



UNIVERSITY  
*of* MOBILE

*Higher Education for a Higher Purpose*

**2020-2021  
STUDENT HANDBOOK**

**University of Mobile  
5735 College Parkway  
Mobile, AL 36613**

**Revised 9.29.20**

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# INTRODUCTION

## Our Identity

The University of Mobile is a Christ-centered academic community providing liberal arts and professional programs to renew minds through intellectual and spiritual development for the fulfilling of one's professional calling. Therefore, the University of Mobile is committed to being a premier Christ-centered academic community providing comprehensive liberal arts and professional programs to distinctively transform the world.

## Our Core Values

The University's core values spring from the University's mission statement and serve as guiding principles throughout the University. Together, faculty, staff, and students are committed to being:

- Christ-centered
- Distinctively-driven
- Academically-focused
- Student-devoted

## Our Biblical Worldview

The University of Mobile holds to a biblical worldview which is based on three primary Scriptures that provide the framework by which students are prepared to fulfill the Great Commission:

- Proverbs 9:10 – *“The fear of the Lord is the beginning of wisdom ...”*
  - Describes our calling to Him
- Genesis 1:26 – *“Then God said, Let Us make man in Our image, according to Our likeness; ...”*
  - Describes who we are in Him
- Romans 12:2 – *“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may provide what is that good and acceptable and perfect will of God.”*
  - Describes our transformation by Him

## Our Convictions

The University relies on the teachings of Scripture as the supreme standard for all human conduct and relationships. Thus, Scripture provides the framework for our community standards and expectations. (II Timothy 3:16-17) The University's Statement of Christian Affirmation further outlines the University's commitments and community standards and expectations.

We believe that Scripture teaches that certain characteristics are to be manifested by members of a Christian community. (Galatians 5:22-23)

In addition, we also believe certain behaviors to be prohibited by Scripture. (Galatians 5:19-21, I Corinthians 6:9-10)

## **University Community Standards**

Students are subject to all university and residence hall regulations from the time they arrive on-campus whether they are registered or not.

Any student who fails to comply with the rules and regulations of the university or is not able to become compatible with the institution's philosophy may forfeit the privilege to continue his/her studies at the University of Mobile. The University reserves the right to refuse or revoke admittance and/or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies, and expectations of the University.

Failure to become familiar with University policies does not excuse a student from the regulations described in the handbook or catalog nor any penalty resulting from violation of the regulations of the handbook, the catalog, and other student publications that are subject to modification at any time.

The provisions of this student handbook do not constitute a contract, expressed or implied, between the University of Mobile and any applicant, student, student's family, or faculty member.

The handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

The University reserves the right to alter rules, regulations, policies and procedures at any time without further notice. It is the responsibility of the student to reference the most updated version of the student handbook, which is available at [www.umobile.edu/myum](http://www.umobile.edu/myum).

## **Compliance With Federal Laws**

The University of Mobile intends to comply with Title IX of the Education Amendments Act of 1973 ("Title IX"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Campus Sexual Violence Elimination Act ("SaVE Act"), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and the Family Educational Rights and Privacy Act ("FERPA") and all regulations implementing these laws.

The University of Mobile is an equal opportunity educational institution and does not discriminate on the basis of race, color, sex, national or ethnic origin, disability, genetic information, protected veteran status, or age in the administration or application of any of its programs or policies, including admissions policies, employment policies, scholarship and loan programs, and athletic and University-administered programs and activities generally accorded

or made available to students or employees.

Consistent with its Christian mission and organization, UM is exempt from the religious provisions of Title VII of the Civil Rights Act of 1964 pursuant to 42 U.S.C. §§ 2000e- 2(a) and 2000e(j), and of Title IX of the Education Amendments Act of 1972 pursuant to 34 C.F.R. § 106.12.

The university's Title IX Coordinator oversees compliance with all aspects of the sexual harassment, discrimination and misconduct policy. The Coordinator reports directly to the President of the University and is housed in the office of Student Life. Questions about the Title IX policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator:

Title IX Coordinator  
Dr. Cassidy Cooper Associate Professor of Sociology  
University of Mobile, Ben May Building  
251.442.2586  
ccooper@umobile.edu

Disability Access and Accommodation  
Anna Maherg, Section 504 Coordinator  
University of Mobile, Rosemary Adams Building  
251.442.2284

## **Student Services**

## **Student Life**

### **Staff Leadership for Student Life**

The Student Life staff works together with the university community to provide the highest quality student experience. Our goal is to provide programming, services and resources that are relevant to the student body. We engage our student leaders as partners in addressing the interests and needs expressed by the student body. The student life staff conducts evaluations of our services and programs and uses the feedback to improve the student experience. The student life staff also seeks to foster a leadership culture for our students, which provides opportunities for mentoring and personal development.

### **Student Leadership**

Student leadership is essential to all that the Office of Student Life does. The Student Life staff is committed to developing the next generation of leaders through training, investment, and allowing students to assist in planning all Student Life activities. Student Life is made up of five

different departments; Student Government (SGA), University Ministries, Student Experience and Activities, Residential Life, University Wellness and Recreation. Student Life is also responsible for summer staff and Ram Rush, UM's New Student Orientation week. Each area is led by a team of students and facilitated by a Student Life staff member.

