as those students underrepresented in graduate education to successfully earn a baccalaureate degree, enter graduate school and earn a doctoral degree.

McNair Scholars receive services such as GRE preparation, academic counseling, personal development, tutoring and many additional services based on individual scholar needs. McNair Scholars are also able to participate in graduate school campus visits, cultural events and connect with

professionals in their areas of interest; likewise, scholars participate in monthly seminars, academic programs and undergraduate research.

The highlight of the program is the summer research internship. Each McNair Scholar is paired with a faculty mentor to conduct research during the summer. McNair Scholars receive tuition, room and board and a research stipend. McNair Scholars present their research findings at UM's Undergraduate Research Day as well as a conference in their discipline.

To apply, students must complete an online pre-application via McNair's webpage to determine eligibility. Once determined eligible, interested students then complete the program application and participate in an interview. Students must meet eligibility criteria to qualify for the program, which may be found on the program's webpage.

## TRIO STUDENT SUPPORT SERVICES

**Main Hall, Lower Level**

**Phone: 205-665-6094**

**Webpage: [www.montevallo.edu/sss](http://www.montevallo.edu/sss)**

**Dr. Portia R. Stallworth, Director of TRIO Student Support Services**

**Bree Roberts, Project Specialist**

**Tomeiko Scott, Academic Coordinator**

TRIO Student Support Services is a comprehensive academic support program funded by the U.S. Department of Education and designed to increase the retention and graduation rates for eligible participants. It is one of the three initial programs created under the Higher Education Act of 1965. These were the *first national college access and retention programs* to address the serious social and cultural barriers to higher education in America.

Many students face significant barriers to completing their education. TRIO SSS helps them develop the mindset and motivation necessary to be successful not only here at the University of Montevallo, but also in their future professional endeavors. Program participants benefit from the following services, all free of charge: preemptive individual tutoring, academic advising and personal counseling, assistance in career planning, financial/economic literacy and graduate school preparation. Students in the program have access to a dedicated computer lab and other academic resources as well as leadership opportunities.

Applicants must be full-time students intent on completing their degree at UM, be U.S. citizens or permanent residents, have a verified academic need for services and meet at least one of the following criteria: 1) have a limited family income as determined by federal guidelines; 2) be a "first-generation" college student (neither parent/guardian has a bachelor's degree); or 3) have a documented disability and be registered with Disability Support Services. TRIO SSS is funded to serve only 200 students each year. Spaces are limited, and priority is given to students who meet both low-income and first-generation college student eligibility. There is an application and screening/selection process. Students may apply online at [www.montevallo.edu/sss](http://www.montevallo.edu/sss). For more information, contact the staff at 205-665-6094, email us at [TRIO-SSS@montevallo.edu](mailto:TRIO-SSS@montevallo.edu) or visit the office in lower Main Hall.

## TRIO UPWARD BOUND PROGRAMS

**Sharp House**

**Phone: 205-665-6268**

**Webpage: [www.montevallo.edu/trio-upward-bound](http://www.montevallo.edu/trio-upward-bound)**

**Paul Barnes, Director of TRIO Upward Bound**

The Trio Upward Bound Programs are funded by the United States Department of Education. They are designed to provide academic skills, counseling, tutoring, mentoring and cultural enrichment necessary for economically disadvantaged youth to complete both secondary and postsecondary schools. Students from Bibb, Chilton and Shelby counties meet on weeknights at the University of

Montevallo throughout the academic year to receive these services. During the summer, the program conducts an intensive six-week academic program. The students live on campus during the summer phase as a means of becoming oriented to campus life. Also, a math and science program is offered to strengthen STEM skills and provide exposure to careers in the math and science profession.

# U

## UNIVERSITY MARKETING & COMMUNICATIONS

**Peterson House**

**Phone: 205-665-6230**

**Webpage: [www.montevallo.edu/marcomm](http://www.montevallo.edu/marcomm)**

**Kira Thomas, Director of University Marketing & Communications**

The office of University Marketing & Communications (MarComm) is located in Peterson House. University Marketing & Communications serves as the official University source for marketing and communication needs. Along with Admissions, MarComm develops and implements overall marketing efforts and strategic communications for the University. The office serves as the main point of contact for matters regarding media relations and publicity. Internally, the office provides campus constituents with access to services such as creative design, photography, print and promotional item procurement, advertising placement and communications services such as news releases, campus announcements and social media updates. The office of University Marketing & Communications serves as the “voice” of the University, which includes overseeing branding standards and clearly conveying the University’s core values and strengths.

## UNIVERSITY PROGRAM COUNCIL

**Farmer Hall, Second Floor**

**Phone: 205-665-6565**

**Dria Hawkins, UPC Coordinator**

UPC plans entertainment throughout the year for the campus. UPC holds several traditional events such as Back to School Bash and Midnight Breakfast. In addition to these events, students who are a part of UPC get to decide what other entertainment they would like to bring to campus each semester. UPC typically holds two to four events per month. They host everything from dance parties, to drive-in movies, to comedians, to Stuff a Friend. UPC events are free for students. Applications to be a part of UPC are available at the start of the fall and spring semesters.

# V

## VETERAN & MILITARY AFFAIRS

**Global and Community Outreach**

**Phone: 205-665-6472**

**Webpage: [www.montevallo.edu/veterans-affairs](http://www.montevallo.edu/veterans-affairs)**

**Traci Crenshaw, Coordinator of Veteran & Military Affairs**

**Federal VA and DoD benefits: Amanda Tinney Fox, Registrar’s Office**

**Alabama G.I. Dependents’ Scholarships: Missy Grisham, Student Aid**

The University of Montevallo and the UM Office of Veteran & Military Affairs are honored to serve our student veterans, service persons and their families as they study with us. The Office provides facilitates and coordinates programs and services to meet the needs of this student population. Students are encouraged to visit the Veterans’ Center, located in the Global and Community

Outreach Building, which offers a computer lab, printing services, a lounge area, phone charging stations, a quiet area for studying and a conference room. For more information, visit our webpage.

The University of Montevallo is approved for the education of veterans, service members and dependents of veterans eligible for benefits from the Veterans Administration, the Department of Defense and the State of Alabama Department of Veterans Affairs. The Office of Veteran & Military Affairs is located in the Global and Community Outreach Building. The School Certifying Official for GI Educational Benefits is also located here. This office handles certification for students receiving benefits under federal programs — e.g., Post 9/11™, Montgomery GI, CH 35/DEA or Tuition Assistance. Students receiving the Alabama G.I. Dependents' Scholarship and/or the Alabama National Guard Educational Assistant Program are assisted in the Student Aid Office, also in Palmer Hall.

## **VOTER REGISTRATION**

You may register to vote in the courthouse of your home county or obtain a voter registration form and information at the Student Life Office in Farmer Hall or the Disability Support Services Office in Main Hall or at the following website, [www.sos.alabama.gov](http://www.sos.alabama.gov).

# **W**

## **WIRELESS NETWORK**

FalconNet is UM's secure wireless network, and is available campus-wide, including the downtown area along Main Street. Connections may be established by navigating to [xps.montevallo.edu](http://xps.montevallo.edu) and selecting a user type: students, faculty/staff, visitors, etc.

UMGaming is available for the connection of game consoles, streaming media devices and devices that are incompatible with the security settings on FalconNet. Connections may be established by registering the device's Wi-Fi MAC address at [xps.montevallo.edu](http://xps.montevallo.edu).



