

THE FLEDGLING

2026-2027

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NO CLASSES

Sept. 7.....	Labor Day
Oct. 12.....	Fall Break
Nov. 11	Veterans Day
Nov. 25-27	Thanksgiving Holidays
Dec. 19-Jan. 1	Winter Holidays
Jan. 18	Dr. Martin Luther King Jr. Day
Feb. 12	College Night
March 22-26	Spring Break
May 31.....	Memorial Day
June 19.....	Juneteenth
July 4.....	Independence Day

MONTEVALLO AT A GLANCE

- More than 30 degree programs with approximately 74 majors/concentration combinations.
- Five colleges: Richard and Sandra Cummings College of Arts and Sciences, Michael E. Stephens College of Business, College of Education and Human Development, College of Fine Arts and College of Health Professions.
- 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 ever.
- 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.

Quick Reference

Emergency	911
University Police-Emergency	665-6500
University Police.....	665-6155
Bookstore (Freddie's Books & More)	665-6575
Career Development Center.....	665-6262
Counseling Services.....	665-6245
Dining Services (Falcon Foods)	665-8233
Disability Support Services.....	665-6250
Falcon Success Center	665-6092
Housing & Residence Life.....	665-6235
Library	665-6100
Registrar.....	665-6040
SGA/Student Life.....	665-6565
Solution Center.....	665-6512
Student Accounts Office.....	665-6065
Student Activity Center.....	665-6611
Student Affairs	665-6020
Student Financial Services	665-6050
Student Health Services.....	665-6275
TRIO McNair Scholars Program.....	665-6570
TRIO-Student Support Services.....	665-6094
Tutoring.....	665-6113
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.

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. For the University’s current Title IX policy, please go to www.montevallo.edu/title-ix-and-sexual-harassment.

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:

Alex Maxwell
Title IX Coordinator
Main Hall, Station 6020
205-665-6020
amaxwel2@montevallo.edu
titleix@montevallo.edu

Dawn Makofski
Deputy Title IX Coordinator
Will Lyman House, Station 6055
Montevallo, AL 35115
205-665-6055
makofskidb@montevallo.edu

Julia Marquardt
Deputy Title IX Coordinator
Track/LAX Complex (behind
Vacca Hall), Station 6600
205-665-7839
jmarquardt@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 misconduct 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 Student Affairs and University Police Department.

Complaints or concerns about sexual misconduct should be reported in accordance with the University’s policy on sexual misconduct. For detailed information regarding procedures for reporting sexual misconduct, please contact the Title IX coordinators at 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-maxient-reporting.

UNIVERSITY OF MONTEVALLO STUDENT COMPLAINT AND CONTACT INFORMATION

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. Further details about internal and external procedures (including SACSCOC) for filing various types of complaints may be found on the University’s website. 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 Chief Student Affairs Officer. Student Affairs staff 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, Student Affairs staff 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 Office of Student Affairs’ contact information is:

Office of Student Affairs
Station 6020, Main Hall
Telephone: 205-665-6020
studentaffairs@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.

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.

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

- Introduction and Purpose
- Definitions
- Division of Student Affairs Authority
- University Disciplinary Jurisdiction
- Prohibited Conduct
- Student Conduct Process and Appeal Process
- Student Conduct Record Retention and Reporting

- Parent and Guardian Notification

- Interpretation and Revision

General University Policies

- Code of Fair Practice
- Communication with Students
- Disability Compliance Policy
- Equal Opportunity 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

INTRODUCTION AND PURPOSE

The University of Montevallo is committed to the holistic development of its students. Part of this commitment is encouraging academic excellence, accountability, integrity, moral courage, respect, and good decision-making. The purpose of the Student Code of Conduct is to set clear expectations and community standards for students. The University strives to provide education, foster personal growth, and assist students in building individual character. As a community of educators and scholars, students are expected to maintain behavior that permits everyone the opportunity to freely and safely pursue their educational, co-curricular, and extracurricular goals and activities in an environment founded on respect for the rights of others.

DEFINITIONS

The majority of these terms will appear in the linked/QR Coded Student Conduct and Appeal process section of this document.

Business Day: The days the University is officially open and functioning. This does not include weekends, days the University is officially closed, or official University holidays.

Complainant: The individual or group affected by the alleged incident or who reported the incident.

Conduct Educator: A staff member trained in the student conduct process to resolve cases and who has the authority and responsibility to assign sanctions and outcomes in an efficient, consistent, fair, and educationally meaningful manner. The Conduct Educator reserves the right to assign the most appropriate outcome.

Conduct Status: A behavioral standing given to a student or student organization after being found responsible for a policy violation. The available statuses are informal warning, formal warning, conduct probation, deferred suspension, suspension, and expulsion.

Faculty: Any person hired by the University to conduct classroom and teaching activities or otherwise considered to be a member of its faculty.

Outcome: An educational activity or status assigned to students if they are found responsible for a policy violation.

Preponderance of the Evidence: The standard of confirmation needed to determine if it is more likely than not a violation of the Student Code of Conduct occurred.

Respondent: The individual or group reported for allegedly violating policy during an incident.

Support Person: A person chosen by the complainant or respondent to join them during their meeting or hearing. The support person cannot contribute to the conversation.

Staff: Any person hired by the University to work professionally outside of teaching classes or leading academic activities.

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. 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 Conduct Record: The official record of student's policy violations. A student conduct record is not the same thing as a permanent record and no disciplinary actions are noted on a student's transcript.

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.

University: The University of Montevallo.

University Conduct Council: A hearing body made up of trained faculty, staff, and students that have the authority to investigate and adjudicate alleged violations of the Student Code of Conduct and to impose sanctions for violations of the Code.

University Official: Any person employed by the University or performing assigned duties and responsibilities (e.g., student workers, resident assistants, hall directors, etc.). Faculty and staff members are University officials.

DIVISION OF STUDENT AFFAIRS AUTHORITY

The Board of Trustees and the president of the University are ultimately responsible for leading the University. The vice president for student affairs (VPSA) is responsible for the student conduct process. The VPSA has given the director of student conduct responsibility for facilitating and implementing a fair and equitable student conduct process, which includes the development and implementation of related policies and procedures. The director of student conduct's job is to ensure due process for all students and student organizations and to hold them accountable when a violation of University policy occurs. The director of student conduct may delegate that responsibility to other officials or organizations within the University (e.g., Housing and Residence Life staff, Title IX personnel, University Conduct Council).

When a student has committed a violation of the Student Code of Conduct that is also a crime, the student will participate in the student conduct process and the legal process. These processes operate separately. The student can still be found responsible for violating the Student Code of Conduct even if charges involving the same incident have been dismissed in the legal process.

UNIVERSITY DISCIPLINARY JURISDICTION

The University reserves the right to investigate and resolve reports of alleged misconduct that fall within its jurisdiction. The Student Code of Conduct applies to the following situations:

- Incidents involving undergraduate, graduate, online students, a group of students, or a student organization (academic or social) associated with any college, department, or the University as a whole. The University reserves the right to investigate and adjudicate through the student conduct process registered students who allegedly violate the Student Code of Conduct prior to their arrival on campus.

- Incidents occurring from the time a student is admitted, enrolled, or registered for study at the University for any academic period until their withdrawal from the University or conferral of a degree. Covered incidents include, but are not limited to, those occurring:
 - During the academic year;
 - Before classes begin or after classes end;
 - While pursuing credits earned off-campus (study away, internships, co-ops, etc.);
 - While suspended; or
 - Off-campus when the violation adversely affects legitimate University interests.

PROHIBITED CONDUCT

The following misconduct — including knowingly assisting and encouraging such misconduct — is prohibited.