The Student Life staff and student leaders form one team designed to provide University of Mobile students the best campus experience possible. There are over 100 total student leader positions within Student Life. Some are elected by the student body, but most are selected through an application and interview process each Spring. The SGA constitution (found on MyUM) provides the details for elected leaders. Student Life leaders must also obtain the recommendation of a UM faculty or staff member. All student leaders must exhibit a lifestyle that reflects the University's mission and philosophy and maintain a minimum of a 2.5 G.P.A. in order to be considered for a leadership position or to retain their position of leadership once selected. Furthermore, student leaders who are sanctioned because of a violation of community standards may be censured, removed, or suspended from their leadership position by the University administration or by majority vote of the Student Government Association.

## **Student Government Association**

The Student Government Association provides an official voice through which student opinions are expressed. Serving as a liaison between the administration and the student body, SGA functions as a vehicle for involving students in the University decision making process, promotes student activities, and grants & revokes charters for student organizations.

Elections are held each Spring for the positions of President, Senate Chair, and Senators represent the academic schools or colleges at the University of Mobile. There are 6 senate seats available and students serve for a term of one year. The President also appoints a senate chair to assist him/her each year. Students wishing to run for a Student Government Association position must complete an application; support the University's mission; philosophy and student code of conduct as demonstrated through their lifestyle; meet minimum GPA requirements. Senators must also receive a recommendation from the Academic Dean of the school or college they will represent.

## **Student Life Information Desk**

The Student Life Information Desk is located on the 2<sup>nd</sup> floor of Bedsole Library in the Office of Student Life. This area is a one-stop shop for students, parents, and alumni to have questions answered, sign up for events, or get connected with the Office of Student Life.

## **Ram Rush**

Ram Rush is the official University of Mobile New Student Orientation. It is organized by the University of Mobile's Student Life Department and is full of concerts, free food, free giveaways, games, new friends, orientation information and tons of fun! Ram Rush exists to immediately connect incoming freshman and transfer students with Student Life at the

University of Mobile. Before class begins, students spend time becoming familiar with all aspects of Student Life as well as making life-long friendships. Ram Rush proves to be a great way to start the college experience at the University of Mobile! Contact Tracie Marks at 251.442.2225 or [tmarks@umobile.edu](mailto:tmarks@umobile.edu) for further information.

## **Residential Life**

The Residential Life program at the University of Mobile provides a supportive environment and opportunities for every student to live, learn, grow, and develop in all areas. A student residing in campus housing as part of a living-learning community promotes personal and academic development and enhances student success. Priority for placement in on-campus housing is given to students enrolled in the traditional undergraduate program.

## **Student Experience and Activities**

The University of Mobile department of Student Experience and Activities provides student entertainment, activities, and programming for the entire campus. This team seeks to provide the campus body with a balanced social, cultural, recreational, and educational co-curriculum through the scheduled events. Examples of some events include Covers (a highly anticipated student talent show), Crawfish Boil (one of UM's most popular events), and Outdoor Movie Nights. Student experience and activities also provides leadership opportunities for students to develop skills in public relations and special events planning. Contact Tracie Marks at 251.442.2225 or [tmarks@umobile.edu](mailto:tmarks@umobile.edu) for further information.

## **University Athletics**

The University of Mobile athletics program competes in the Southern States Athletic Conference of the National Association of Intercollegiate Athletics and seeks to provide student athletes the chance to excel in the classroom and on the court. The Rams compete in men's and women's basketball, men's and women's cross country, men's and women's golf, men's and women's soccer, men's and women's tennis, softball, volleyball, track, and baseball. With eight NAIA National Championships, over 300 All-Americans, over 100 Scholar-Athletes and 60 conference championships, the University's commitment to athletics is obvious.

## **University Ministries**

Nearly 25 Christian denominations are represented among the University's student body. University ministries exist to encourage all students to understand the gospel and live out their faith in the campus community as well as the world. Students are challenged to live a lifestyle of service, sacrifice and giving. The University offers means for connections with: God, other students, local churches, and a world needing the redemption that Jesus Christ offers. A few examples of the experiences and opportunities students have through Campus Ministries include: True Spin (a weekly campus Bible study and worship service), Project Serve (a one day campus wide service project), Urban Plunge (a weekend service project in a regional US city), The Bridge (a week-long mission trip to a major metropolitan US city), and YHM (a 14-week

discipleship program and 3 week backpacking trip through Europe). Coordinator– Justin Dillenschneider at 251.442.2562 or [justind@umobile.edu](mailto:justind@umobile.edu). Coordinator of Ministries – Raygan Salors at 251.442.2356 or [rsalors@umobile.edu](mailto:rsalors@umobile.edu).

## **University Wellness and Recreation**

The University of Mobile offers students the opportunity to compete in softball, flag football, basketball, dodgeball, soccer, kickball, tennis, disc golf, volleyball, and ultimate frisbee. Ideas for other sports are welcome. Students interested in competing should visit the Student Life Office. In order to participate, students must sign up and complete the appropriate forms and waivers on [imleagues.com/umobile](http://imleagues.com/umobile). These forms, insurance information and emergency contacts must be submitted by the first game in order to participate - no exceptions. The Faulkner Hall Fitness Center offers live spin classes throughout the week along with free weights and other fitness equipment. The Bedsole Commons Fitness Center offers free weights, selectorized strength machines, and cardio equipment. Director of University Wellness and Recreation – Zach Gaines at 251.442.2311 or [zgaines@umobile.edu](mailto:zgaines@umobile.edu)

## **STUDENT SUCCESS**

### **Student Success Center** (Located Behind Weaver Hall in Adams Hall)

The mission of the Student Success Center (SSC) is to support the mission of the University of Mobile by providing students with concrete strategies that will facilitate their academic and professional goals as they collaborate with caring professionals and student leaders while aligning their academic pursuits with their professional calling.