UNIVERSITY  
ADMINISTRATION

---



John W. Stewart III, B.A., M.A., Ph.D. .... President

### **Executive Cabinet**

Mary Beth Armstrong, B.S., MCD, Ph.D. .... Provost and Vice President for Academic Affairs

Tammi S. Dahle, B.A., M.Ed., Ph.D. .... Vice President for Student Affairs and Enrollment  
and Dean of Students

Scott A. Dillard, BBA, MBA ..... Vice President for Advancement and External Affairs

Susan Hayes, B.S., MBA ..... Chief Financial Officer

Kristy Lee, B.S., J.D., Ed.D. .... Vice President for Administration, Chief Information Officer  
and Liaison for the Board of Trustees

Mark Richard, B.S., M.E.S.S. .... Director of Athletics

### **Academic Affairs**

Mary Beth Armstrong, B.S., MCD, Ph.D. .... Provost and Vice President for Academic Affairs

Paul Barnes, A.A., A.S., B.S., B.A., M.S., M.A., Ed.S. .... Director of TRIO Upward Bound

Courtney Bentley, B.A., M.S., Ed.D. .... Dean of the College of Education  
and Human Development

Jerome Dean, B.S., M.A., Ph.D. .... Director of Institutional Research, Planning and Assessment

Charlotte E. Ford, B.A., M.L.S., Ph.D. .... Director of Carmichael Library

Amanda Tinney Fox, B.S., M.Ed. .... Registrar

D. Kristen Gilbert, B.S., M.S., Ph.D. .... Assistant Provost for Assessment and  
Accreditation/SACSCOC Liaison

Cathlena Martin, B.A., B.S., M.A., Ph.D. .... Director of Honors Program

Amiee Mellon, BBA, MBA, Ph.D. .... *Interim* Dean of the Michael E. Stephens  
College of Business

Qshequilla Parham Mitchell, Ph.D., MPH ..... Director of TRIO McNair Scholars Program

Randi Tubbs Northcutt, B.A., M.A. .... Director of the Falcon Success Center  
and Learning Enrichment

Raymond Ozley, B.S., M.S. (2), Ph.D. .... Faculty Senate President

Steven J. Peters, B.A., M.A., Ph.D. .... Dean of the College of Fine Arts

Richard Randolph, B.S., M.S. .... Director of the Alabama Traffic Safety Center

Portia Stallworth, B.A., M.A., Ph.D. .... Director of TRIO Student Support Services

Heather N. Tinsley, B.S., Ph.D. .... Director, Malone Center for Excellence in Teaching

Ruth Truss, B.S., M.A., Ph.D. .... *Interim* Dean of the College of Arts and Sciences

Natalie Veazey, B.A., M.S., Ed.D. .... Director of the Regional Inservice Educational Center

### **Administrative Affairs**

Kristy Lee, B.S., J.D., Ed.D. .... Vice President for Administration, Chief Information Officer  
and Liaison for the Board of Trustees

Kathy Adams, BBA ..... Director of Business Support Services

Barbara Forrest, B.S., PHR. .... Director of Human Resources and Risk Management,  
AA/EEO, & Title IX Officer

Clyde "Coty" Jones, B.S. .... Director of Physical Plant

Victoria Long, B.S., M.S. .... Assistant Chief Information Officer and Director of Academic Support

Jason Perry, BBA, M.Ed., ALC ..... Student Diversity Recruitment and Retention Coordinator  
 Jason W. Peterson, CISSP ..... Manager of Information Services and Technology Operations  
 Brian L. Prady ..... Staff Senate President  
 Khaliah Smitherman, B.S. .... Solution Center Manager  
 Connie Wyatt, B.S. .... IT Coordinator and Asset Specialist

**Advancement and External Affairs**

Scott A. Dillard, BBA, MBA ..... Vice President for Advancement and External Affairs  
 Marion Brown, B.S. .... Director of Facility and Event Scheduling  
 Tiffany R. Bunt, B.A., MBA ..... Director of Alumni Affairs  
 Kelli Holmes, B.A., MBA ..... Executive Director of Advancement  
 Lizbeth Juarez, BBA, MBA ..... Director of Annual Giving and Prospect Research  
 Kira Thomas, BBA ..... Director of University Marketing & Communications

**Athletics**

Mark Richard, B.S., M.E.S.S. .... Director of Athletics  
 Dawn Makofski, BBA ..... Senior Associate Athletic Director and Senior Woman Administrator  
 Ed Langham, B.S., M.A., M.Ed. .... Associate Athletic Director for Facilities  
 and Recreational Programs  
 Erik Maas, B.A., MBA ..... Associate Athletic Director for Internal Relations

**Business Affairs**

Susan Hayes, B.S., MBA ..... Chief Financial Officer and Treasurer  
 Mitzi Bentley, CPP ..... Payroll Manager  
 Melissa Higgins, BBA ..... Accounting Director  
 Tenika Kidd, B.A., MBA ..... Bursar  
 Billie J. Posey, BBA, MBA ..... Purchasing and Contract Manager

**Enrollment Management and Student Affairs**

Tammi S. Dahle, B.A., M.Ed., Ph.D. .... Vice President for Enrollment and Student Affairs  
 and Dean of Students  
 Tim Alexander, B.S., MJA ..... Chief of Police and Director of Public Safety  
 Jennifer Q. Bell, B.A., M.Ed. .... Director of Student Life  
 Nikki Bradbury, B.S. .... Director of Student Aid  
 Deborah S. Braswell, B.A., M.S. .... Director of Disability Support Services  
 Audrey Crawford, BBA, M.S.C.E. .... Director of Admissions  
 Traci Crenshaw, B.A., M.A. .... Coordinator of Veteran and Military Affairs  
 John Denson, B.S., M.A. .... Director of Housing and Residence Life  
 Michael Lebeau, B.A., M.Ed. .... Director of the Career Development Center  
 Joshua Miller, B.S., M.Ed. .... Director of Counseling Services  
 Tony Miller, Jr., B.S., M.S. .... Director of Student Conduct/  
 Title IX Coordinator  
 Kimberly Moon, B.S., M.S., P.A.-C. .... Physicians' Assistant/Director  
 of Student Health Services

# STUDENT ORGANIZATION POLICIES

---



# Student Organization Manual

(For full policy see UM Policy 01.220 — Student Organizations.)

## INTRODUCTION

The Student Organization Manual contains summaries of policies, procedures, privileges and responsibilities for recognized student organizations. It should be read carefully and retained for your reference, as it defines the conditions under which your organization must operate. You and your organization will be held accountable for adhering to all of the policies and guidelines.

As you represent your organization through its events and activities, please remember that you are also representing the University of Montevallo. Please review and pay close attention to the guidelines and policies in this manual. If you have any questions about the policies and procedures in the manual, please contact the Student Life Office at 205-665-6565.

The University of Montevallo has more than 90 active and recognized student organizations. A list of these organizations can be found on FalconLink, our electronic organization management site.

The Student Life Office is responsible for recognized student organizations. The office is responsible for the official paperwork for recognition of student organizations, approval of campus events sponsored by recognized organizations, suspension of rights or removal of recognition for policy violations and changes to event and activity policies. The Student Life Office maintains official records and other information for student organizations including contact information, officers, constitutions, bylaws and event registrations. Student Life also offers advice and guidance to student groups, their officers and advisors. Student Life is happy to answer questions, offer suggestions and resources and advise on event planning, etc.

## STUDENT ORGANIZATION POLICIES

Student organizations are groups sponsored by the University (such as the Student Government Association, associated student body groups and professional and honor societies) or organizations officially registered by the University. Organizations that may be registered to operate on campus include the following:

- a. Honorary and leadership organizations and societies;
- b. Departmental organizations and professional fraternities and sororities;
- c. Social fraternities and sororities; and
- d. Special interest groups.

Registration of a student organization does not constitute the University's endorsement of the purposes or objectives of the organization.

### General Statements

1. No student organization may conduct any campus activity other than routine membership meetings unless the University has officially registered the organization.
2. Student organizations are largely self-governing and may establish lawful qualifications for their leadership positions.
3. The University is not responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations.
4. No student organization shall unlawfully deny membership to any person on the basis of age, race, gender, religion, disability or national origin, except in the cases of designated fraternal organizations exempted from Title IX regulations (20 U.S.C. §1681) concerning discrimination on the basis of sex.

5. No student organization or individual shall engage in or condone any form of hazing.
6. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while participating in any activity of the organization.
7. No person, group or organization may use the University's name in any manner, provided that registered student organizations may use the University's name following the name of the organization. No person, group or organization may use the seal or any symbol of the University without the prior written approval of the University president or designee.

#### **Criteria for Registration of Organizations**

1. Any proposed student organization shall be open to all students who otherwise meet membership requirements. Membership shall be limited to currently enrolled students, provided that organizations may include faculty and staff and that professional organizations may include members of the professional and business communities as members.
2. A proposed organization must represent the interests of the members, and the control of the organization must be vested with the local campus group. The organization must not be affiliated with any group pursuing illegal aims or goals with a specific purpose to further those illegal aims or goals.
3. The organization must comply with all University policies, regulations and procedures and with all federal and state laws and regulations.
4. The organization must not pursue activities that would: (a) violate federal and state laws or University policies and regulations, (b) materially and substantially disrupt the work and order of the University or (c) advocate incitement to riot or imminent lawless action that is likely to produce such action.
5. The organization must have the designated minimum number of charter members and demonstrate a continuous interest in the purposes of the organization sufficient for its successful existence.
6. A new organization may be denied registration when its purposes are within the scope of a currently registered organization. No organization may use the same name, or a name that is misleading and similar to the name, of a currently registered organization.
7. The organization's by-laws must provide for the distribution of all funds and assets in the event of dissolution.