- Academic Dishonesty.** Academic dishonesty is defined as cheating or plagiarism. All academic dishonesty incidents will be resolved by the Division of Academic Affairs. The resolution process may involve a hearing before the Academic Integrity Council (see the UM Academic Integrity Policy).
- Alcohol.** The unlawful production, consumption, distribution, possession, provision, or use of alcohol or alcohol paraphernalia, including the public drunkenness of students at least 21 years of age; any violation of University Policy 01:105.
- Assault.** Any physical attack on another person, including but not limited to, choking, fighting, punching, slapping, striking, causing injury by animals, or any other form of contact resulting in physical harm.
- Classroom Disruption.** Any disruptive or disorderly behavior that disturbs the classroom instructional environment or interrupts the learning process.
- Destroying Property.** Intentionally destroying, damaging, defacing, or vandalizing University property or the property of others.
- Dishonesty.** Intentionally providing false, fraudulent, deceptive, or misleading information to University officials, faculty, or staff; forgery; falsification of documents; unauthorized duplication; or distribution of University issued keys or other University property.
- Disorderly Conduct.** Behavior that creates a hostile, frightening, or intimidating environment, or that threatens the physical health, safety, and well-being of others. This behavior can include loud, unnecessary, unusual, disruptive, or continuous noise that disturbs the peace.
- Drugs and Paraphernalia.** The unlawful creation, use, possession, or sale of any counterfeit, controlled, dangerous, illegal, prescription medications, including drug paraphernalia (pipes, bongs, etc.) or mind-altering drugs, including, but not limited to, Adderall, marijuana, crack, cocaine, ecstasy, meth, etc.; any violation of University Policy 01:105.
- Failure to Comply.** Refusal to cooperate with or appropriately respond to a reasonable request by a University official or law enforcement officer; intentional disregard of a University policy, regulation, or procedure.
- Fire and Safety.** Changing, damaging, disabling, or misusing fire safety equipment; failing to immediately exit any University building when a fire alarm or other emergency notification has sounded; starting a fire; unauthorized possession or use of fireworks or explosive materials; causing a false fire alarm or report; and misuse of emergency call boxes; any violation of University Policy 01:135.
- Harassment.** Ongoing, unwelcome aggressive or intimidating behavior which, by means of physical contact or verbal, written, or digital-based (cyberbullying) communication, causes psychological or physical harm to another person.
- Hazing.** An act that intentionally, knowingly, and/or recklessly causes or creates an unreasonable risk of harm of physical or psychological injury as a condition for initiation or

admission into, affiliation with, or continued membership in a group or organization. Hazing is punishable whether it occurs on or off University property and regardless of a person's "consent" to such conduct. Additionally, any such conduct that violates state law, or failing to report hazing incidents are punishable under this policy; any violation of University Policy 01:110.

- M. **Interference with Freedom of Expression.** Any attempt to interrupt or interfere with anyone's right to freedom of expression under University Policy 01:018.
- N. **Misuse of Information Technology Resources.** Any unauthorized attempt to access or use University computers, networks, systems, programs, or data, including manipulations and fraudulent transmissions; any action that interferes with the proper functioning of systems or adversely impacts another user's rights, including, but not limited to, student or employee privacy; any other violations of University Policies 01:010 (Use of Information Resources) and 01:011 (Information Technology Security Program).
- O. **Misuse of Official Identification.** Purchasing, possessing, or using fake or altered identification or another person's state identification or license; sharing, selling, or using another student's University student ID card.
- P. **Retaliation.** Discriminating against, intimidating, threatening, coercing, or harassing any person because the person reported, complained, testified, assisted, participated, or refused to participate in an investigation, proceeding, or hearing authorized by law or University policy.
- Q. **Sexual Harassment or Sexual Misconduct.** Any behavior prohibited by University Policy 01:114 (Sexual Misconduct, nondiscrimination, and harassment). Sexual misconduct includes any form of unwelcome, non-consensual, sexual contact, including touching an unwilling person's private parts (defined as genitalia, groin, breast, or buttocks or clothing covering them), forcing an unwilling person to touch another's private parts, sexual exploitation, voyeurism, and indecent exposure of one's private parts.
- R. **Smoking and Vaping.** Smoking of any kind inside of or within 25 feet of building entrances and exits of University-owned facilities; any violation of University Policy 01:135.
- S. **Stealing.** Taking or borrowing a thing of value or property (including intellectual property) from its owner without permission.
- T. **Threat.** An act, statement, or expression with the goal of causing damage, injury, pain, or other intimidating action during an incident or interaction.
- U. **Trespassing.** Unauthorized entry into or use of University buildings, equipment, or property.
- V. **Weapons.** Except as expressly authorized by law, possessing or using dangerous items on University property, including, but not limited to, firearms, guns, knives, tasers, stun guns, BB guns, replicas, bows and arrows, or other devices designed to eject shells at a high rate of speed; any violation of University Policy 01:140.
- W. **Violating Law or University Policy.** Violating any local, state, or federal law or any University policy.

THIRD-PARTY MISCONDUCT

Guests of the University and its residence halls are expected to follow all University policies. Students are responsible and accountable for the misconduct of their guests and the behavior of their animals. Student organizations are likewise responsible for ensuring compliance with the Student Code of Conduct on the part of their members and guests.

STUDENT CONDUCT PROCESS AND APPEAL PROCESS

Student Conduct Process



Student Conduct Appeal Process



STUDENT CONDUCT RECORD RETENTION AND REPORTING

All student conduct records that involve the Division of Student Affairs are kept and maintained by the Office of Student Conduct for seven years and are considered educational records.

Outcomes resulting in suspension or expulsion will be retained permanently and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in conduct probation or deferred suspension will be retained for seven years and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in formal warnings or lower will not be reported to third-party entities. Records of pending incidents are kept indefinitely. Seven years from the date of resolution, all eligible student conduct records will be destroyed.

PARENT AND GUARDIAN NOTIFICATION

The University of Montevallo believes that parents and guardians can be influential and positive partners in encouraging healthy behaviors focused on student success. The Family Educational Rights & Privacy Act (FERPA) gives the University the option to notify parents or guardians about specific types of information from a student’s conduct record. The University may share information with parents or guardians when students are found responsible for violating our alcohol or drug policy and are under the age of 21. Other than FERPA exceptions, the student must consent before releasing the record or sharing case-specific information to parents or guardians.

INTERPRETATION AND REVISION

The Student Code of Conduct shall be construed and applied so as to incorporate and conform to governing law. Any conflict in the Code with such law shall be deemed superseded and of no effect. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Director of Student Conduct or designee for final determination. The Student Code of Conduct should be reviewed every three (3) years and revised as needed under the discretion of the Office of Student Conduct.

ADOPTION AND AMENDMENTS

Additional policies or temporary guidance may be added during the academic year and will be updated to the Student Code of Conduct webpage upon adoption.

Approved by the Board of Trustees Feb. 14, 2025.

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.

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 (academic catalog)
- 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 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 POLICY

UM Policy 01:100: The University of Montevallo is an equal opportunity 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 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 ensure equal opportunity in employment, and to avoid unlawful discrimination in employment within the University. 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 is responsible for coordination of activities to ensure equal opportunity 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 the 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

Policy 01:018

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 States 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, and registered student organizations (collectively referred to as the “campus community”) 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.

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 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 Student Affairs or, if a nonstudent 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 registered student organization, University-recognized group (i.e., non-student official University organization) or administrative division of the University 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. Open Air Forum

The University has designated certain high visibility areas on campus as “Open Air Forums.” These areas are not exclusive or exhaustive areas for expressive activities and may be used by any member of the campus community as defined herein, subject to the following terms and conditions:

- 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 and anticipated number of participants does not exceed the capacity of the University to ensure the safety and security of participants, attendees and others who may reasonably be expected to engage in related expressive activities.
- Guidelines outlined in Section III A are followed.
- The proposed activity or use takes place within the University's normal business hours of Monday-Friday, 8 a.m. to 5 p.m.

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, provided that such designations shall not be used to limit or prohibit expressive activities that are protected by law.

Members of the campus community shall obtain permission and schedule expressive activities, including large-scale events, through the Facilities and Events Scheduling Office. 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. That office may be reached at 205-665-6292 during the hours of 8 a.m. to 5 p.m. Monday-Friday.

Nothing in this section shall be interpreted to limit the rights of members of the campus community to spontaneously and contemporaneously assemble and distribute literature subject to the provisions of Section C.6., below (Distribution of Literature). A complete listing of policies can be found here: www.montevallo.edu/administration/policies.

C. Guidelines for Organized Expressive Events

1. General

Freedom of expression at the University includes organized demonstrations or events. However, such rights do 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, 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. The University will not charge special or enhanced security fees based on the content of the expressive activity.

If an outside group or individual wishes to engage in any expressive activity on campus, the group or individual must seek the sponsorship of a registered student organization, University-recognized group (i.e., non-student official University organization) or an administrative division in order to become a sponsored guest.

2. Facilities Use Reservations

Facilities reservations are required whenever a member of the campus community wants to use space in a University-controlled building 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.

University facilities may be reserved on a first-come, first-serve 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 organizations that reserve University facilities may use the reserved facility for expressive activity during the reserved period.

Students and registered student organizations should follow reservations guidelines as set forth by the Office of Student Life.

3. Reservation Denials

The Facility and Event Scheduling Office will act on requests to reserve designated areas and to register for a large-scale event 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

Permission to engage in protected expressive activity and reservation of outdoor areas and University facilities may not be denied based on the content of the proposed expressive activity. Requests may be denied 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 proposed activity exceeds eight hours in a 24-hour business day or extends beyond five days in an academic year;
- 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 a non-University sponsored individual or organization;
- g. the request was submitted by an organization that is not permitted to reserve space on campus based on prior misconduct, property damage or non-payment.