### **Freshman Seminar**

Freshman Seminar is a course designed to assist freshmen in their transition from high school to college. This course is an excellent way to get acquainted with the University of Mobile, UM faculty and staff, and UM peers. Freshman Seminar seeks to enhance the learning experience by providing opportunities for students to develop the skills, values, behaviors, and attitudes necessary for success at the University of Mobile. The semester topics include study skills, time management, health and wellness, professionalism, major selection, career exploration and confirmation. Students will hear from various university officials regarding UM procedures, learn to access MyUM, and utilize campus resources.

In addition to the course instructor, each course section has been assigned an upperclassman, a UM student serving as the Peer Leader. The PL will help answer any questions, aid in the transition, and provide information of campus events and UM opportunities. Through the Freshman Seminar course, we want to help make the most of the first semester, laying the foundation for a successful college career

### **Career Services**

Career Services provides students and alumni with career advisement that emphasizes choosing a major, plotting a career path, constructing and perfecting a resume, and sharpening interview

skills. Students are encouraged to make an appointment to have their resume reviewed and to participate in Career Services workshops that are offered each semester. In addition, students interested in finding part-time jobs while in school or full-time jobs after graduation, should check the Job Board on MyUM, as well as the information screens across campus. For more information contact Career Services at 251.442.2292.

## **Counseling Services**

The University Counselor's office is available to provide referrals and assist currently enrolled students in obtaining counseling appropriate to their needs, and to provide consultation and crisis intervention services – 251.442.2639.

## **Academic Success Coaching**

The Student Success Center is available to provide Academic Success Coaching (ASC) to students wishing to improve their grade point average. ASC includes strategies for goal setting, study skills and habits, time management, and test anxiety. Additional campus resources may be identified and assistance offered in utilizing these resources. Contact the Student Support Services Coordinator at 251.442.2284.

## **Disability Support Services (located in Student Success)**

It is the policy of the University of Mobile to provide reasonable accommodations for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University coordinates support resources for students with disabilities and is an accommodation resource for faculty and administration. Eligibility for service requires that prior documentation of the disability be reviewed and accepted by the disability's coordinator.

It is the responsibility of the student to exercise initiative in identifying and obtaining support services. The student must arrange to have all documentation of his/her disability forwarded to Student Support Services Coordinator. The student must register for disability services at [www.umobile.edu/disabilityservices](http://www.umobile.edu/disabilityservices) and also make an appointment with the coordinator following registration to discuss possible accommodations. The student should arrange to meet with the Student Support Services Coordinator after the first week of classes to determine any changes to accommodations. Students will receive email information of accommodations to be discussed with course instructors (within 48 hours of request once official documentation has been received and approved).

It is the responsibility of the student to meet with course instructors at the beginning of the semester to provide information regarding their disability and to discuss accommodations and strategies that will be appropriate. The Student Success Center will provide supportive assistance when requested by the student.

Student Support Services Coordinator  
Student Success, Rosemary Adams Building  
Anna Meherg 251.442.2284  
email- [ameherg@umobile.edu](mailto:ameherg@umobile.edu)

## **Chora Godwin Learning & Writing Center (located in Student Success)**

The Chora Godwin Learning Center (CGLC) offers currently enrolled University of Mobile students walk-in and by appointment peer tutoring along with information on improving study skills. The Learning Center is located on the bottom floor of Student Success behind Weaver Hall. Appointments can be made at MyUM-Student Success-Tutoring.

## **Dining Services**

Food service is available through Ingram Dining Hall, Ram Grill, and Common Grounds Coffee Shop in Bedsole Commons, and Sub Zone in Weaver Hall during posted hours.

All full-time traditional undergraduate students are required to participate in a dining plan. Students use the campus card for dining services on campus. Commuting students and employees of the University are invited to eat in the cafeteria at the posted meal prices. Cafeteria hours are subject to modification for special events and holidays. Meal plans are also available for any student, faculty, and staff through the Business Office.

- The sharing of food with guests (not on a meal plan) is not allowed.
- All guests are required to pay the proper amount for their meals or have their campus card scanned before entering the food service area.
- Only those people who are on a meal plan or pay to eat are allowed in the food service area during mealtimes.
- Meal plans are to be used only by the purchaser.
- Meals are not transferable.
- To go meals must be taken out of the dining facility.
- The filling of personal cups or containers with food or beverage in the cafeteria is prohibited.

## **Common Grounds (Bedsole Commons 1<sup>st</sup> Floor)**

A full-service coffee shop is available on the first floor of the library. The facility offers room for small meetings and study, with live music. Hours of Operation: Monday–Thursday 7:30am – 10:00pm, Friday 7:30am-2:30pm Closed Saturday and Sunday.