#### **Probation, Suspension and Nullification of Registration**

An organization may be placed on probation, be suspended or have its registration nullified for any of the following reasons:

- a. Failing to maintain compliance with the initial requirements of registration;
- b. Ceasing to operate as an active organization;
- c. Requesting to cancel registration;
- d. Engaging in any activity in violation of University policies or federal or state laws; or
- e. Failing to submit any required reports.

An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization that is placed on suspension may not engage in or sponsor any activity or program, and may not hold meetings. When registration is canceled, an organization ceases to exist. In the event an organization is placed on probation or is suspended, or registration is canceled due to violation of University policies or federal or state laws, the organization will be afforded the opportunity to appeal to the Vice President for Enrollment and Student Affairs.

The Director of Student Life is responsible for maintaining detailed guidelines and procedures pertaining to student organizations and for evaluating their effectiveness.

## **CATEGORIES OF STUDENT ORGANIZATIONS**

### **Academic Organizations**

Promote development in a particular academic area. Activities may include outings, business meetings and social activities.

### **Honorary Organizations**

Recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

### **Publications**

Montevallo's newspaper, literary and arts magazine and yearbook are all published by students under the direction of student editors. All publications are distributed free to students, and students are encouraged to apply for staff positions as writers, photographers, artists, editors or salespeople.

### **Religious Organizations**

Serve as support for students of a particular religious persuasion or denomination.

### **Social Organizations**

Foster social networks among members. For example, Greek letter organizations create smaller communities within the larger University environment for the purpose of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement and community service.

### **Special Interest**

Focus on a specific issue or topic.

### **Student Governance**

Address student needs and express student views. Organizations in this category include Student Government Association, Interfraternity Council, National Pan-Hellenic Council and Panhellenic Council, Minority Student Union, International Student Organization and Residence Hall Association.

## **YEARLY REGISTRATION FOR RECOGNIZED STUDENT ORGANIZATIONS**

- Each recognized student organization must update and renew their profile on FalconLink by Sept. 30 of the current academic year in order to be registered with the Student Life Office.
- If a student organization fails to update their profile by the deadline, they will not be recognized until the profile is updated. This means that they will not be eligible to reserve rooms on campus, post information on bulletin boards or request SGA funding.
- If a student organization fails to update their profile at all during an academic year, that organization will no longer be recognized by the University.
- If a student organization goes unrecognized for a period of two or more years, they will have to start the recognition process over again by turning in the appropriate documents and going before the Campus Life Advisory Committee for approval.

## **CREATING A NEW ORGANIZATION**

- Hold an interest meeting on campus. This will help you to see if other students are interested in starting the same club that you want to start. The Student Life Office can help you find a place to hold your interest meetings.
- Talk to faculty and staff and see if anyone would be willing to serve as a campus advisor for your new organization.
- Once you have established interest and found a campus advisor, you should get the following documents in order:

1. A comprehensive statement of purpose,
  2. A list of the types of activities you plan to host as an organization,
  3. A constitution and by-laws,
  4. The name of your campus advisor.
- You should submit the above documents to the Director of Student Life via FalconLink.
  - The Director of Student Life will then set up a meeting of the Campus Life Advisory Committee. Usually this committee meets once a semester, so you may have to wait for the next meeting to occur.
  - The Campus Life Advisory Committee will decide if your new organization has sufficiently supplied the documents needed and will then forward your request to the Dean of Students for approval.
  - Once your organization has been approved as a pending organization, you will be notified accordingly.
  - Once approved as a pending organization, your organization will be authorized to organize and operate for one year. At the end of the first year, your organization must submit a full and detailed written and oral report of its function and operations to the Campus Life Advisory Committee.
  - Following a second year of successful operation on campus as a pending organization and the completion of a second written report, your organization will be fully recognized and registered.

### **NEW ORGANIZATION GUIDELINES**

1. Organizations must have at least five student members. If/when membership goes below five members, the organization will be placed on probation for one calendar year. If, over the probationary period, the membership does not meet or exceed the required number of members, then the organization will be suspended or declared inactive until such time that there is interest in the organization again.
2. Organizations must select a name. No organization may use Greek letters unless they are members of national social fraternities, sororities or academic honorary organizations.
3. Select an advisor who is a full-time faculty or staff member.
4. Create a constitution. If the new organization is to be affiliated with a national organization, a copy of the national constitution and by-laws must be submitted; however, the local group must create its own constitution.
5. New organizations must submit all required items via FalconLink before they will be added to the agenda for the next Campus Life Advisory Committee meeting.

### **DEFINITIONS OF ORGANIZATION STATUSES**

#### **Recognized Student Organization**

A recognized student organization is an organization which has been fully approved by the Campus Life Advisory Committee and has registered with the Student Life Office by Sept. 30 of the current academic year. Recognized student organizations are eligible for a variety of benefits including reserving rooms, posting information on bulletin boards and applying for Student Government Association funding.

#### **Pending Student Organization**

A pending student organization is a new organization which is in the process of becoming a recognized student organization on campus. All new organizations are categorized as pending for at least their first two years as an organization. Pending student organizations are eligible for a variety of benefits including reserving rooms and posting information on bulletin boards. Pending student organizations are not eligible to apply for Student Government Association funding.



### **Probationary Status**

A student organization which fails to register with the Student Life Office by Sept. 30 of the current academic year will be put on probationary status until they update their profile on FalconLink. Organizations on probationary status are not eligible to reserve rooms or post information on bulletin boards. They are also not eligible for Student Government Association funding.

### **Non-Recognized Status**

A student organization which fails to register with the Student Life Office at all during the course of an academic year will no longer be recognized by the University. Non-recognized organizations are not eligible for any benefits including use of campus space and Student Government Association funding. If an organization fails to register for two or more consecutive years, that organization will have to follow the guidelines for new organizations and go back before the Campus Life Advisory Committee to re-establish their recognition.

### **BENEFITS OF RECOGNITION**

1. Possible funding through SGA's Student Senate Budget and Finance Committee (A written and oral presentation is required.)
2. Organization information listed on the Student Life webpage
3. A group picture placed in the *Montage*, yearbook
4. Use of an organization portal and organization tools within FalconLink.
5. Use of University bulletin boards and digital signage
6. Meetings and announcements placed on the Student Life calendar published on the University website
7. The Student Life Office is available for advising or assisting any organization's officers or campus advisor.
8. Files with constitutions and by-laws of each organization are maintained in FalconLink.
9. Space reservations are available in various campus buildings or areas when the function is registered in the Student Life Office.
10. Leadership training offered through the Student Life Office.

### **SGA BUDGET AND FINANCE PROCESS**

- The annual allocation of the Student Activity fee shall be conducted prior to the start of the fiscal year. The fiscal year for the fee shall be Oct. 1 to Sept. 30.
- Each student organization which has been officially recognized by the Student Life Office and is no longer a pending organization, shall be eligible to apply for funding. Organizations applying for funding are required to make both a written and an oral presentation to the Budget and Finance Committee of the Student Senate. If both presentations are not made, the organization's request will be denied. The Budget and Finance application packets will be available in April of each year. They must be turned in to the Student Life Office by the designated deadline in order for an organization to proceed to the oral presentation portion of the process.
- The Budget and Finance Committee of the Student Senate will recommend a monetary allocation of the Student Activity fee by presenting individual bills for individual allocations to the Code of Laws Committee. The Code of Laws Committee will either send the bills back to the Budget and Finance Committee for modification or send the bill to the full Student Senate.

### **REGULATIONS AND PROCEDURES FOR POSTING AND CHALKING**

- When posting in any area, local regulations supersede those set by the Student Life Office. It is the responsibility of the organization initiating the publicity to comply with all campus regulations.