5. Relocation of Expressive Activities

- a. the noise generated by the activity disrupts an official University function or substantially interferes with resident housing life and activities (i.e., the activity is too close to an academic, administrative or residential building);
- b. the location cannot 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 or has otherwise been reserved in accordance with this policy; or
- e. the activity poses a demonstrable threat to public health and/or safety or threatens to interfere with the provision of fire, police or emergency services.

6. Distribution of Literature

Members of the campus community who distribute literature should be responsible for refraining from littering on campus grounds.

Literature distributed by the campus community does not represent the views and opinions of the University of Montevallo and shall not be misrepresented to do so. 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

Members of the campus community 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 campus 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 may result in loss of rights and privileges otherwise provided under this policy.

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 challenged decision is made. The appeal must be made in writing and state the specific grounds for the appeal together with supporting information and/or evidence. The appeal should include all information the individual or organization believes will assist the Chief Student Affairs Officer to decide the matter.

A decision regarding the appeal will be rendered within three business days of its receipt unless extenuating circumstances require additional time for decision. 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 May 3, 2023. 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 Brian Prady, Police Department, Station 6155, Montevallo, AL 35115 or call 205-665-6155.

www.montevallo.edu/crime-statistics

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

ALERTAWARE MOBILE APP — A PANIC BUTTON ON YOUR PHONE

The AlertAware Mobile 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. To get the AlertAware App, download it from your mobile app store. If you're a current employee or student, you already have an account, use password reset to finish set up. Account access is updated monthly. If you're a new employee or student, you will receive an email invite at that time. If you're having problems, please let us know at umpolice@montevallo.edu.

UM ALERT — RAPID ALERT SYSTEM

UM Alert enhances the timeliness of UM's emergency communications and provides the University with a convenient and effective tool for informing students, faculty and staff of human or natural threats. Through UM Alert, members of the University community, whether on campus or not, can be notified within moments of an urgent event. Emergency messages can be sent via telephone, text messaging and email. User accounts are automatically registered twice a month (on the 1st and 3rd Wednesdays). Students can add parent emails/phone numbers as needed to their UM Alert contact list by updating their information at www.myschoolcast.com/go/um.

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 the UM Parking Permit tab on the Student Resources or Faculty and Staff Resources link at www.montevallo.edu.
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.

Accessible Parking Permit Registration

Faculty, staff and students who have state disabled parking placards or license plates must have University-issued accessible parking permits to park in blue zone parking spaces. In order to be issued a blue accessible 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 \$70.

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	Parking zone space color
Commuter student	RED ZONE
Residence hall student	GREEN ZONE
Faculty and staff	WHITE ZONE
Person with disabilities	BLUE ZONE
All permits/overflow	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

Violation	Fine
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. 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 Student Affairs at 205-665-6020 or by emailing 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

Violation	Fine
*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.

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

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's Resources page in Canvas. 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 submit the Student Program Change form to 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 Works evaluations for all currently enrolled students are available by accessing Banner Self-Service Apps 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 at www.montevallo.edu/registrar and through Banner Self-Service Apps.

Each semester, current students may pre-register for the subsequent semester. 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 may 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 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. The drop/add period is stated on the University and Academic calendars. This period is typically the first week of fall, spring or full summer semester, the first two days of May term, Summer I and Summer II and the first three days of the Combined Summer term. 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 Apps 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 all courses or 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 Registrar's resource page located in the Canvas help menu.

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 and 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/student-aid 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 on the lower level of Carmichael Library, to receive guidance on helpful resources, including, but not limited to, academic counseling, student success coaching and free tutoring.

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 GRADES

Students' final grades are viewable through Banner Self-Service apps 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.

GRADE APPEAL POLICY

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

This procedure is designed to provide students at the University of Montevallo with clear instructions for appealing the assigned grade for an individual assignment (individual grade) or a course (final grade) and is valid for undergraduate, graduate, on-campus, online, degree-seeking, temporary, dual enrollment and enrichment students.

This procedure does not apply to individual or final grades assigned as a result of an academic integrity incident. Instead, the student should follow the process outlined in the Academic Integrity Policy and procedure.

Procedure to Appeal a Grade

Students who believe that an assigned grade is unfair or incorrect should take the following steps:

1. The student must first confer with the faculty member involved to review their academic work and its assessment in an attempt to resolve issues informally.
2. If the student is not satisfied and wishes to continue the appeal, they must request a Grade Appeal Form from the chair of the department offering the course. This form must be completed and submitted to the department chair within 10 business days of the date the student is notified of the individual grade or within 20 business days of the posting of the final grade. The form must be submitted with an attached written statement of the rationale/basis for the appeal and any supporting materials such as graded work, assignment instructions and/or 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) business 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) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the department chair supports the student's appeal, the faculty member 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 faculty member declines to change the student's grade, the student may appeal to the dean of the college offering the course. 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) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the dean supports the student's appeal, the faculty member will be asked to reassess the student's grade. The decision to change the grade will remain with the faculty member 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.

Other Information

Business Day: A business day is any day the administrative offices of the college are open for business.

Timeliness: Every effort will be made to address complaints in a timely manner. However, students should be aware that action on complaints filed after the end of the semester or part of term, while the University is closed or during a semester break may be delayed.

Every attempt will be made to resolve appeals by the end of the semester in which they are filed for individual grades or by the beginning of the next semester for final grade appeals.

Relationship to the Academic Integrity Policy

If a student incurs an academic integrity violation and the student accepts the consequences (or the student's appeal, if any, is rejected), then any grade penalty resulting from said violation cannot be used as a basis for any future grade appeals. In this situation, only grades that are not related to the student's academic integrity violation are eligible for grade appeals. On the other hand, if a student's appeal of an academic integrity violation is accepted, then any grade that had been impacted by the consequences of the academic integrity violation is again eligible for grade appeals. Note that student appeals of academic integrity violations can only be made within the time limits stated in the Academic Integrity policy. Also, students must appeal an academic integrity violation in a course, and the appeal must be resolved in the student's favor, before the student may appeal any grades impacted by said violation. (See Academic Integrity Policy.)

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 Apps 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.

JUDICIAL PROCEDURES

Academic Integrity Policy

Students at the University of Montevallo uphold the values 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 integrity on campus.

Students are expected to follow the behaviors within the Student Code of Conduct, but this policy specifically addresses academic misconduct.

As stated in “The Fledgling,” academic dishonesty is defined as cheating or plagiarism. Cheating is the giving or receiving of unauthorized aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on work that is their own 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 main 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
- Presenting fabricated or falsified citations or materials

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. Students who are uncertain about whether conduct would constitute academic dishonesty are responsible for seeking clarification from the faculty member prior to engaging in such conduct. Accountability measures for academic dishonesty 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 a non-course degree requirement, such as a standardized examination, then 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.

If the academic dishonesty pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may determine the course-based consequences, e.g., an academic integrity development plan, a zero on the assignment, a grade of F in the course, etc.

In addition to these consequences, the faculty member or academic administrator should refer all serious academic integrity violations to the Office of the Provost for record keeping and/or possible further sanctions via the Academic Dishonesty Incident Report. (Individual faculty members may define what constitutes a serious academic integrity violation in their course(s), provided that their definition is included in the course syllabus.)

The Office of the Provost will serve as the central recording center for all Academic Dishonesty Incident reports. Thus, if a student has multiple violations on record, the Office of the Provost may take action as they deem appropriate, e.g., by recommending an Academic Integrity Development Plan, referring the case to the Academic Integrity Council, implementing the Academic Integrity Council’s recommended disciplinary action (such as suspension or expulsion), etc.

The following is an outline of the process for resolving allegations of academic dishonesty. (The Academic Integrity Council, in collaboration with the provost, deans and chairs, is charged with determining and communicating the full procedure.)

- I. The instructor responsible for the course at the time of the incident will determine the appropriate course-based consequences AND complete the online Academic Dishonesty

Incident (ADI) form as soon as possible, but within 21 business days from the date the assignment was graded.