## **Ram Grill (Bedsole Commons 1<sup>st</sup> Floor)**

Another great meal option on campus is Ram Grill. Burgers, Po Boys, fries, chicken fingers and more are served on the first floor of the Bedsole Commons. Hours are posted outside each

semester. Hours of Operation: Monday–Thursday 10:30am-9:00pm, Friday 10:30am-2:30pm, Closed Saturday and Sunday.

### **Sub Zone (1<sup>st</sup> floor of Weaver Hall)**

Ram Deli is a full-service sandwich shop located on the first floor of Weaver Hall. Made to order sandwiches, fountain drinks, chips, and snacks are served Monday through Friday. Hours of Operation: Monday-Thursday 10:00am-5:30pm, Closed Friday, Saturday, and Sunday.

### **Ingram Dining Hall**

Ingram Dining Hall is the primary dining on campus. Meet your friends for breakfast, lunch, and dinner at our comfortable all-you-care-to-eat location. Watch the preparation of your made-to-order meal or try one of our home-style entrées. Your favorites from the grill, deli, or salad bar are always there for you too. Hours of Operation: Monday-Friday 7:00am-7:30pm, Saturday & Sunday 8:30am-7:30pm.

### **Commuter Dining Dollars**

All full-time commuter students receive \$425 commuter dollars to be used at retail dining locations on campus. These include Ingram Dining Hall, Ram Grill, Common Grounds, and Sub Zone

## **University Resources**

### **Campus Cards (Office of Student Life)**

Upon enrolling, new students are issued a University of Mobile Campus Card. These cards serve as the official identification card for University of Mobile students, faculty and staff. All students must have a Campus Card. Campus Cards must be presented to attend campus activities, use the library, use the fitness facilities, use the swimming pool, receive service in the Cafeteria, and participate in visitation in the residence halls. In addition, the University of Mobile Campus Card contains “campus cash” which can be used to purchase items at various venues on campus, including vending machines, copy machines and printing centers.

Campus Cards must be presented on request to University faculty, staff, or security personnel. This card is not transferable and will be confiscated if presented by anyone other than the person to whom issued. Replacement cards are \$20.00 and may be obtained in the Office of Student Life, weekdays from 8:00 a.m.- 5:00 p.m.

Please visit MyUM/Campus Center for more information about the University of Mobile Campus Card and procedures for deactivating lost or stolen cards.

## **E-mail Service**

All official University of Mobile communications regarding student accounts, policies, and communication with instructors will go through your University of Mobile RamsMail email address. To access your RamsMail email account, go to [mail.rams.umobile.edu](mailto:mail.rams.umobile.edu). Your username will be your first name initial, last name (up to 12 letters), and the last 2 digits of your student ID at rams.umobile.edu (i.e. [jcollege56@rams.umobile.edu](mailto:jcollege56@rams.umobile.edu)). Your password will be the first three letters of your first name with the first letter capitalized followed by the first 5 digits of your student ID# (i.e. Joe12345).

To receive technical support with email service or other technical issues students can submit a ticket from myUM or at [helpdesk.umobile.edu](http://helpdesk.umobile.edu).

## **J.L. Bedsole Library**

The J. L. Bedsole Library's primary emphasis is establishing and maintaining library support of the academic curriculum in undergraduate, graduate, professional, continuing education and specialized degree granting programs as well as online courses.

The library also seeks to provide instruction in research skills that serve students during their studies at UM and in the paths they choose after graduation. It seeks to make the critical pursuit of knowledge and enlightenment a positive and rewarding experience that encourages an awareness of the usefulness of libraries in the life-long search for knowledge. Hours of Operation: 7:30am-midnight Monday-Friday, 10am-midnight Saturday, 1pm-midnight Sunday.

## **Postal Service (Bedsole Commons)**

The mailroom, located near the front entrance of Bedsole Commons, provides mail services such as postage, envelopes, and express carrier service. Outgoing mail leaves the campus twice each day. Residents in Avery Woods and The Parks will be assigned mailboxes in the mailroom. All other residents will be assigned mailboxes within their residential facility. Mail is delivered from the mailroom to the residential facility mailboxes every day. Once a mailbox has been secured, resident students should use their box number on all correspondence. Any students missing mail should notify the Student Life Office immediately. Hours of Operation: 8:00am-5:00pm Monday-Friday.

## **Ram Hall**

Ram Hall can entertain up to 500 guests in a versatile, traditional auditorium style atmosphere. To reserve Ram Hall for an event visit [umobile.edu/eventservices](http://umobile.edu/eventservices).

## **University of Mobile Store (Bedsole Commons 1<sup>st</sup> Floor)**

The University of Mobile Store is located on the first floor of the Bedsole Commons. Students can purchase university gear, gifts, and more. Visit [universityofmobilestore.com](http://universityofmobilestore.com) for more information.

## **University of Mobile Bookstore (Online)**

You can find all of your academic resources including textbooks and more on the virtual bookstore. The University of Mobile Bookstore is located online at [bncvirtual.com/mobile](http://bncvirtual.com/mobile)

## **Veteran Services (Enrollment Services Front Desk)**

The University of Mobile is approved for instruction by the Veterans Administration. Veterans or dependents of veterans who have questions or desire assistance relative to Veterans Administration regulations should contact the Financial Aid Office. For more information contact 251.442.2222 or email [askfinancialaid@umobile.edu](mailto:askfinancialaid@umobile.edu)

## **Complaint Policy for Students Receiving VA Education Benefits**

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## **Wellness and Recreation Services**

### **Bedsole Commons Fitness Center (Bedsole Commons 1<sup>st</sup> Floor)**

The University of Mobile offers a modern fitness facility complete with multiple treadmills, elliptical machines, and stationary bicycles. Additionally, the university fitness center offers Matrix single station fitness equipment as well as limited free weights. There is also a full bathroom and shower for commuters wishing to utilize the fitness center before or between classes. Students wishing to use the fitness center must have a student ID to enter. Hours of Operation: 24 hours a day Monday-Sunday.