- Students wishing to post advertisements and notices in buildings are urged to check with the appropriate college or departmental administrative assistants for rules governing posting in that building or area.
- In order to post in the Residence Halls, you must first obtain approval through Housing and Residence Life in Main Hall (205-665-6235). They will stamp approved postings, and any item that does not have the official approval stamp on it will be removed.
- Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed to your organization.
- Flyers and posters must be confined to bulletin boards and designated posting areas. Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited, and all publicity placed there without approval from the Student Life Office will be removed.
- There may be only one poster or flyer publicizing a given activity on a bulletin board.
- Posters must be removed within 48 hours of the completion of the event.
- Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is open only to organization members should be made by email or by announcement at meetings. These postings are not allowed.
- Organizations may not co-sponsor an event or display any advertising on or off campus with an alcohol distributor.
- Alcoholic beverages or illegal drugs may not be implied, stated or pictured in organization advertisements.
- All publicity is expected to be in good taste.
- Flyers may be posted on the digital signage. They should be emailed to cmoore16@montevallo.edu in landscape format, saved as a jpg. The measurements of the digital flyer should be 1920 by 1080 pixels resolution or 16:9 as aspect ratio. Please send advertisements in a timely manner.
- Posting hints: be sure posts answer what, when, where and why, and be sure to include the sponsoring organization's name or logo on the post.

The following applies to all chalking on campus:

- Do not chalk under any overhang or breezeway, as it takes a very long time to wear away.
- Chalking on buildings or walls is STRICTLY PROHIBITED, as they are very difficult to clean.
- Organizations that violate this will be responsible for any costs associated with removal.

### **ON-CAMPUS EVENTS**

1. Only organizations that are officially recognized by the University of Montevallo (pending and full recognized organizations) may schedule an event on campus (aside from interest meetings). Inactive organizations or organizations on probation or suspension cannot sponsor activities on the University of Montevallo campus.
2. All on and off-campus organization functions must be registered and approved by the Student Life Office at least one week before the date of the event. A registration form detailing the activity must be completed on FalconLink. Failure to follow event registration procedures may result in disciplinary action that may include loss of privileges including, but not limited to, the ability to reserve space, rent equipment, request funds from SGA, etc.
3. Events must be approved by the Student Life Office before facility reservations may be made.
4. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approved events will be allowed to go forward in the order they were registered.
5. Events sponsored by recognized student organizations should be within the role, scope and

mission of the sponsoring organization. No activity may be sponsored by a recognized student organization on the UM campus whereby students of other universities or the general public are active participants (e.g., dances, swimming parties, etc.). It is permissible for a student organization to sponsor an event where the general public is admitted as spectators (e.g., lectures, talent shows, pageants, concerts, etc.) provided the activity meets the role and scope of that organization.

6. When an event is open to the public as well as the University community, the organization must communicate with the Chief of Police to determine if law enforcement is necessary for the event. There may be a charge to the organization in this case.
7. When an event is canceled, it is the responsibility of the student organization to cancel all services it has contracted. Failure to do so will result in charges and fees to the organization.
8. All on-campus events must be alcohol free.
9. Student organizations are not permitted to hold on-campus or off-campus activities, meetings or events of any kind from the last two class days of the semester through the last days of final exams.

### **OFF-CAMPUS EVENTS AND ALCOHOL POLICIES**

1. All on and off-campus organization functions must be registered and approved by the Student Life Office at least one week before the date of the event.
2. Student organizations or groups will assume complete responsibility for off-campus activities including the conduct of any and all participants attending such functions.
3. All organizations scheduling off-campus activities where alcohol will be present must abide by the following guidelines:
  - A. The possession, use and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, county and city.
  - B. No alcoholic beverages may be purchased through the organization's treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
  - C. At all organization parties at which alcohol is present, the members of the organization and their guests are responsible for bringing their own alcoholic beverages (BYOB). A cash bar with a licensed and insured vendor may be substituted for BYOB.
  - D. No alcoholic beverages of bulk form (keg, punch, etc.) may be purchased or used. Providing a common source of alcohol, be it beer, punch or an open bar, implies that it is provided by or on behalf of the organization.
  - E. No members, collectively or individually, shall purchase for, serve to or sell alcoholic beverages to any minor.
  - F. The possession, sale and/or use of any illegal drugs or controlled substances is strictly prohibited.
  - G. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
  - H. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
  - I. OPEN PARTIES where alcohol is present — meaning those with unrestricted access by non-members of the organization without specific invitation — shall be prohibited. Private parties can be held on organization property or through leasing a facility. A guest list should be retained during private parties and kept on file.
  - J. No member shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's

- age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- K. The University strongly encourages hiring of security personnel at any event where alcohol is present.
  - L. No alcohol should be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother/little brother” events or activities, “big sister/little sister” events or activities, “family” events or activities and initiation.
3. Student organizations are not permitted to hold on-campus or off-campus activities, meetings or events of any kind from the last two class days of the semester through the last day of final exams.

### **FUNDRAISING GUIDELINES**

Student organizations may sell merchandise to raise money for their organization. Organizations must receive approval from the Student Life Office to sell or distribute the items.

1. The Student Life Office should have at least a week’s prior approval of all fundraising events.
2. Any approved fundraising activity on campus shall be for the benefit of the organization as a whole or a recognized charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.
3. After the event is over, please report to the Student Life Office, in writing, the amount of money your organization raised from the event. This is due within one week of the completion of the event. If it is a service project, please include it on your service activity form for the semester.
4. All events or sales held within an organization (not sold to outsiders) do not have to be approved or reported.
5. An organization must receive special permission to use the name of the University of Montevallo and/or the University seal or logo on any product to be distributed or sold.
6. The fundraiser must not interfere with any University function.
7. No two events of the same nature may take place at the same time. Fundraisers are approved on a first-come-first-served basis.
8. All items to be sold or distributed must reflect good taste and not degrade individuals or groups. They must not detract from the mission of the University.
9. No items to be sold or distributed may include any information that displays or promotes the use of alcohol or drugs.
10. Be very careful with the wording of fundraising events like “raffles.” Raffles and/or events of chance can be considered “gambling,” and this is not allowed on campus. Consider taking donations instead.
11. Failure to adhere to this policy will result in disciplinary action against the organization.

### **UM STUDENT ORGANIZATION AND TEAM CONDUCT PROCESS**

The Student Organization and Team Conduct Process emphasizes University of Montevallo’s (UM) commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the values and efforts to promote civility at UM, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others.

The University fully recognizes the right of all students to seek knowledge, form opinions and express and discuss their ideas in accordance with the expectations set forth in this Code. The student conduct process is designed to be educational in nature and promotes the University’s mission. Being a member of the University Community is a privilege, and the conduct process will determine if a

student's conduct warrants they should no longer share in that privilege.

**Student Organization Definition** — Student organizations are groups sponsored by the University (such as the Student Government Association, associated student body groups and professional and honor societies) or organizations officially registered by the University. Organizations that may be registered to operate on campus including but not limited to:

- a. Honorary and leadership organizations and societies;
- b. Departmental organizations and professional fraternities and sororities;
- c. Social fraternities and sororities; and
- d. Special interest groups

The student organization conduct process was established to ensure the leadership of student organizations are aware of what happens when their organization does not meet the standard or expectations of the campus community. It is also in place so the leadership understands they are responsible for the actions of their members.

### **Student Organization Responsibilities**

Any student organization or student group can be held accountable for its actions or the actions of those affiliated with the organization, including but not limited to: one or more of its members (active or inactive), former members, alumni and guests. Every student organization or student group has the responsibility to take all practical steps to prevent violations of University policy and state laws growing out of or related to the activities of the organization. To this end, each organization is expected to educate its members regarding their risk management policy and all applicable University policies and state laws. Student organizations are also expected to adhere to all criteria listed in the Student Organization Manual. The Office of Student Life will hold the student organization accountable if they violate the contents of the Student Organization Manual i.e. failing to register events.

Misconduct on the part of the student organization or student group may be addressed when one or more of the following factors exist:

- a. Members of the student organization or student group (active or inactive), alumni, former members, agents, contractors or guests act together to violate the Student Conduct Code or Student Organization Conduct Code;
- b. One or more officers or members of a student organization/group are present or have knowledge of a sponsored, financed or otherwise supported activity/event of the student organization;
- c. Planned unlawful conduct and/or conduct in violation of the Student Code of Conduct or the Student Organization Manual before it occurs and fails to take preventative or corrective action or fails to stop unlawful behavior while it is occurring at such event;
- d. A violation occurs on premises and/or transportation owned, operated or rented exclusively by the student organization or student group;
- e. The student organization or student group chooses to protect one or more individuals in violation who are members (active or inactive), alumni, former members or guests of the student organization.