- II. Upon filing the online Academic Dishonesty Incident form, the instructor of record will note whether the referral is for record keeping only ("Faculty Discretion") or for further review and consideration by the Academic Integrity Council ("Disciplinary Referral"). An instructor who recommends Disciplinary Referral can also recommend an appropriate disciplinary action for the student.
 - a. Notice of the Academic Dishonesty Incident report will automatically be distributed to the instructor of record, the chair of the department in which the incident occurred, the dean of the college, the dean of students and the registrar.
 - b. After two "Faculty Discretion" referrals for the same student, the Office of the Provost will automatically refer the case for further consideration by the Academic Integrity Council. (Moreover, in response to multiple violations by the same student, further disciplinary measures may be taken at the discretion of the Provost's Office.)
 - c. If necessary, a hold will be placed on the student's account until the case is fully resolved, thereby prohibiting the student from dropping or withdrawing from the course. (See point 9c.)
3. The Provost's Office will promptly contact the student via email to inform them that an Academic Dishonesty Incident form has been filed. This email will state the charges against the student and include copies of any documentation of the incident. Once this email has been sent to the student's official UM email address, the student is considered to have been notified of the charges. (The faculty member who filed the Academic Dishonesty Incident form will be copied on this email as well.)
 - a. If the instructor responsible for the course chooses to refer the case for "Faculty Discretion" and no further action is taken, the Provost's Office will inform the student of this. The Provost's Office will also warn the student that any further incidents will merit further action.
 - b. If the instructor responsible for the course chooses to refer the case for "Disciplinary Referral," or if the case is automatically referred to the Academic Integrity Council, the Provost's Office will notify the student of the situation and inform them that a hearing will take place.
 - c. Once the student has been notified of the academic dishonesty charge, the course-based consequence(s) determined by the instructor will be carried out.
 - d. The student may discuss the academic dishonesty charge with their instructor if desired. The discussion should take place either (i) via email or (ii) in person with another faculty member, or the department chair, as a witness to the discussion. (Instructors may choose the format of the discussion and may also ask to initiate the discussion.)
4. In cases of "Disciplinary Referral" or automatic referral, the Academic Integrity Council will call a hearing according to their procedures. The accused student should attend the hearing; however, the hearing will take place even if the student fails to attend.
5. Upon completion of the hearing, the Academic Integrity Council may recommend accountability measures at their discretion. Depending on the severity of the allegation and/or the number of allegations, these measures may include, but are not limited to:
 - a. No further action
 - b. Targeted instruction and/or guidance
 - c. A zero on the assignment
 - d. An F in the course
 - e. Suspension
 - f. Expulsion
6. The Academic Integrity Council will forward its recommendation to the Provost's Office. Upon approval from the Provost's Office, appropriate course-based actions and/or administrative

actions will be carried out, and notification will be sent to 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, director of Housing and Residence Life, etc.).

7. Students who wish to appeal the course-based consequences determined by their instructor must do so by contacting the Office of the Provost within five business days of being notified of the academic dishonesty charge to request that the case be reviewed. If the instructor who submitted the Academic Dishonesty Incident report selected "Faculty Discretion" (and the case was not automatically referred to the Academic Integrity Council), the appeal will be reviewed by the Academic Integrity Council; if the instructor selected "Disciplinary Referral" or the case was automatically referred to the Academic Integrity Council, the appeal will be reviewed by the Office of the Provost (or designee). The process outlined below will be followed:
 - a. The faculty member will be informed of the pending appeal.
 - b. The appropriate reviewer(s) will make a determination of the validity of the charges.
 - i. If the reviewer fails to find sufficient justification for the charges, then the Office of the Provost will inform the student, the instructor, the department chair and the dean. The instructor will be asked to reassess the assigned grade, or reassess the course-based consequences, etc., 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 grade/consequence may or may not result in a different grade depending on the quality of the student's performance on the assignment(s).
 - ii. If the reviewer finds that the charges are justified, the Office of the Provost will 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 (the registrar, the director of Housing and Resident Life, etc.) of the outcome of the appeal. In the case of a student appeal of a faculty-imposed consequence, the reviewer may not impose a consequence stronger than the initial one.
8. In the case of "Disciplinary Referral" (or automatic referral), students who wish to appeal the recommendation of the Academic Integrity Council must submit a written formal appeal to the Office of the Provost within five business days of the announcement of the Academic Integrity Council's decision. The Office of the Provost, or designee, will make a decision on the appeal; this decision will be final.
9. When an academic dishonesty charge is filed against a student in a course, that student's eligibility for withdrawing from the course is determined as follows:
 - a. If, in the final outcome of the case (taking into account the result of any appeals), the student is given the consequence of "F in the course," then the student cannot evade this consequence by withdrawing from the course. In this situation, the student will not be allowed to withdraw from the course under any circumstances, including circumstances which would normally constitute grounds for "Withdrawal for Extenuating Circumstances."
 - b. If the final outcome of the case (taking into account the result of any appeals) still allows the student to receive credit for the course, then the student's eligibility for withdrawal depends upon the timing of the incident and/or the timing of the final conclusion of the case:
 - i. If the case fully concluded on or before the last day to withdraw, then the student may choose to withdraw, provided that they do so on or before the last day to withdraw. In this situation, if the student does not withdraw on or before the last day to withdraw, then they can no longer withdraw unless they are approved for "Withdrawal for Extenuating Circumstances."
 - ii. If the academic dishonesty incident took place on or before the last day to withdraw, but the final conclusion of the case occurred after the last day to

withdraw, then the student has a window of five business days after the final conclusion of the case in which the student may choose to withdraw. After that window of five business days has passed, the student cannot withdraw unless they are approved for “Withdrawal for Extenuating Circumstances.”

- iii. If the academic dishonesty incident took place after the last day to withdraw, then the student cannot withdraw unless they are approved for “Withdrawal for Extenuating Circumstances.”
 - c. If a student may ultimately receive an “F in the course” as a consequence of an academic dishonesty charge, e.g.,
 - i. The faculty member filing the Academic Dishonesty Incident form chooses “Faculty Discretion” with the course-based consequence of “F in the course”;
 - ii. The faculty member chooses “Disciplinary Referral”; or
 - iii. The case is automatically referred to the Academic Integrity Council, then a hold will be placed on the student’s account (temporarily preventing the student from dropping/withdrawing from the course) until the case, including any appeals, is fully resolved. After the case is fully resolved, the student’s eligibility for withdrawal is determined by the rules laid out in points 9a and 9b.
 - d. If a student allegedly committed an academic integrity violation but withdrew from the course before an ADI form could be filed, then the instructor can still file an ADI form against the student (provided that the form is filed in a timely manner) and the ADI resolution procedure will still be followed.
10. If a student incurs an academic integrity violation and the student accepts the consequences (or the student’s appeal, if any, is rejected), then any grade penalty resulting from said violation cannot be used as a basis for any future grade appeals. In this situation, only grades that are not related to the student’s academic integrity violation are eligible for grade appeals. On the other hand, if a student’s appeal of an academic integrity violation is accepted, then any grade that had been impacted by the consequences of the academic integrity violation is again eligible for grade appeals. Note that student appeals of academic integrity violations can only be made within the time limits stated in this policy; see points 7 and 8. Also, students must appeal an academic integrity violation in a course, and the appeal must be resolved in the student’s favor, before the student may appeal any grades impacted by said violation. (See Grade Appeals.)

Rights of the Accused Student

1. To be informed of the charge against them, to receive copies of any documentation supporting the charge, and to be informed of any recommended accountability measures
2. To be informed of the date and time of a hearing, if necessary, and the procedures involved
3. To present witnesses, documentation and other evidence at the hearing, and to have an advocate present
4. To continue in the course without prejudice until the outcome of the hearing
5. To appeal the decision

Rights and Responsibilities of Faculty, Staff and Administration

1. To establish norms of conduct related to academic integrity in their classrooms and assign grades accordingly
2. To help promote a culture of academic integrity by reporting suspected violations of the Academic Integrity Policy
3. To be informed of the procedures of the Academic Integrity Council
4. To be present (either by choice, or as required by the Academic Integrity Council) at any hearing related to a charge of academic dishonesty levied by the faculty

Other Information

Business Day — A business day is any day the administrative offices of the University are open for business.

Timeliness — Every effort will be made to carry out the ADI resolution procedure (including review of any appeals) in a timely manner. However, the procedure may be delayed due to factors such as the semester (or part of term) ending, the University being closed or semester breaks.

Helpful Resources

There are many resources available at the University of Montevallo to help students understand how to avoid plagiarism. The Academic Integrity Council, Harbert Writing Center, the library and instructors are just a few of these resources. The Academic Integrity Council is a hearing body made up of trained faculty and staff that have the authority to investigate and adjudicate alleged violations of academic dishonesty and to impose sanctions for violations of the Academic Integrity Policy. 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.

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

Phone: 205-665-6223

Webpage: www.montevallo.edu/alumni

Tiffany R. Bunt, 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 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. Membership is open to all students.

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 205-665-6223 or visit www.montevallo.edu/alumni.

ARTS, EVENTS AND PERFORMANCES

College of Fine Arts

Phone: 205-665-6663

Webpage: www.montevallo.edu/performances-and-events

Art Exhibits and Gallery Talks: The Gallery at Bloch Hall and the Poole Art Gallery in the Alan and Lindsey Song Center for the Arts are managed by the nationally accredited Art Department to educate and engage our students with exhibitions of contemporary work demonstrative the diversity of current artistic practice as well as work from historical periods. Artist's and curator's talks accompany most exhibitions. Collectively, the galleries present four professional exhibitions and numerous BFA student exhibitions each year. All exhibitions and gallery talks are free to the public.