### **Faulkner Hall Fitness Center**

The Faulkner Hall Fitness Center is located on the 2<sup>nd</sup> floor of Faulkner Hall. This area offers spin bikes, free weights, fitness steps, a mirrored wall, and much more. Spin classes are offered throughout the week as well. Female students can use the Faulkner Fitness center any day of the week. The remainder of the University family can use the Faulkner Fitness center during visitation hours only. Hours of Operation: 6am-11pm Monday-Sunday. Please email Zach

Gaines, Director of University Wellness and Recreation, for more information at [zgaines@umobile.edu](mailto:zgaines@umobile.edu).

## **Golf Driving Range**

A self-service facility with a chipping area and a down range practice area is available for students. Golf balls are available for a small fee.

## **Gymnasium**

The gymnasium is home of the Rams basketball, volleyball, and competition cheer teams. Access to the gymnasium for use by UM students, faculty or staff is limited. Hours vary according to class, intramurals and intercollegiate athletic schedules and are posted each academic period. For details on gym availability students may contact the Athletic Office at 251.442.2278. Each UM student or staff is allowed one guest. No unauthorized use of the gym is allowed. If you do not have your UM ID, you will be asked to leave.

## **Intramural Complex**

The University intramural complex consists of three fully lighted fields. There are two Bermuda grass fields used for football, soccer and Frisbee. Also included in the complex is a full sized softball field with a brick backstop and covered dugouts. A portable outfield fence allows for complex adaptations, and bleachers make it easy and enjoyable to view all of the events. The intramural complex is open to UM students with a student ID for open play when intramural athletics is not scheduled.

## **Sand Volleyball Courts**

Sand volleyball courts are located adjacent to the University swimming pool. These courts are available for UM students with a student ID for open play 24hrs a day. As long as there is a UM student present, guests are allowed. Guests must abide by the same standards as their UM student host.

## **Swimming Pool**

The University swimming pool is provided only for students, faculty, and staff; no outside groups are permitted. No unauthorized use of the pool is allowed. If you do not have your UM ID, you will be asked to leave. The swimming pool is open at regularly scheduled times which are announced and posted. When the pool is open, the University provides a qualified lifeguard for supervision. Swimming in the pool without supervision of a qualified and approved lifeguard or when the pool is “closed” is prohibited and constitutes a violation of University regulations. Hours of Operation: 12pm-6pm Tuesday-Sunday from Spring Break – Fall Break.

## **Tennis Courts**

A lighted tennis complex, including a championship court with bleachers, is available for use by students on a first come, first served basis. The University tennis team has priority for use of courts.

## **General Student Policies**

### **Advertising and Solicitation On-Campus**

Soliciting on campus or in parking lots is restricted to protect students from unwanted disturbances. Individuals, businesses or organizations wishing to sell, inform, or recruit on campus property must be approved by the Dean of Students or a Vice President. The University has the right to deny any request for campus solicitation. All unapproved postings will be removed.

### **Assistance Animal Policy**

The University of Mobile is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities. The university recognizes that assistance animals may be an effective accommodation for certain qualified students. The presence of such animals may, however, present health, safety, security, and other programmatic issues for all members of the university community. To preserve the mission of the university, to recognize the rights and obligations of all members of the University community, and to ensure the health, safety, and security, and educational needs of these members, the following criteria and requirements are adopted.

The following guidelines apply to all approved assistance animals and their owners/handlers at the University of Mobile unless the nature of the documented disability of the owner/handler precludes adherence to these guidelines. Students who are interested in bringing an Emotional Support Animal must seek approval through the office of Disability Support Services. We request that all students utilizing the services of the Service Animals fill out the exemption to Pet Policy form as well as submit a vet vaccination records to the office of Disability Support Service for campus safety purposes. All assistance animals must be registered with the Student Support Services Office and if the assistance animal belongs to a UM resident it must be registered with the UM Residential Life Office.

Students wishing to make a request for approval of an assistance animal on campus must complete the necessary documentation including the Confidential Self-Disclosure form and the Exemption to Pet Policy form prior to bringing the assistance animal on campus. These forms

can be found at [www.umobile.edu/disabilityservices](http://www.umobile.edu/disabilityservices). All supporting documentation will be submitted to the Student Support Services office and shared confidentially as needed with the Residential Life Office and the Department of Public Safety. All students requesting disability accommodations in campus residential halls must submit the request each academic year.

## **Assistance Animal Definitions and Policies**

**Pets** – A “pet” is any animal kept for ordinary use and companionship. Assistance animals (service and emotional support animals), as defined below, are not considered pets. Pets are generally prohibited indoors on the University of Mobile campus. The University of Mobile’s pet and animal policy states that “pets are not allowed inside any building on the University of Mobile campus. This includes mammals, birds, fish, reptiles and amphibians. Feeding and temporarily keeping animals in or around living areas is also prohibited as this poses a potential health and safety hazard. Students found in violation of the Residential Life Pet and Animal policy may be charged \$100 per day they are in violation.” However, in all public places where potential health and safety hazards are not likely, service animals are allowed to accompany their owners/handlers.