### **Student Organization Rights**

Registered/Recognized Student Organizations have a right to expect that all disciplinary proceedings will be handled fairly. University of Montevallo affords registered/recognized student organizations the following rights in the conduct process:

- a. Organizations have the right to have their complaint heard by unbiased individuals.
- b. Organizations' have the right to written notice of the charges placed against them and the time and place of any meeting or investigation. Proper notification is defined as delivery to the organization's president sent through University email.

- c. If found in violation of policy, the organization will have the choice be sanctioned by the Office of Student Conduct or choose to participate in an Organization Accountability Agreement.
- d. If found in violation of policy and sanctioned by the Office of Student Conduct, the organization will be given five (5) days to appeal the decision.

### **Student Organization Investigation Process**

When an organization must undergo an investigation due to an alleged violation(s) of the Standards of Conduct the following procedures and process will be utilized:

The organization president will receive written communication from the Office of Student Conduct notifying them of the investigation. The notice of investigation shall include: the date of incident(s) or activity(ies) and the alleged policy violation(s). The notification will inform the president that members will be selected randomly to interview with the Office of Student Conduct within 48 hours. All requested members of the organization shall appear at the designated location during the time requested. Please note: ONLY class schedules will be taken into consideration and addressed accordingly. Any individual refusing to cooperate with the investigation process may be charged with Code of Student Conduct violation: Failure to Comply.

At the conclusion of the investigation, there will be an Investigation Summary created and the Office of Student Conduct will schedule a conference with the president of the organization and the organization advisor (if available) to review and address the investigation findings. The president will receive an Outcome Letter to inform them of the investigation findings. This letter will also outline any concerns the Office of Student Conduct has and provide information on the next steps in the process. Student organizations found responsible for violating the Student Code of Conduct will have two options to resolve their case. Those options can be found and defined below:

- i. Organization Accountability Agreement (OAA): In consultation with the organization (and their headquarters, or advisor where applicable) the University will work to develop a plan including sanctions that affect the organization's standing with the University and educational sanctions to address the violations. The organization accountability agreement may not be appealed. If after 60 school days the University and the student organization cannot come to an agreement the organization will be sanctioned through option B. Additional violations committed during the duration of the organization accountability agreement may be cause for the agreement to be extended and/or altered.
- ii. Sanctions assigned by a Conduct Educator: The conduct educator overseeing the investigation will assign the sanctions deemed appropriate to the organization. The assigned sanctions may be appealed by following the steps outlined in the Student Conduct Process.

In certain situations, the Office of Student Conduct reserves the right to withdraw the student organizations option of working on an Organization Accountability Agreement.

If a Student organization is found responsible for violating additional policies after an Organization Accountability Agreement has been implemented or sanctions been assigned, the organization will have the following options below.

- i. Amendment to the original OAA: Collaborate with the Office of Student Conduct and develop additional accountability measures in concert of the existing document.
- ii. Sanctions assigned by a Conduct Educator: The conduct educator overseeing the investigation will assign the sanctions deemed appropriate to the organization in consideration of the existing agreement or sanctions. The assigned sanctions may be appealed by following the steps outlined in the Student Conduct Process.

### **GREEK LIFE EXPANSION PROCESS**

Greek life at the University of Montevallo is vibrant and creates an exciting culture for campus life, and fraternity and sorority leaders and University administrators recognize the interest in expanding the UM Greek community. In order to effectively manage this expansion, the Student Life Office sets

forth the following guidelines for interested organizations.

### **Campus Life Advisory Committee**

A. Purpose of the Campus Life Advisory Committee:

The Campus Life Advisory Committee (CLAC) functions as a recommending body on issues related to various facets of campus life for students. Membership includes faculty from each college, staff including the Director of Housing and Residence Life, Greek Council Presidents, SGA President, SGA Executive Secretary, President of SGA Senate and the UM Student Trustee.

B. Definition of Expansion:

Expansion involves inviting and facilitating (inter)national fraternities and sororities to establish chapters on the University's campus. Expansion is encouraged when a need exists and the addition of an organization is recommended by the CLAC in collaboration with Interfraternity Conference (IFC), National Pan-Hellenic Council (NPHC) or National Panhellenic Conference (NPC).

C. Duties of the Campus Life Advisory Committee:

Assist Governing Councils (IFC, NPHC and NPC), upon request, in determining if their council can support an additional social Greek organization by:

- Determining feasibility of University's ability to support interest group (using campus trends/University trends and data, and recruitment data provided by Student Life);
- Reviewing expansion packets from interested groups;
- Attending interest group's presentation to respective council;
- Receiving and reviewing the council recommendations about whether to accept or deny expansion to interest group;
- Reviewing expansion policies as needed.

### **Criteria for Expansion Consideration:**

- A. The organization of interest is affiliated with a/an (inter)national organization and is a current member of one of the following umbrella organizations: National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC) or North American Interfraternity Conference (NIC).
- B. If the organization of interest is not affiliated with the above-named umbrella organizations, the organization of interest must have a national office supported by full-time staff members (or a national board) and at least 10 established chapters in the country at four-year institutions.
- C. The organization of interest prohibits simultaneous membership in any other organization that is a member of the NPC, NPHC or NIC.

### **Expansion Request Process for IFC and NPC Groups:**

- A. The Director of Student Life, in collaboration with NPC and IFC groups/advisors, and the CLAC will determine on a yearly basis if expansion is allowable based on:

- Campus trends;
- University recruitment/enrollment trends and data (male and female);
- Recruitment data/numbers;
- Individual data of existing chapters (number, strength, etc.).

If expansion is not allowable, interested groups will be asked to contact the Director of Student Life during the following year to determine if expansion is allowable at that time.

If expansion is allowable based in the aforementioned criteria, a call for proposals for expansion from interested groups will be posted. Interested group(s) should submit an application packet to:

University of Montevallo  
Director of Student Life  
Station 6565  
Montevallo, AL 35115

Documentation to be submitted within the application packet should include:

- Letter of support from the (inter)national organization
  - Founding date
  - History at UM
  - Current number of undergraduate chapters
  - Current number of undergraduate members
  - Average chapter size
  - Number of chapters closed in last five years and reasons why
  - Membership costs: new members, initiation fees, insurance, dues
  - Proof of liability insurance
  - Organization's national constitution and by-laws
  - Academic policies and programs for undergraduate chapters/members
  - Community service program information
  - Recruitment and intake program information
  - Minimum standards for potential new members
  - Policy on risk management
  - Position on hazing
  - Contact information of alumni within a 20-mile radius of Birmingham, AL
  - Expectations of chapter advisors and an advisor training manual
  - New member/associate education program
- B. Completed application packets will be submitted to the CLAC and the appropriate Greek council for review.
- C. Selected organizations will be asked to visit campus and present to the CLAC and the respective Greek council. The presentation should include the following information:
- Overview of the (inter)national organization to include purpose, organizational values founding principles of the fraternity/sorority;
  - Copies of the (inter)national organizations constitution, by-laws and other guiding documents;
  - Evidence that there is an alumni support system in the Birmingham area (e.g., number of active alumnae members and/or alumnae chapters in the Birmingham area);
  - Description of the organization's colonization/chartering process;
  - Explanation of the leadership development opportunities for members;
  - Written description of the organization's potential impact on UM and the Greek community;
  - Plans for sustainability in the five-star programmatic areas;
  - Any other information as requested by the CLAC and/or the respective Greek council.
- D. The respective Greek council will vote and select the organization(s) of their choice for expansion and present the selected group(s) to the CLAC.



- E. The CLAC will submit the Greek council's selected group for approval and will vote on whether or not to approve the selection of the respective Greek council. The CLAC will report their decision to the Director of Student Life who will relay the information to the appropriate Greek council.
- F. If the selected group(s) is approved by the CLAC, the Director of Student Life will notify all national organizations submitting an application of their status and begin planning for colonization of the selected group.