Music Concerts: The nationally accredited Music Department in Davis Hall is a designated "All-Steinway School" that encourages the participation of all student at UM in its ensembles. Ensembles include the concert choir, University chorus, opera workshop, wind ensemble (concert band), jazz ensemble, pep band and other chamber ensembles in the areas of woodwinds, brass, guitar, percussion and strings. 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. The Music Department also sponsors several student organizations that offer a range of engaging activities. All concerts and recitals are free to the public.

Theatre Performances: The nationally accredited Theatre Department in the Alan and Lindsey Song Center for the Arts 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 Alan and Lindsey Song 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 www.montevallotickets.universitytickets.com. Work Study opportunities for students who qualify for financial aid are in the areas of the scene shop and costume shop.

ATHLETICS, Intercollegiate

McChesney Student Activity Center

Phone: 205-665-6611

Website: www.montevallofalcons.com

Mark Richard, Vice President for Athletics and Special Programs

Barbara Holcombe, Business Manager

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, soccer, track and field and wrestling while women compete in acrobatics and tumbling, basketball, cross country, golf, lacrosse, soccer, softball, 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 wrestling who compete in Conference Carolinas. Montevallo has an outstanding reputation for athletic excellence with a long list of All-American athletes and frequent appearances in conference and NCAA championship tournaments.

B

BANNER SELF-SERVICE APPS

Banner Self-Service Apps is the University's online portal, a centralized website where students can pay account balances, check grades, register for classes, view their degree evaluation and much more. Questions regarding Banner Self-Service Apps access should be directed to the Solution Center in person, via email to solutioncenter@montevallo.edu or by calling 205-665-6512. Banner Self-Service Apps can be accessed via the Student Resources link in the footer of the University's homepage.

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

Tim Lupinacci — Chair Gary Ellis
Matt Arnold — Vice Chair Anita Brueck
Wynelle Sewell — Secretary

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	National Harbor, Md.
Hon. Matt Fridy	2035	Pelham
Hon. Rodger Smitherman	2032	Birmingham
Cynthia Todd	2032	Pelham

Congressional Districts

District	Trustee	Term Expires	City
District 1	Gary Ellis	2029	Gulf Shores
District 2	Alana Hataway Barranco	2035	Montgomery
District 3	Anita Brueck	2033	Talladega
District 4	Matt Arnold	2029	Guntersville
District 5	Wynelle Sewell	2032	Huntsville
District 6	Tim Lupinacci	2035	Birmingham
District 7	Brian Hamilton	2033	Birmingham
Student Trustee	Jonah Davenport	2027	Calera

BULLETIN (ACADEMIC CATALOG)

Website: 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.

C

CAREER DEVELOPMENT CENTER

Farmer Hall, Second Floor

Phone: 205-665-6262

Webpage: www.montevallo.edu/career

Chart Your Course

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.

Passion | Talent | Purpose

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.

Explore | Engage | Execute

We provide professional tools and coaching to assist students with their job market skills, networking techniques, interview preparation and résumé 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.

Connect With Us — Visit our webpage at www.montevallo.edu/career for part-time and full-time job postings, internships and seasonal employment. We also offer downloadable resources, articles, videos and helpful links. Contact us at 205-665-6262 or career@montevallo.edu 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 4 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 2:30 p.m., Monday through Friday, during fall and spring semesters and during May term. 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

Katie Andrews, 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 18% of full-time undergraduate Montevallo students choose to affiliate with one of the 13 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 81 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 serves as the University's homecoming event and is the most honored and beloved tradition at UM. It has no rival in the affection of students and alumni, who consider it their unique contribution to the academic world.

Students elect to play on either the Gold or Purple Side and compete in a series of events that culminate in stage productions. The winner is decided through a point system, with the largest number of possible points awarded to the side that stages the best production. A panel of guest judges reviews the performances which showcase the work of students who are responsible for the entire production, including scripts, lyrics, scores, choreography, sets, directing and conducting.

The winning side has bragging rights for the upcoming year. The origin of College Night is closely associated with UM's transition from a secondary school to a college. The Class of 1919 held the first College Night on March 3, 1919.

Lore has it that College Night began as a celebration of George Washington's birthday. The program 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 the 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 moved to Palmer Hall, the current home of the productions, upon its completion in 1930.

The program itself has changed with the passing of time. After early experimentation, 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 features would be integrated.

College Night, the highlight of each UM school year, is best explained by a former leader who wrote in 1931: "If you have never lived through one, 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." (Excerpt 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, music 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

Email: counseling@montevallo.edu

Josh Miller, Executive Director of Counseling Services

Adrianna English, Senior Clinician for Crisis and Acute Care

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. For more information about our services, visit 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/NO TEST 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 University of Montevallo utilizes Degree Works, an online degree evaluation, 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 at www.montevallo.edu/registrar. The evaluation shows how UM courses, transfer courses and courses in progress apply toward degree requirements and is accessible through Banner Self-Service Apps. 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

Sophie Moutis, Director

Disability Support Services (DSS) coordinates access and services for qualified students. Students requesting accommodations should complete an online DSS application, provide documentation and meet with a staff member. Documentation guidelines can be found on the DSS webpage (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 student is assigned a UM email address that is provided at no charge to all registered students. The official email system for students is identified by username@forum.montevallo.edu and can be accessed via the Student Resources link on the footer of the University's homepage.

Email is the primary and official means of communication among students, faculty and staff at the University of Montevallo, including communications between faculty and students and from administrative units to students. Students may receive a variety of very important University email messages from offices on campus for which timely responses may be required.

Duo two-factor authentication is necessary to maintain a secure email system. It must be used to access email services and will be required by the add/drop date of the first semester at UM for new students. See www.montevallo.edu/duo.

Email Rules and Responsibilities

- Students must comply with all University policies, including the University's Acceptable Use Policy and all applicable state and federal laws when using University email accounts.
- Students are responsible for monitoring and managing their account regularly, even during breaks. Failure to do so does not absolve students from the responsibilities associated with communication sent to their official student email address.
- It is not recommended that students forward their University email to another email address. If a student chooses to do so, they do so at their own risk. The University is not responsible for the handling or delivery of any messages once they are forwarded outside the University's email system.
- Questions regarding student email accounts should be directed to the Solution Center in person, via email at solutioncenter@montevallo.edu or by phone at 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.

ENGAGED EDUCATION AND PUBLIC SERVICE

Global and Community Outreach

Phone: 205-665-6077

Webpage: www.montevallo.edu/service-learning

Email: servicelearning@montevallo.edu

Jecca Thomason, Director

The Office of Engaged Education and Public Service oversees outreach initiatives designed to promote engaged education and public service at the University of Montevallo. Opportunities consist of service learning, including public-service oriented internships and professional development

opportunities for students; connecting academics and practitioners; environmental education; and convening events and forums on issues of critical public importance that bring together community and student audiences. The Office of Engaged Education and Public Service plans, schedules and implements engaged learning and public service activities appropriate to student needs.

F

FALCON FOODS

Main Hall, First Floor across from AIDH

Phone: 205-665-8233

Website: 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. Get your chicken fix at Bojangles Express, featuring breakfast, lunch and dinner options. For a heartier meal, check out Freddie's Kitchen, featuring a rotating concept of customizable selections. Upstairs, Einstein Bros. Bagels continues to offer great coffees, bagels, breakfasts and sandwiches in a fun atmosphere.

The Eatery at Montevallo, located in Anna Irvin Dining Hall and affectionately known 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. You can also find Falcon Foods on Facebook, Twitter and Instagram at 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.

Q: Where can I purchase a commuter meal plan?

A: You can purchase commuter meal plans from the Student Accounts Office at www.montevallo.edu/studentaccounts.

Q: Where can I use my meal plan?

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

Q: Can I get my dining hall meal as a carry out meal?

A: The Eatery at Montevallo is dine-in only, however, students can get their meals to go by joining the UM2GO program. Students pay a \$6 deposit for the OZZI reusable carryout box. To see how the program works, visit the Falcon Foods website.

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, the meal plan owner is allowed a maximum of two swipes per meal period, one dine-in and one carry-out. You are allowed to bring in one guest per week using a guest swipe.

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

A: Some plans offer the ability to exchange one residential meal per hour for a retail sales credit that can be applied toward your purchase in Farmer Hall. 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 using the Campus Dining App.

Q: What are Bonus Points and how do I use them?