Please note that the keeping of dogs and other animals is also subject to federal, state and city laws, including Ordinance 1640 of the Prichard Municipal Code, which prohibits the keeping of certain animals in the City and sets certain licensing, vaccination and control requirements.  
[Prichard Animal Resource Center](#)

**Service Animal** - Under Titles II and III of the Alabama Disabilities Act (ADA), beginning on March 15, 2011, only dogs or miniature horses are recognized as service animals. Service animals are defined by the ADA as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who has seizures, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or tasks an animal has been trained to provide must be directly related to the person’s disability. **Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.**

The University of Mobile cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, University staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

1. Is the service animal required because of a disability?
2. What work or task has the animal been trained to perform?

**Emotional Support Animal** - Under the Fair Housing Act (FHA), a person with a disability may keep an Emotional Support Animal (ESA) in the individual's dwelling when there is an established need for the therapeutic nature of the animal that is connected to the individual's

disability. An ESA is prescribed by a person's physician, licensed therapist, psychologist, psychiatrist, or mental health professional as a part of a treatment program for that person and is designed to bring comfort and minimize the negative symptoms of the person's emotional/psychological disability.

Unlike a service animal, an ESA does not need to be trained to provide a service or task and does not accompany a person with a disability at all times. An ESA may be a reasonable accommodation for a student with disabilities but only within the student's dwelling. ESAs are not allowed in classrooms or campus buildings other than the specified residence halls, campus-owned apartments, or houses. A student may qualify for this accommodation if: (1) the student has a documented disability; (2) the animal is necessary to afford the student with the disability an equal opportunity to use and enjoy their dwelling; and (3) there is an identifiable and documented nexus between the disability and the assistance that the animal provides. The University will only allow those ESAs that are allowed by local and state laws and conform to standards within this policy.

The designated areas for ESAs to relieve themselves and exercise is in proximity to the Residence Halls. All ESAs must be registered with the UM Residential Life Office and the Student Support Services Office. All registration information will be shared with Residential Life, Student Life, and Campus Security. Any student interested in bringing an Assistance Animal of any kind on campus should contact the Student Support Services Coordinator, Anna Meherg, at [ameherg@umobile.edu](mailto:ameherg@umobile.edu).

## **Animal Behavior**

An exception to the Pet Policy is granted for approved assistance animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved pet and that these factors do not create unreasonable disruptions for residents and residential and student service programs staff. An animal may be removed if its behavior is unruly or disruptive (e.g., barking, growling, running around, or displaying aggressive behavior). If such behavior persists, the owner/handler may be prohibited from bringing the animal on campus until the owner/handler takes significant and effective steps to correct the animal's behavioral problems. Dangerous, poisonous, and/or illegal animals are not permitted.

## **Exceptions and Exclusions Regarding Assistance Animals**

The University of Mobile may pose some restrictions on, and may even exclude, an assistance animal in certain instances. Any animal may be excluded from an area in which it was previously authorized to be only if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken (or in the case of a support animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or
- it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

- the animal causes substantial property damage to the property of others, including University property.
- the animal's presence results in a fundamental alteration of a University program.
- the owner/handler does not comply with the owner's responsibilities outlined in this policy.

In considering whether an assistance animal poses a direct threat to the health or safety of others, the University of Mobile will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services, will mitigate the risk. Any removal of an approved assistance animal will be done in consultation with the Student Support Services Office. The Student Support Services Office will provide a written statement of explanation to any person with a disability if a determination is made that the presence of that person's assistance animal would fundamentally alter the nature of a program, service, or activity.

In the event that restriction or removal of an assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the assistance animal present.

If the owner/handler is told to remove the approved assistance animal from campus and has not done so within 48 hours of notification, the University reserves the right to remove the animal and take it to the nearest humane society location. The student will then be reported to the Dean of Students for violation of the student code of conduct.

## **Guidelines For Members of The University of Mobile Community**

To ensure equal access and nondiscrimination of people with disabilities, members of the University of Mobile community must abide by the following practices:

- Allow assistance animals to accompany people with disabilities on campus;
- Do not ask for details about a person's disability;
- Do not touch or pet an assistance animal without permission;
- Speak to the person first; do not distract the service dog without permission;
- Do not offer food or treats to the service dog without permission;
- Do not deliberately startle, tease, or taunt an assistance animal;
- Do not ask that the animal demonstrate its ability to perform its work and/or tasks
- Do not separate or attempt to separate a person from his/her assistance animal.
- Do not ask for medical documentation to support the need for the animal;
- Do not ask for documentation that the animal has been certified, trained, or licensed
- Remember a service dog is not a pet; it is a worker and often a medical necessity

## **General Guidelines For People With Disabilities Using Assistance Animals**

The University of Mobile is not responsible for the care or supervision of assistance animals.