If the selected group is not approved by the CLAC, the CLAC will submit a written rationale for denial of the request to the Director or Student Life who will relay the information to the appropriate Greek council. The Greek council will review the rationale and either appeal it to the Dean of Students or submit a new group for approval by the CLAC.

**Requirements for maintaining IFC and NPC colony/organizational status:**

An invitation extended to an (inter)national organization shall become null and void if the organization cannot establish a colony/chapter within two years of the date the invitation is granted or if the colony/chapter fails to maintain requirements for establishing a colony/interest group as set forth in this document below:

- Compliance with the policies and procedures concerning fraternities and sororities set forth by the University and respective Greek governing council and the (inter)national organization's policies relative to maintaining colony status
- Compliance with University policies and procedures and the Student Code of Conduct
- Maintenance of at least eight members at all times
- Participation in the respective Greek governing council (NPC, NPHC, IFC) as a non-voting member until a charter is granted from the (inter)national organization
- Submission of the following reports and rosters to the Director of Student Life within the first week of each semester: membership roster, officer reports, financial report, chapter development plan, scholarship program, new member/associate education program and alumni involvement.
- If the colony/interest group does not achieve recognition from its (inter)national organization within two years, the Director of Student Life will contact the (inter)national organization to determine a plan of action and timeline for completing the charter process.

**Expansion Request Process for NPHC Groups:**

- A. The Director of Student Life, in collaboration with NPHC groups/advisors, and the CLAC will determine on a yearly basis if expansion is allowable based on:
  - Campus trends;
  - University recruitment/enrollment trends and data (male and female);
  - Recruitment data/numbers;
  - Individual data of existing chapters (number, strength, etc.)
- B. If expansion is allowable, the NPHC advisor will present applications from interested groups to the NPHC for approval. If approved by the NPHC, the NPHC advisor will contact local alumni representatives of the interested NPHC group to determine if alumni support is available.
- C. If alumni support is not available, the interested group will be instructed to inquire again at a later date.
- D. If alumni support is available, the interested group will be asked to submit a request to the CLAC and provide information per the guidelines for forming a student organization as well as present their information to the CLAC at a scheduled CLAC meeting.
- E. The CLAC will vote to approve or deny the interested group's request. If denied, the interested

group can begin the process of expansion again in one calendar year beginning with step A of this section. If approved, the interested group can begin the process for organizing a club.

**Requirements for maintaining NPHC colony/organizational status:**

An invitation extended to an (inter)national organization shall become null and void if the organization cannot establish a colony/chapter within two years of the date the invitation is granted or if the colony/chapter fails to maintain requirements for establishing a colony/interest group as set forth in this document below:

- Compliance with the policies and procedures concerning fraternities and sororities set forth by the University and respective Greek Governing Council and the (inter)national organization's policies relative to maintaining colony status;
- Compliance with University policies and procedures and the Student Code of Conduct;
- Participation in the respective Greek governing council (NPC, NPHC, IFC) as a non-voting member until a charter is granted from the (inter)national organization;
- Submission of the following reports and rosters to the Director of Student Life within the first week of each semester: membership roster, officer reports, financial report, chapter development plan, scholarship program, new member/associate education program and alumni involvement.
- If the colony/interest group does not achieve recognition from its (inter)national organization within two years, the Director of Student Life will contact the (inter)national organization to determine a plan of action and timeline for completing the charter process.

Questions regarding the Greek expansion process may be directed to Student Life, 205-665-6565.

## WHOM TO SEE FOR WHAT

### **Advertising your event:**

Newspapers/campus news	University Marketing & Communications	665-6230
Online calendar of events	Student Life	665-6565

### **Student Life Office:**

A/V equipment rental	Student Life	665-6565
Digital signage	Student Life	665-6565
Event approval	Student Life	665-6565
Fundraising approval	Student Life	665-6565
Greek life	Student Life	665-6565
How to start an organization	Student Life	665-6565
Posters	Student Life	665-6565
Presentations	Student Life	665-6565
Student Government/UPC	Student Life	665-6565
Student Organization Training	Student Life	665-6565

### **Facility reservations:**

Palmer, classrooms and most other locations	University Events and Calendar Office	665-6292
Old Gym Dance Studio & Myrick Hall	EXNS Department	665-6590
Intramural fields	Athletics	665-6600
LeBaron Recital Hall	Music Department	665-6670
Stewart Student Retreat, Farmer Meeting and Conf. Room, Student Life Center Stage	Student Life	665-6565

### **Seminars/workshops:**

Counseling/Career Center 665-6262

### **Set-ups/power:**

Physical Plant 665-6130

### **Tables/chairs/stage/etc.:**

Physical Plant 665-6130

### **Falcon Foods/Chartwells:**

Chartwells 665-8233

### **Emergency/security:**

UM Police 665-6155

---

# SGA Mission Statement

The Student Government Association will strive to facilitate better relationships between the faculty, administration, staff and the student body. SGA will work to assess problems, make positive improvements and coordinate change at the University of Montevallo. SGA will promote the ideals of the University, ensure unity through diversity and be the student voice to the faculty and administration. SGA will serve and represent the opinions and concerns of the student body. Our driving forces will be a representation of student needs, community welfare and the spirit of the University of Montevallo.

---

# 2021-2022 SGA Officers

Anakate Andrasko .....	President
Jacob Heath .....	Vice President
Caitlin Blackburn.....	Administrative Vice President
Josiah Garrett .....	Treasurer
Dria Hawkins .....	UPC Coordinator
Jalynn Brooks .....	Assistant UPC Coordinator
Cody Hodge .....	Student Trustee
Abigail Heuton .....	Director of External Relations
Paige Stephens .....	Director of Social Services
Heather Collier .....	Senior Class President
Abigail Clark .....	Executive Secretary
Whitney Smitherman .....	Senate Clerk
Jayden Spear .....	President <i>Pro Tempore</i>
Riley Hickman .....	Director of Public Relations
Jamiya Williams .....	Director of Diversity and Student Outreach

**15** SUNDAY

**16** MONDAY

**17** TUESDAY

**18** WEDNESDAY

July							August							September							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			

**THURSDAY 19**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 20**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Visit [www.montevallo.edu/university-calendar](http://www.montevallo.edu/university-calendar) to find the University Calendar with everything you need to know about the start and completion of each semester, final exams, registration and payment deadlines, holiday closings, commencement and other special events.

**22** SUNDAY

**23** MONDAY

**24** TUESDAY

**25** WEDNESDAY





**29** **SUNDAY**

SUNDAY

**30** **MONDAY**

MONDAY

**31** **TUESDAY**

TUESDAY

**1** **WEDNESDAY**

WEDNESDAY

August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

THURSDAY 2

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 3

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 4

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

“A loving person lives in a loving world. A hostile person lives in a hostile world. Everyone you meet is your mirror.” – Ken Keyes Jr.

**5** SUNDAY

**6** MONDAY

**7** TUESDAY

**8** WEDNESDAY

August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

THURSDAY 9

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 10

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 11

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31					

**THURSDAY 16**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 17**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 18**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**19** SUNDAY

**20** MONDAY

**21** TUESDAY

**22** WEDNESDAY



August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

**THURSDAY 23**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 24**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 25**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“This is the extraordinary thing about creativity: If you just keep your mind resting against the subject in a friendly but persistent way, sooner or later you will get a reward from your unconscious.” – John Cleese*

**26** SUNDAY

**27** MONDAY

**28** TUESDAY

**29** WEDNESDAY

September							October							November							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

**THURSDAY 30**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 1**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 2**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” – Maya Angelou*

**3** SUNDAY

**4** MONDAY

**5** TUESDAY

**6** WEDNESDAY

September							October							November							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

**THURSDAY 7**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 8**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 9**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



September							October							November							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

**THURSDAY 14**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 15**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 16**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“When you wake up, each day looks the same, so each day should be a new beginning.” – Prince*

**17** SUNDAY

**18** MONDAY

**19** TUESDAY

**20** WEDNESDAY



September							October							November							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

**THURSDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 22**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 23**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



September							October							November							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

**THURSDAY 28**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 29**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 30**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*"I have heard it broached that orders should be given in great new ships by electric telegraph. But it will never be a substitute for the face of a man, with his soul in it, encouraging another man to be brave and true." - Charles Dickens*



October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					
31																				

THURSDAY 4

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 5

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 6

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“To make this journey, we’ll need imagination, but imagination alone is not enough, because the reality of nature is far more wondrous than anything we can imagine.” – Neil Degrasse Tyson*