A: Bonus Points are points self-loaded to a student's account that work like a declining balance debit card that are available to all students currently enrolled in one of the campus dining meal plans. They are accepted at all campus dining locations at any time during the academic semester. Points on a student's account on the last day of fall semester will automatically roll over and be available for use during spring semester as long as the student remains enrolled in a campus dining meal plan. All bonus points expire on the last day of the spring semester or the last day a student is enrolled in a campus dining meal plan.

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

A: Contact Disability Support Services located on the lower level of Main Hall. Disability Support Services will work with you and Falcon Foods to determine the best way to meet your dining 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. Flexible schedules and free meals are just some of the many benefits available for student employees. For more information, stop by the Falcon Foods office or visit our website.

FALCONLINK

Website: 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, clicking "sign in" at the top right-hand side of the screen and entering your UM username and password.

FALCON SCHOLARS IN ACTION PROGRAM

Global and Community Outreach

Office of Engaged Education and Public Service

Phone: 205-665-6077

Webpage: www.montevallo.edu/falcon-scholars-in-action

Email: falconscholars@montevallo.edu

Jecca Thomason, Director

The Falcon Scholars in Action Program is a service-learning program that places UM students in agencies and programs throughout Shelby County. Students gain credible experience and training beneficial toward their degree or professional goals while serving the needs of our community. Examples of services provided include GED/ACT/SAT preparation, tutoring, coordinating physical activities, marketing, administrative duties and providing training in job skills, computer skills and social skills. All majors are eligible and the program seeks diverse experiences for students that are transferable to their future careers and aspirations. Students selected are provided with an annual stipend to offset expenses incurred while serving at their assigned agency. Students are chosen through a highly competitive application process and will be enrolled in UM 222, which can be taken for variable credit hours ranging from 0-3.

FALCON SUCCESS CENTER

Carmichael Library, Lower Level

Phone: 205-665-6092

Webpage: www.montevallo.edu/falcon-success-center

Email: falconsuccess@montevallo.edu

Randi Tubbs, Director, Falcon Success Center

Julean Kirkpatrick, Great Start Program Coordinator

Elisabeth Ownbey, Student Success Coach

In the Falcon Success Center (FSC), our overall goal is to help students succeed by providing them with support that will strengthen their academic skills, helping them become more confident students as they work toward achieving academic and personal success at UM and beyond. We offer academic counseling and individualized success plans, student success coaching, tutoring and assistance to students as they learn self-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 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/ferpa.

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.

FREDDIE'S BOOKS & MORE

Phone: 205-655-6575

Website: freddiesbooksandmore.com

Address: 845 Main Street

Your One Stop Shop — Textbooks, Course Materials, Technology, Apparel and Gifts!

Textbooks and Course Materials:

- We work with the instructor community to ensure we have the right materials in enough quantities for every term. We are also a great resource to answer any questions you have about course materials. Sign up for our email list and we can notify you when your course materials are ready.
- Drop/change classes: Full refunds are available during the drop/add time frame.
- Textbook Options: We have digital, new, used and rental textbook options.
- Buy Back Program: Pick your day for a payday. We buy books back every day!

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- We carry all school supply needs, including office supplies, gifts, apparel and all course required materials requested by faculty. Add any of these items to your online order for easy convenience.

Get Geared Up

- Show your school pride! We have the greatest selection. From tees and sweats to mugs and more, we've got the best gear for you and the whole family.

We make it easy with free in-store pick up!

G

GRADUATE STUDIES

Reynolds Hall

Phone: 205-665-6020

Webpage: www.montevallo.edu/graduate-studies

Email: grad@montevallo.edu

Kacie Slaughter, Director

The Graduate Studies Office is committed to supporting students through admission and their journey toward graduation. We are particularly interested in collaborating with students and their families, faculty, staff, alums and members of the larger community in areas such as recruiting, admission application assistance, scholarship applications/awards, academic progress monitoring and graduation. We aim to guide students seamlessly through the admission and enrollment processes.

GREEK LIFE

Student Life Office

Farmer Hall, Second Floor

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

Webpage: www.montevallo.edu/greeklife

Katie Andrews, Assistant Director of Student Life

The University of Montevallo is host to a number of Greek lettered fraternities and sororities. Fraternity and Sorority Life is about creating lifelong friendships rich with heritage, bound together by common values. The Fraternity/Sorority 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 Phi Gamma Delta
Alpha Tau Omega

NATIONAL PAN-HELLENIC COUNCIL ORGANIZATIONS

Fraternities	Sororities
Alpha Phi Alpha	Alpha Kappa Alpha
Kappa Alpha Psi	Delta Sigma Theta
	Sigma Gamma Rho
	Zeta Phi Beta

PANHELLENIC COUNCIL SORORITIES

Alpha Gamma Delta	Delta Gamma
Chi Omega	Phi Mu



HARBERT WRITING CENTER

Humanities Hall, Room 311

Phone: 205-476-2042

Website: www.montevallo.mywconline.com

Email: writingcenter@montevallo.edu

Dr. Cynthia Mwenja, Director of Harbert Writing Center

Webpage: www.montevallo.edu/harbert-writing-center

In the Harbert Writing Center we work one-on-one with students to help strengthen their writing skills. Both online and in-person consultations are available and may take place at any stage of the writing process, from planning the assignment to polishing the composition. Our consultants are skilled undergraduate and graduate 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 their writing in classes at any level and in any discipline. Please check our mywconline website for current hours and availability of appointments.

HEALTH SERVICES

Main Hall East, First Floor, Entrance faces the Quad

Phone: 205-665-6275

Webpage: www.montevallo.edu/student-health-services

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

***Appointments are required.**

Erica Morrison, Physician Assistant

Shannon Smith, Registered Nurse

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: 205-665-6223

Webpage: www.montevallo.edu/homecoming

Email: 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 49.

In addition to College Night, the Friday and Saturday of Homecoming offer alumni a full schedule of events including coffee in Reynolds Hall, departmental receptions, the annual UMNAA Business Meeting, 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

Ramsay Hall

Phone: 205-665-6380

Webpage: www.montevallo.edu/honors, Facebook: www.facebook.com/HonorsUM

Email: honors@montevallo.edu

Dr. Jeff Walker, Honors Program Director

The Honors Program seeks to enrich the academic experience of motivated, curious and civic-minded students through unique courses and co-curricular activities. Honors students take unique, interdisciplinary courses that include opportunities for service learning, field trips and research. Honors students also participate in cultural outings, social events and professional development workshops.

HOUSING AND RESIDENCE LIFE

Main Hall, First Floor, West Wing

Phone: 205-665-6235

Webpage: www.montevallo.edu/housing

Email: housing@montevallo.edu

John Denson, Director of Housing and Residence Life

Candy Falkner, Office Manager/Assignment Coordinator

Alex Maxwell, Residence Life Coordinator

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 and experience personal growth and development in a positive living environment. 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
Morgan Hall, Room 108
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 Morgan Hall, Room 108. The Solution Center is open for business Monday through Friday, from 7:30 a.m. to 5 p.m. when classes are in session. It is open Monday through Friday, from 8 a.m. to 5 p.m. when classes are not in session. 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 Morgan Hall, Room 108. 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.

FalconNet

High-speed Internet service is available in all academic and administrative halls with the SSID, FalconNet. Connecting to FalconNet is as easy as:

1. Connect to UM Connect SSID.
2. Open a browser on your device and go to xps.montevallo.edu.
3. Follow instructions.

Contact the University of Montevallo Solution Center for assistance.

Residential Wireless Network

High speed Wi-Fi by Boldyn is available in all residence halls. Students can create an account by visiting www.montevallo.boldyn.us. To connect using a MAC or PC:

1. Connect to “MyResNet Start Here” from your available wireless networks.
2. Open a browser to access the portal.
3. Once you have your account set up, please forget “MyResNet Start Here” from your list of available wireless networks.
4. Select “MyResNet-5G” from your list of available wireless networks and enter your password.

Residential Wi-Fi support is available 24/7. Call: 833-515-2834, chat: www.myresnet.com or email: support@myresnet.com.

Free Microsoft 365

All UM students, faculty and staff are eligible to download Microsoft Office and other available Microsoft apps while they remain affiliated with the University.

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.

Options to download the Office suite for UM students:

1. Anyone with a functioning *.edu email account can go to <https://office.com/> account and download Office for free.
2. Sign in with your UM email address and password. *Please note that the first time a user signs into Microsoft 365, they will be required to enroll in the Microsoft 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 or download the GET! mobile app in the Apple 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 INFORMATION

Palmer Hall, Registrar's Office

Phone: 205-665-6519

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

The P/DSO (Primary/Designated School Officials) located in the Registrar's Office provides assistance 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

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 — Beach Volleyball, Cornhole, Disc Golf, Esports, Golf and Spike Ball

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

LIBRARY

Carmichael Library

Phone: 205-665-6100

Websites: www.montevallo.edu/library and library.montevallo.edu

Amanda Melcher, 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 190,000 print books, 300,000 e-books, 4,000 DVDs and CDs, 1,200 print and microform journals and 150 databases that provide online access to thousands of journal articles, streaming videos and reference sources. Professional librarians are available until 8 p.m. Sunday through Thursday, and 5 p.m. on Friday to provide research assistance and instruction.