People with disabilities are responsible for the cost, care, and supervision of assistance animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification. If state or local licenses are required for the animal, they must be obtained and kept current in compliance with the local jurisdiction (i.e., dog license) requirements. It is the owner's/handler's responsibility to know and understand these ordinances, laws, and regulations. The University reserves the right to request proof of licensing at any time during the animal's residency;
- Immunizations against disease common to that type of animal. Assistance Animals must have current vaccination against rabies and if taken outside the home, must wear identification tags with home address and, if applicable, vaccination information.
- Keeping the animal under control and taking effective action when it is out of control.
- Feeding and walking the animal, and disposing of its waste.
- The owners/handler is solely responsible for the safety, health, behavior, and actions of the animal at all times. Animals that are ill or in poor health must not be taken into public areas. An owner/handler with an ill animal may be required to remove the animal from University property.
- The owners/handler is solely responsible for any harm caused by the assistance animal to other students, faculty, staff, or campus visitors. The owner/handler is also financially responsible for the actions of the approved animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, window treatment, or wall covering, etc. The owner/handler is expected to cover these costs upon repair and/or move-out.
- In accordance with Mobile County leash laws, the assistance animal must be on a leash anytime it is outside of the student's residence hall room.
- Owners/handlers are responsible for properly containing and disposing of all animal fecal waste. Indoor animal waste must be placed in a sturdy plastic bag and tied securely before being disposed in outside trash dumpsters. Outdoor animal waste must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed in outside trash dumpsters.
- The owners/handlers must not take the animal in any buildings other than those designated and approved according to the Assistance Animal Policy.
- The animal must not obstruct or disturb any space or activity of the academic program including but not limited to: residence halls, recreational areas, roads, walkways, and passages on any part of campus, legitimate campus activities and any other university programs, spaces, or activities.
- The animal must not disrupt the educational environment by engaging in behaviors or noises that are disruptive to others including but not limited to: excessive barking, excessive whining, excessive growling, excessive grooming, excessive sniffing people, or intrusion into the personal belonging of others.

## **Guidelines For Residents With Disabilities Using Assistance Animals**

The following guidelines are in addition to those listed above and apply to those persons with disabilities who live on campus with an approved assistance animal:

- Before a support animal can move into a residential hall with a person with a disability, a request must be submitted to the University's Student Support Services Office and approval must be granted (preferably at least 30 days prior to move in). If the disability is not obvious, the Student Support Services Office may require documentation from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for the University of Mobile to determine:
  - that the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
  - that the support animal may be necessary to afford the person with a disability an equal opportunity to use and enjoy Residence Life (i.e. that the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability).
- Before bringing an assistance animal to campus, the owner/handler must register their service animal or emotional support animal with the Student Support Services Office by completing all the necessary documentation including the Confidential Self-Disclosure form and the Exemption to Pet Policy form.
- Before bringing an assistance animal to campus, students will need to provide current vaccination records for their ESA **before** moving on campus.
- Before bringing an assistance animal to campus, the student requesting an assistance animal must provide the name and contact number for an individual who can immediately remove the animal from campus in the event of an emergency. The individual may not be another student who intends to take the animal to another University Housing location. The animal must be evacuated to an off-campus location.
- Emotional support animals are to stay confined to the room assigned to the student for whom the request was approved, with the exception of transporting the animal to or from his/her permanent residence, for medical or health care outside the University, to use designated outdoor relief area, or for occasional outdoor exercise. The animal will be considered outside of the student's room when it crosses through the doorway of the student's assigned room. This policy also applies to common areas. All assistance animals must be transported in an appropriate carrier or containment device when being transported through the building. While in the room, the animal will be kept in a suitable cage or restrained by a suitable containment device
  - Emotional support animals may not accompany their owner/handler to classes or into UM facilities other than the owner's/handler's designated residence
  - No owner/handler shall permit the approved animal to go loose or run at large. If an Approved ESA is found running at large, the animal is subject to capture and confinement and immediate removal from University Housing.
- The owner/handler must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner /handler's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.

- The owner/handler is responsible for ensuring that the animal does not interfere with the routine activities of the residence hall or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community
- The owner/handler is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to the University's premises that are assessed after vacating the residence. The University shall have the right to bill the student account of the owner for unmet obligations
- Approved ESAs may not be left overnight in University Housing to be cared for by any individual other than the owner/handler. If the owner/handler is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner/handler. The owner/handler is responsible for ensuring that the approved ESA is contained, as appropriate, when the owner/handler is not present while attending classes or other activities. At such times, the approved ESA must be kept in a cage, crate, carrier, or kennel
- The owner's/handler's residence may be inspected for fleas, ticks, or other pests once per semester or as needed. The Student Life and/or Residential Life Offices will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University approved pest control service. The owner/handler will be billed for the expense of any pest treatment above and beyond normal required pest management
- The owner/handler must notify the Dean of Students in writing if the animal is no longer needed as a service animal or emotional support animal or it is no longer in residence. To replace an approved animal, the owner must file a new "Request for Exception."
- University personnel shall not be required to provide care or food for any Approved ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal
- All roommates or suitemates of the owner/handler must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner/handler and pet or the non-approving roommates or suitemates, as determined by the Dean of Students, may be moved to a more suitable location.
- Residential Life has the ability to relocate owner/handler and service animal or therapy animal as necessary per current contractual agreements
- Owner/handler agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- Any violation of the above rules will be reviewed through the appropriate student disciplinary process and the student will be afforded all rights of due process and appeal as outlined in that process.
- Should the pet be removed from the premises for any reason, the owner/handler is expected to fulfill his/her housing obligations for the remainder of the housing contract.