**7** **SUNDAY**

**8** **MONDAY**

**9** **TUESDAY**

**10** **WEDNESDAY**









**21** SUNDAY

**22** MONDAY

**23** TUESDAY

**24** WEDNESDAY





November							December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30	31						

THURSDAY 2

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 3

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 4

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

“Too often we enjoy the comfort of opinion without the discomfort of thought.”  
- John F. Kennedy



November							December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30	31						

THURSDAY 9

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 10

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 11

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

“The saddest aspect of life right now is that science gathers knowledge faster than society gathers wisdom.” – Isaac Asimov





November							December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30	31						

**THURSDAY 16**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 17**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 18**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Until I feared I would lose it, I never loved to read. One does not love breathing.”  
- Harper Lee, “To Kill a Mockingbird”*

**19** SUNDAY

**20** MONDAY

**21** TUESDAY

**22** WEDNESDAY

November							December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

**THURSDAY 23**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 24**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 25**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*"I would have you be a conscious citizen of this terrible and beautiful world."  
- Ta-Nehisi Coates*

**26** **SUNDAY**

**27** **MONDAY**

**28** **TUESDAY**

**29** **WEDNESDAY**

December							January							February						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

THURSDAY 30

FRIDAY 31

SATURDAY 1

“You can’t just turn on creativity like a faucet. You have to be in the right mood. What mood is that? Last-minute panic.” – Bill Watterson

**2** SUNDAY

**3** MONDAY

**4** TUESDAY

**5** WEDNESDAY

December							January							February							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28							
							30	31													

**THURSDAY 6**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 7**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 8**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“You must strive to find your own voice. Because the longer you wait to begin, the less likely you are to find it at all. Thoreau said, ‘Most men lead lives of quiet desperation.’ Don’t be resigned to that. Break out!” – Robin Williams, “Dead Poets Society”*





December							January							February						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

**THURSDAY 13**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 14**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 15**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*"I have always been a huge admirer of my own work. I'm one of the funniest and most entertaining writers I know." – Mel Brooks*

**16** SUNDAY

**17** MONDAY

**18** TUESDAY

**19** WEDNESDAY

December							January							February						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

**THURSDAY 20**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 22**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“I hated every minute of training, but I said, ‘Don’t quit. Suffer now and live the rest of your life as a champion.’” – Muhammad Ali*







January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	27	28	29	30	31	27	28	29	30	31		
30	31																			

THURSDAY 3

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 4

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 5

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Expose yourself to your deepest fear; after that, fear has no power, and the fear of freedom shrinks and vanishes. You are free.” – Jim Morrison*

**6** SUNDAY

.....

.....

.....

.....

**7** MONDAY

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**8** TUESDAY

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**9** WEDNESDAY

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....







January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	27	28	29	30	31	27	28	29	30	31		
30	31																			

**THURSDAY 17**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 18**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 19**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“I have to remind myself that some birds aren’t meant to be caged. Their feathers are just too bright.” – Morgan Freeman, “Shawshank Redemption.”*







February							March							April									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4	5				1	2	3	4	5							1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
27	28						27	28	29	30	31			24	25	26	27	28	29	30			

**THURSDAY 3**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 4**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 5**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“We must believe that we are gifted for something, and that this thing, at whatever cost, must be attained.” – Marie Curie*

**6** SUNDAY

**7** MONDAY

**8** TUESDAY

**9** WEDNESDAY



February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30

**THURSDAY 10**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 11**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 12**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“For a life in the past cannot be shared with the present. Each person who gets stuck in time gets stuck alone.” – Alan Lightman, “Einstein’s Dreams”*



February							March							April									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4	5				1	2	3	4	5							1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
27	28						27	28	29	30	31			24	25	26	27	28	29	30			

**THURSDAY 17**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 18**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 19**

.....

.....

.....

.....

.....

.....

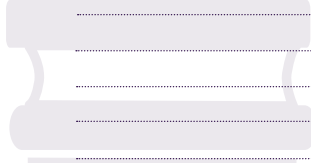
.....

.....

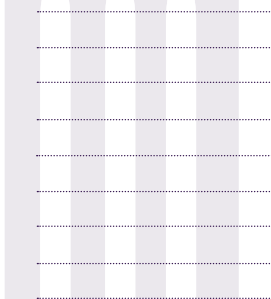
.....

.....

**20** SUNDAY



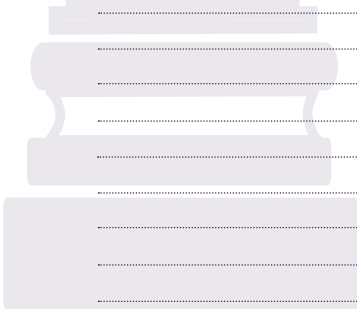
**21** MONDAY



**22** TUESDAY



**23** WEDNESDAY



February							March							April								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
			1	2	3	4	5				1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
27	28						27	28	29	30	31			24	25	26	27	28	29	30		

**THURSDAY 24**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 25**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 26**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Despite a lack of natural ability, I did have the one element necessary to all early creativity: naïveté, that fabulous quality that keeps you from knowing just how unsuited you are for what you are about to do.” – Steve Martin*

**27** SUNDAY

**28** MONDAY

**29** TUESDAY

**30** WEDNESDAY

March							April							May						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**THURSDAY 31**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 1**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 2**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**3** SUNDAY

**4** MONDAY

**5** TUESDAY

**6** WEDNESDAY



March							April							May							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							

THURSDAY

7

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY

8

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY

9

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Fate is like a strange, unpopular restaurant filled with odd little waiters who bring you things you never asked for and don’t always like.” – Lemony Snicket*



March							April							May						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**THURSDAY 14**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 15**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 16**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Never forget what you are, for surely the world will not. Make it your strength. Then it can never be your weakness. Armour yourself in it, and it will never be used to hurt you.” – George R.R. Martin, “A Game of Thrones”*

**17** SUNDAY

**18** MONDAY

**19** TUESDAY

**20** WEDNESDAY

March							April							May							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							

**THURSDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 22**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 23**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go.” – Langston Hughes*



March							April							May							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							

**THURSDAY 28**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 29**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 30**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self.” – Ernest Hemingway*

**1** SUNDAY

**2** MONDAY

**3** TUESDAY

**4** WEDNESDAY





**8** SUNDAY

**9** MONDAY

**10** TUESDAY

**11** WEDNESDAY





April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

**THURSDAY 19**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 20**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Never be bullied into silence. Never allow yourself to be made a victim. Accept no one’s definition of your life; define yourself.” – Robert Frost*









May							June							July						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31					

**THURSDAY 2**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 3**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 4**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*"It is hard enough to remember my opinions, without also remembering my reasons for them!" - Friedrich Nietzsche*

**5 SUNDAY**

**6 MONDAY**

**7 TUESDAY**

**8 WEDNESDAY**

May							June							July							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

THURSDAY 9

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 10

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 11

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

“Fantasy is a necessary ingredient in living, it’s a way of looking at life through the wrong end of a telescope.” – Dr. Seuss



May							June							July							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
													31								

**THURSDAY 16**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 17**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 18**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Some people live more in 20 years than others do in 80. It’s not the time that matters, it’s the person.” – Stephen Greenhorn, “Doctor Who”*

**19** SUNDAY

**20** MONDAY

**21** TUESDAY

**22** WEDNESDAY







June							July							August							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
							31														

**THURSDAY 30**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 1**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 2**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“Faithless is he that says farewell when the road darkens.” – J.R.R. Tolkien, “The Fellowship of the Ring”*

**3 SUNDAY**

**4 MONDAY**

**5 TUESDAY**

**6 WEDNESDAY**

June							July							August							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
							31														

THURSDAY

7

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY

8

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY

9

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*"If you go flying back through time and you see somebody else flying forward into the future, it's probably best to avoid eye contact." – Jack Handey*





**17** SUNDAY

**18** MONDAY

**19** TUESDAY

**20** WEDNESDAY

June							July							August							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
							31														

**THURSDAY 21**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FRIDAY 22**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**SATURDAY 23**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“The opposite of love is not hate, it’s indifference. The opposite of art is not ugliness, it’s indifference. The opposite of faith is not heresy, it’s indifference. And the opposite of life is not death, it’s indifference.” – Elie Wiesel*