REGULAR LIBRARY HOURS:

Monday through Thursday, 8 a.m. to midnight

Friday, 8 a.m. to 5 p.m.

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

Sunday, 2 p.m. to midnight

In addition, the ground floor of the library is open for study from midnight to 8 a.m., Sunday through Wednesday nights, for currently enrolled UM students only. A valid student ID must be presented to remain in the library or to swipe in after midnight. 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 UM's participation in a statewide library access program, students can also use the libraries and borrow materials from UAB Libraries, Samford University, Miles College and 10 other university libraries across Alabama, by presenting a valid UM ID card.

Off-campus access to the databases is available to currently enrolled students, faculty and staff. When accessing library databases from 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 or in person. 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. Many collections have been digitized and are available online. 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, virtual reality space, 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 Checkout Desk. The reserve collection includes textbooks for some classes. 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.
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.
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.



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.

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.americanvillage.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.

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!

O

ORIENTATION

Student Life

Phone: 205-665-6565

Webpage: 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 Week) is held at the start of 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

UM policies are available in all major offices on campus including the Office of the Vice President of 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 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 Charles Webb Jr. 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. 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, Alex Maxwell, at 205-665-6020. Please visit www.montevallo.edu/pregnant-parenting-right-protections-and-procedures for more information.

Breastfeeding students may request access to the University's lactation room, located in Ramsay Hall by contacting the Title IX Coordinator, Alex Maxwell, 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 Title IX Coordinator at 205-665-6020 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
“Montage” webpage: www.montevallo.edu/montage
Montevallo Today webpage: www.montevallo.edu/montevallo-today
“The Tower” webpage: www.montevallo.edu/the-tower
Vallo Voice webpage: www.montevallo.edu/vallo-voice
Tiffany Bunt and David Clemons, The Alabamian Advisors
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 buntntr@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.

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.

“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. To learn more, contact the editor at tower@montevallo.edu.

The Student Publications Office is located in the lower level of Farmer Hall behind the Charles Webb Jr. Post Office.

Montevallo Today, the University's online alumni magazine, is produced by the University Marketing & Communications Office in connection with the Alumni Affairs Office. It features alumni profiles, a message from the president, campus news and features, athletics updates, campus news and features, along with alumni news, event information and an alumni class notes section.

Vallo Voice is a weekly email newsletter published by the University Marketing & Communications Office every week on Mondays, followed by an update on Thursdays. The email newsletter includes news, announcements and upcoming events submitted by UM faculty, staff and students.

REGISTRAR'S OFFICE

Phone: 205-665-6040

Webpage: www.montevallo.edu/registrars-office

Amanda Tinney Fox, Registrar

The Registrar's Office ensures the accuracy and security of student information and academic records, provides exceptional service to students and their families, faculty, staff, alumni and members of the larger community, all while maintaining compliance with University policy and state and federal law. 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.

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

S

SPEECH AND LANGUAGE CENTER

Wallace Hall, Speech and Language Center

Phone: 205-665-6720

Hours: Monday through Thursday, 9 a.m. to 5 p.m.

The Speech and Language Center offers a variety of services at no charge. Services include speech, language, voice and swallowing evaluations and therapy, and are provided by speech-language pathology graduate students under the direct supervision of certified and licensed speech-language pathology faculty. 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/studentaccounts

Email: studentaccounts@montevallo.edu

Tenika Kidd, Director

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 due one week prior to the first day of term. 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

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 and walking. 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 Central State Bank Arena serves as the home court for the University's acrobatics and tumbling, volleyball, wrestling and basketball teams.

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, zumba and yoga.

STUDENT AID

Student Aid Office

Palmer Hall, Ground Floor

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

Kim Miller, Director of Student Aid

Missy Grisham, Associate 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 our webpage. 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.

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. Scholarships based on financial need require a FAFSA to be filed.

Q: When do I apply?

A: Apply as early as Oct. 1 or as soon as FAFSA opens following 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 a verified account username and password (FSA ID) for themselves and their parent(s)/contributor(s), which requires date of birth, email address and Social Security number (if applicable), to help complete the FAFSA. If available, consent to use the Financial Aid Direct Data Exchange to transfer federal income tax information from the IRS into the FAFSA.

Q: What is the University of Montevallo school code?

A: 001004

Q: Am I required to complete the FAFSA every year to be considered for federal student aid?

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

Q: What happens after I complete the FAFSA?

A: Notification is sent via University email, requesting additional information, if needed, along with your student aid award offer, once complete. You may review this information on Banner Self-Service, and may contact us at 205-665-6050; finaid@montevallo.edu; or visit us in Palmer Hall for assistance.

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

A: 1. Scholarships and Grants — students may apply annually for UM Foundation scholarships at montevallo.awardspring.com. This application for the upcoming year is available Sept. 1 of the current year, with an annual deadline of March 1. Federal Pell Grants are awarded only to undergraduate students with exceptional financial need, as determined on the FAFSA, that have not earned a bachelor's, graduate or professional degree. The Federal Supplemental Education Opportunity Grant and the Alabama Student Assistance Program grant funds are limited and awarded to the neediest Pell Grant recipients.

2. Student Employment — Federal Work Study may be awarded to eligible students who file the FAFSA. Funds are limited. Jobship positions are also available.

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

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 current or a subsequent semester if you drop a course or courses 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. Generally a 2.0 cumulative GPA is acceptable for maintaining federal student aid. [Contact us if you have questions.](#)

Q: Is full-time enrollment required for student aid?

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 or more hours for undergraduate and five or more hours for graduate students, but annual loan amounts will be prorated based on enrolled hours if a student is enrolled less than full-time.

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

A: Please contact the UM Student Aid Office by calling 205-665-6050 or emailing finaid@montevallo.edu. You are also welcome to visit us in Palmer Hall.

STUDENT AFFAIRS

Main Hall Central, Lower Level

Phone: 205-665-6020

Webpage: www.montevallo.edu/enrollment-and-student-affairs

The University of Montevallo is a special place that values all members of its community, particularly current and potential students. 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 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 Student Affairs:

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

STUDENT CONDUCT

Main Hall Central, Lower Level

205-665-6020

Webpage: www.montevallo.edu/student-conduct

Alex Maxwell, 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/student-conduct.

STUDENT GOVERNMENT ASSOCIATION

Farmer Hall, Second Floor

Phone: 205-665-6565

Webpage: www.montevallo.edu/student-government-association

Kendall Miller, 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 a position on executive cabinet or 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 projects each year. SGA also funds the game room in the Wilkinson Student Life Center in Farmer Hall.

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 executive 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

Katie Andrews, 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 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, 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 available on FalconLink.

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.

Bojangles, Freddie's Kitchen 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

TRIO MCNAIR SCHOLARS PROGRAM

Main Hall, Lower Level

Phone: 205-665-6570

Webpage: www.montevallo.edu/mcnair

Jamaica Dunigan, Director of TRIO McNair Scholars Program

Tonya Giddens, Assistant Director of TRIO 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-SSS CLASSIC

Main Hall, Lower Level

Phone: 205-665-6094

Webpage: www.montevallo.edu/ssc

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

Bree Roberts, Project Specialist

Jaclyn Henegar, Academic Coordinator

TRIO-Student Support Services Classic 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; or 2) be a “first-generation” college student (neither parent/guardian has a bachelor’s degree). 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/ss. For more information, contact the staff at 205-665-6094, email us at TRIO-SSS@montevallo.edu or visit the office in lower Main Hall.

TRIO-SSS EMPOWER

Main Hall, Lower Level

Phone: 205-665-6094

Webpage: www.montevallo.edu/ss

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

Danielle M. Parks, Assistant Director

TRIO Student Support Services EMPOWER is a comprehensive academic support program funded by the U.S. Department of Education and designed to increase the retention and graduation rates of students with documented disabilities at the University of Montevallo. As one of the federally funded TRIO programs established under the Higher Education Act of 1965, EMPOWER is committed to helping students overcome barriers that may impact their educational experience while promoting academic achievement, personal growth, leadership development and long-term success.