July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6				1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

THURSDAY 4

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY 5

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY 6

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*“If only it were so simple! If only there were evil people somewhere insidiously committing evil deeds, and it were necessary only to separate them from the rest of us and destroy them. But the line dividing good and evil cuts through the heart of every human being. And who is willing to destroy a piece of his own heart?”*

*– Aleksandr Solzhenitsyn, “The Gulag Archipelago,” 1918-1956*

# Index

<b>A</b>	
Absence Regulations.....	34
Academic Advising .....	33
Academic Dishonesty .....	42
Academic Suspension.....	39
Administration .....	79
<i>Alabamian</i> .....	69
Alumni Association .....	48
Americans with Disabilities Act (ADA) .....	17
Athletics	
Intercollegiate.....	48
Intramurals .....	62
<b>B</b>	
Banner Self-Service.....	49
Barnes & Noble.....	49
Board of Trustees .....	49
<i>Bulletin</i> .....	50
<b>C</b>	
Cafeteria.....	55
Career Development Center .....	50
Student Accounts Office .....	50
Chartwells .....	55
Cheating.....	42
Child Care.....	51
Citations .....	29
Clubs and Organizations .....	51
Code of Fair Practice .....	17
College Night .....	52
Communication with Students.....	17
Community Engagement.....	70
Concert and Lecture Series.....	52
Counseling Services .....	52
<b>D</b>	
Dancy Lectures .....	53
Dead Days.....	53
Deans .....	80
Degree Evaluation.....	53
Dining.....	55
Disability Compliance Policy.....	17

Disability Support Services.....	53
Drop/Add Procedures .....	34
<b>E</b>	
Email.....	54
Emergency Phones.....	54
Enrollment & Student Affairs.....	54
Equal Opportunity Policy .....	18
<b>F</b>	
Falcon Foods.....	55
FalconLink .....	56
Falcon Success Center .....	56
FERPA .....	57
Founders' Day .....	57
Fraternities.....	57
<b>G</b>	
Grades.....	37
Greek Life.....	57
Grievance Procedures.....	44
<b>H</b>	
Harbert Writing Center.....	58
Hazing.....	14
Health Services.....	58
Homecoming .....	58
Honors Program.....	59
Housing and Residence Life .....	59
<b>I</b>	
ID Cards.....	59
Information Services & Technology.....	60
International Student Advisor .....	61
Intramurals.....	62
<b>J</b>	
Judicial Policies and Proceedings .....	10
<b>L</b>	
Learning Enrichment Center.....	62
Lectures.....	52, 53
Library .....	62
Lost and Found .....	63

## **M**

Majors .....	33
McNair Scholars Program.....	75
Minorities Achieving Dreams of Excellence (M.A.D.E.).....	64
Minority Student Advisor.....	64
Minors .....	33
<i>Montage</i> .....	69
Montevallo (City of).....	65
Music Department .....	67

## **O**

Organization Manual .....	82
Organizations .....	51
Orientation .....	67

## **P**

Parking Regulations.....	25
Payments (Bills) .....	50
Plagiarism .....	42
Police (University).....	24
Policies.....	67
ADA Statement .....	17
Code of Fair Practice .....	17
Equal Opportunity .....	18
Expression and Demonstration.....	19
Sexual Harassment.....	6
Smoking .....	18
Student Code of Conduct.....	10
Title IX Compliance .....	6
Posting and Chalking.....	67
Post Office Boxes.....	68
Pregnant and Parenting Students.....	68
Protective Escort Service .....	69
Public Safety.....	24
Publications .....	69
<i>The Alabamian</i>	
<i>Montage</i>	
<i>The Tower</i>	

## **R**

Readmission to the University .....	36
Registrar's Office.....	33, 70
Registration.....	33

## S

Safety .....	24
Safe Zone .....	70
Service Learning .....	70
Sexual Harassment.....	6
Smoking.....	18
Sororities.....	57
Special Thanks .....	3
Speech and Language Center.....	71
Student Activity Center.....	71
Student Affairs .....	54
Student Aid.....	72
Student Conduct.....	73
Student Code of Conduct .....	10
Student Government.....	73
Student Life.....	74
Student Life Center .....	74
Student Support Services .....	75

## T

Theatre .....	75
Title IX Compliance Statement.....	7
<i>The Tower</i> .....	69
Traffic Regulations.....	29
TRIO Programs	
McNair Scholars Program.....	75
Student Support Services.....	75
Upward Bound Programs .....	76
Tutoring .....	62

## U

University Lake .....	66
University Marketing & Communications .....	6
University Program Council (UPC).....	77
Upward Bound.....	76

## V

Veteran & Military Affairs .....	77
Voter Registration .....	77

## W

Wireless Network.....	78
Withdrawal from the University.....	36





# Help Montevallo be a green campus!

Here are some easy ways to reduce your ecological footprint:

## ENERGY

- Unplug/switch off power strips or electronic items when not in use (cell phone and computer chargers, lamps, etc.)
- Turn lights off when you leave a room
- Do not open windows in your residence hall when AC or heat is on
- Keep the thermostat higher in the summer and lower in the winter and use clothing instead of energy to manage your temperature

## WATER

- Turn off water while brushing teeth
- Turn off water while applying soap, shampoo or shaving in the shower
- Keep showers short: 5-10 minutes max

## TRANSPORTATION

- Walk and/or ride a bike to your destinations on campus
- Carpool whenever possible
- Run errands in Montevallo instead of leaving town whenever possible

## WASTE

- Recycle — UM accepts aluminum cans, paper/cardboard and #1 plastic bottles
- Use scrap paper whenever possible
- Use reusable shopping bags

## LAUNDRY

- Use cold water to wash and warm water only when necessary
- Only wash full loads of laundry
- Avoid using fabric softener or dryer sheets

## DINING

- Use reusable cups, mugs and silverware instead of disposable ones
- Carry a reusable water bottle instead of purchasing bottled water/drinks
- Minimize food waste in the dining facilities by taking smaller portions/fewer items
- Choose vegetarian or vegan food options whenever possible

To get your room certified as a green room, visit the housing and residence hall webpage and click on the Green Room link.





# UNIVERSITY of MONTEVALLO



## ACADEMIC BUILDINGS

- 1 University of Montevallo on Main
- 2 Davis Hall
- 3 Speech & Hearing
- 4 Peterson Hall
- 5 3D Art Complex
- 6 Old Gym
- 7 Anagama Kiln
- 8 Myrick Hall
- 9 Child Study Center
- 10 Strong Hall
- 11 Hill House
- 12 Harman Hall
- 13 Stephens Hall
- 14 Morgan Hall
- 15 Humanities Hall
- 16 Bloch Hall
- 17 Wills Hall

## 18 Tower

- 19 Sharp House
- 20 Carmichael Library
- 21 Center for the Arts

## RESIDENCE HALLS

- 22 Napier Hall
- 23 Main Hall
- 24 Hanson Hall
- 25 Tutwiler Hall
- 26 Ramsay Hall
- 27 Brooke Hall
- 28 Lund Hall
- 29 New Hall
- 30 Peck Hall

## STUDENT ACTIVITIES & DINING

- 31 John W. Stewart Student Retreat

## 32 McChesney Student Activity Center

- 33 Organic Community Garden
- 34 Farmer Hall & Wilkenson Student Life Center
- 35 Anna Irvin Dining Hall
- 36 Barnes & Noble Campus Bookstore

## ATHLETIC FACILITIES

- 37 Softball Complex
- 38 Track & Lacrosse Field
- 39 Cross Creek Field
- 40 Kermit A. Johnson Baseball Complex
- 41 Intramural Field
- 42 Outdoor Basketball Court
- 43 Soccer Field
- 44 Tennis Courts
- 45 Sand Volleyball

## ADMINISTRATIVE BUILDINGS

- 46 Campus Police
- 47 Flowerhill
- 48 King House
- 49 Palmer Hall
- 50 Global & Community Outreach
- 51 Softball Office
- 52 Van Tuyl House
- 53 Will Lyman House
- 54 Calkins Hall
- 55 Reynolds Hall
- 56 Peterson House
- 57 Meroney House
- 58 Puryear House
- 59 Track & Lacrosse Offices
- 60 Central Utilities Plant



UNIVERSITY *of*  
MONTEVALLO