Many college students face challenges that can affect their ability to persist and graduate. TRIO-SSS EMPOWER provides individualized support services that help students build the confidence, skills and support systems needed to thrive both academically and personally. Participants in the program receive services free of charge, including academic coaching, preemptive individual tutoring with certified educators, assistance with executive functioning and study strategies, academic advising, graduate school and career preparation, financial literacy education and access to a dedicated study space and academic resources. Students also benefit from leadership opportunities, workshops and personalized support tailored to their individual needs.

Applicants must be full-time students with intent on completing their degree at UM, be U.S. citizens or permanent residents, have a documented disability and/or be registered with Disability Support Services and demonstrate an academic need for services. TRIO-SSS EMPOWER is funded to serve 100 students each year, and there is an application and screening/selection process. Students may apply online at www.montevallo.edu/ss. For more information, contact the staff at 205-665-6094, email sss-empower@montevallo.edu or visit the office in Lower Main Hall.

TRIO UPWARD BOUND PROGRAMS

Humanities Hall

Phone: 205-665-6268

Webpage: www.montevallo.edu/trio-upward-bound

Paul Barnes, Director of TRIO Upward Bound

UM TRIO Upward Bound is an intensive, year-round program funded by grants from the U.S. Department of Education that provides high school students in Bibb, Chilton and Shelby counties from low-income families or who are potential first-generation college graduates with an intensive, year-round program of academic and personal support and guidance to develop the skills and motivation to complete both secondary and postsecondary education. Students 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 Summer Academy. The Upward Bound Math/Science program provides similar services with a more intense focus on STEM for qualified students who are interested in studying STEM fields in college and pursuing STEM-related careers.

TUTORING

Falcon Success Center

Carmichael Library, Lower Level

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

Email: tutoring@montevallo.edu

Webpage: www.montevallo.edu/falcon-success-center

Randi Tubbs, Director, Falcon Success Center

The Falcon Success Center (FSC) provides free tutoring services to the students at the University of Montevallo in several different courses across the curriculum. We offer one-on-one tutoring and small group tutoring by appointment and drop-in; our services are available in person and online. The FSC can also assist students with other academic needs, such as student success coaching, time management and developing strong study skills. For tutoring or information about any of our services, please call, email or drop by to talk with us.



UNIVERSITY MARKETING & COMMUNICATIONS

Peterson House

Phone: 205-665-6230

Webpage: www.montevallo.edu/marcomm

Wesley Hallman, Executive Director of University Marketing & Communications

The Office of University Marketing & Communications (MarComm) exists to support UM's mission by conveying its core values and strengths through consistent messaging and brand imagery with the goal of increasing awareness and enhancing the University's reputation. MarComm develops and implements institutional marketing efforts and strategic communication 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 graphic design, print procurement, writing and copy editing and advertising coordination. UM's institutional social media accounts are also managed by MarComm.

UNIVERSITY PROGRAM COUNCIL

Farmer Hall, Second Floor

Phone: 205-665-6565

Caroline Coats, 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

Traci Crenshaw, Director of Veteran & Military Affairs

Federal VA and DoD benefits: Traci Crenshaw

Alabama G.I. Dependents' Scholarships: Da'Qunaika Smith, 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 at the following website, www.sos.alabama.gov.

W

WIRELESS NETWORK

FalconNet is UM's secure wireless network, and is available campus-wide, except in Residence Halls (see Residential Wireless Network). Connections may be established by navigating to xps.montevallo.edu and selecting a user type: students, faculty/staff, visitors, etc.

FalconNet issues, questions or concerns should be directed to the Solution Center via email at solutioncenter@montevallo.edu or by phone at 205-665-6512.

Residential Wireless Network

High speed Wi-Fi by Boldyn is available in all residence halls. Students can create an account by visiting www.montevallo.boldyn.us.

Residential Wi-Fi support is available 24/7. Call: 833-515-2834, chat: www.myresnet.com or email: support@myresnet.com.

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 Student Affairs.

The director of student life is responsible for maintaining detailed guidelines and procedures pertaining to student organizations and for evaluating their effectiveness.

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 procedures, guidelines and criteria listed within this Student Organization Manual. The Office of Student Life may or can 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.

Further information on the formal conduct process for Student Organizations and Teams may be found in Appendix A at the end of the Student Organization Manual. This includes information on the rights of student organizations, the investigation process and the appeal process.

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. Representation in the "Montage" yearbook

3. Use of an organization portal and organization tools within FalconLink.
4. Use of University bulletin boards and digital signage
5. Meetings and announcements placed on the Student Life calendar published on the University website
6. The Student Life Office is available for advising or assisting any organization's officers or campus advisor.
7. Files with constitutions and by-laws of each organization are maintained in FalconLink.
8. Space reservations are available in various campus buildings or areas when the function is registered in the Student Life Office.
9. 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 by the start of the fall semester. 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 federal, state and local laws.
 - 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, including funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
 - C. At all organization parties at which alcohol is present, alcoholic beverages must either be:
 - i. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - ii. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
 - D. No alcoholic beverages of bulk form (keg, punch, etc.) may be purchased or used. Providing a common source of alcohol of any kind 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-host or co-sponsor an event with a bar, event promoter or alcohol distributor or charitable organization where alcohol is given away, sold or otherwise provided to those present. However, an organization may rent a bar, restaurant or other licensed and insured third-party vendor to host a closed organization event.
 - 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 shall be prohibited. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue. Such events should be registered with "Organization Only" visibility on FalconLink. There shall be no advertising for such events.
 - 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 or illegal substances 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.

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, Alabama
 - 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 of 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.

APPENDIX A

UM Student Organization Conduct Process

The Student Organization Conduct Process emphasizes the University of Montevallo's (UM) commitment to a campus community whose Student Organizations exercise the responsible engagement of self-governance. The pursuit of responsible self-governance is consistent with the values and efforts to promote civility at UM, as student organization members 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 the Student Code of Conduct. 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 organization'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 recognized by the University. Organizations that may be recognized to operate on campus include but are not limited to:

- Honorary and leadership organizations and societies;
- Departmental organizations and professional fraternities and sororities;
- Social fraternities and sororities; and
- 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 organization, as well as its members and guests.

Student Organization Rights

Recognized Student Organizations have a right to expect that all conduct proceedings will be handled fairly. University of Montevallo affords recognized student organizations the following rights in the conduct process:

- Organizations have the right to have their complaint heard by unbiased individuals.
- 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.
- If an organization is believed to have violated a policy, they will go through the Student Conduct process, which could consist of a conduct educator hearing, a University Conduct Council hearing, or if appropriate, an information resolution process by agreeing to an Organization Accountability Agreement.

- d. If found in violation of policy and outcomes are assigned by the Office of Student Conduct, the organization will be given five (5) business days to appeal the decision.

Student organizations may not appeal an Organization Accountability Agreement.

Student Organization Investigation Process

When an organization must undergo an investigation due to an alleged violation(s) of the Student Code 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 or organization 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. After this conference, the president will either receive a charge letter beginning the adjudication process through a hearing or a letter beginning the Organization Accountability Agreement Process. Those options are outlined 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 status outcomes that affect the organization's standing with the University and educational outcomes to address the violations. If the University and the student organization cannot come to an agreement the organization will proceed through the student conduct process. An organization accountability agreement may not be appealed.
- ii. Student Conduct Process: If an Organization Accountability Agreement is not finalized or offered, a student organization will go through the student conduct process as defined by the Student Code of Conduct. This could result in either a Conduct Educator Hearing or a University Conduct Council Hearing. If found responsible, the assigned outcome findings of responsibility 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 an Organization Accountability Agreement.

This policy does not preclude the Office of Student Conduct from having educational conversations with student organizations and their leadership as needed. i. Amendment to the original OAA: Collaborate with the Office of Student Conduct and develop additional accountability measures in concert of the existing document.

WHOM TO SEE FOR WHAT

Advertising your event:

Vallo Voice	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
Fraternity/sorority life	Student Life	665-6565
Fundraising approval	Student Life	665-6565
How to start an organization	Student Life	665-6565
Presentations	Student Life	665-6565
Student Government/UPC	Student Life	665-6565
Student Organization Training	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.

2026-2027 SGA Officers

Kendall Miller	President
Rylee Keasler	Vice President
Lee Harris	Administrative Vice President
Jacob Anderson	Treasurer
Caroline Coats	UPC Coordinator
Jonah Davenport	Student Trustee
Azriel Donahue	Director of External Affairs
Abs O'Donnell	Director of Social Services
Kathryn Hughes	Senior Class President
Miley Henton	Executive Secretary
Zed Segars	Senate Clerk
Emma Lawley	President Pro Tempore
Haley Santos	Director of Public Relations
Adan Guerrero	Director of Student Outreach
Luke McVeigh	Director of Sports Promotion
Kendall Ledlow	Assistant UPC Coordinator

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 Life webpage and click on the Green Room link.