## **Non-Retaliation Provision Regarding Assistance Animals**

The University shall not discriminate or retaliate in any manner whatsoever against any person because that individual has requested or received a reasonable accommodation in University Housing, including a request for an ESA.

## **Chartering A New Club**

Students interested in forming a new club at the University of Mobile must complete the following steps for official recognition:

1. Complete the Club Charter Request Form. This is available on MyUM (under Campus Life then Student Government) or from your SGA President.
2. Formulate a constitution under which your club will operate. This letter will need to be attached to your Club Charter Request Form delivered via on-campus mail or emailed to the Vice President for Student Life.
3. Secure the approval and signature of the Vice President for Student Life.
4. Recommend and receive approval and signature of the Vice President for Academic Affairs of a full-time member of the faculty or staff who will serve as advisor/sponsor to your club.
5. Secure a faculty advisor/sponsor for your club/ organization.
  - a. A faculty sponsor must be present at ALL meetings and social functions of the club.
  - b. After approval by the VPAA the potential sponsor will need to submit a letter of support for the club.
  - c. This letter will need to be delivered via on-campus mail or emailed to the Vice President for Student Life.
6. The approvals by the VP for Student Life and VP for Academic Affairs, the letter from the club's faculty sponsor, a completed constitution, and the completed Club Charter Request Form will serve as the club's application for university recognition.
7. The completed application and request will then be reviewed and voted on at the next upcoming SGA Senate meeting. If the SGA votes in the affirmative to approve the Club Charter the completed application and request will then be returned to the Office of Student Life and the Vice President for Student Life where the documents will be submitted to the Office of the President for final consideration and approval.
8. A final decision will be provided to the student representative.

Note: Official recognition does not guarantee that an organization will receive supplemental funds.

## **Campus Organizations Guidelines**

Campus organizations are a vital part of student life at the University of Mobile. Student organizations are coordinated by the Student Life Office located in Weaver Hall. The Vice President for Student Life maintains a master list of organizations and provides resources and assistance to both new and existing organizations. Nearly 30 clubs representing varied interests are currently recognized by the University. A portion of the student activity fee is budgeted to

help fund University recognized clubs and organizations. After a club or organization has been approved by the SGA and University of Mobile administration, that group is eligible to submit a request to the SGA for funding.

Information on the criteria for such funding and assistance in preparing a budget request can be obtained by contacting the Vice President for Student Life for a copy of the University of Mobile Manual For Student Clubs and Advisors. Groups interested in SGA approval are encouraged to submit their budget request during the Fall or Spring. Funding is limited, and budget requests are handled on a first come, first served basis.

Student clubs or organizations must request, receive approval, and be officially recognized by the University of Mobile administration and SGA before they may meet on campus, advertise, host fundraisers, distribute or post materials, or use any University facilities for their activities or events. All such clubs or organizations and their activities or events must be consistent with the University's mission and philosophy, and must be and remain in compliance with the University of Mobile Student Handbook, and any policies or procedures promulgated by the University. The University reserves the right to refuse the use of its facilities for any reason to any student club, organization, activity or event.

Consistent with the Student Handbook, all students, student clubs and organizations, faculty and staff of the University of Mobile, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not.

No student club or organization shall be approved, recognized or permitted to meet on campus, advertise, distribute or post materials, or use University facilities if the statements, positions, doctrines, policies, constitutions, bylaws, platforms, activities or events of such club or organization, its parent, affiliate, chapter or similarly named group (even if the similarly named group is not the actual parent, affiliate or chapter) are inconsistent or in conflict with the distinctly Christian mission of the University, Student Handbook, or the policies and procedures promulgated by the University.

## **Drug & Alcohol Policy**

The University of Mobile aims to foster an alcohol-and-drug-free environment in which to work, live, learn, and grow. The University of Mobile is therefore, a "dry campus." The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University as a Christ-centered academic community.

### **Alcohol**

No alcoholic beverages may be brought or consumed on University property, school grounds, or during university related activities or trips even if the student is twenty-one years of age. Any student found consuming, in possession, under the influence of, or in the presence of alcohol will be subject to University disciplinary action. Alcoholic beverages include, but are not limited to Beer, Liquor, Wine, Powdered Alcohol or other beverages with alcohol content. The use,

possession or distribution of alcoholic beverages, (or use of any substance with the intent of becoming impaired/intoxicated) by students of the University of Mobile is prohibited and violates this policy as well as the University's standard of conduct.

1. First offense sanctions include: **Fine** of \$100, **Educative Sanctions** including the completion of a 4 hour Drug and Alcohol Awareness Course at the student's expense and 3 hours of staff mentoring assigning the student to a staff member for accountability and tasks, assignments or experiences which a student is obligated to complete, 10 hours of **Campus Service**, and **Disciplinary Probation** which implies that the individual's standing within the University is in jeopardy and that further negligent or willful violations will normally result in immediate suspension or expulsion.
2. Second offense sanctions include: **Fine** of \$200, **Educative Sanctions** including the completion of an 8 hour Drug and Alcohol Awareness Course at the student's expense, 20 hours of **Campus Service**, and **Disciplinary Probation** which implies that the individual's standing within the University is in jeopardy and that further negligent or willful violations will normally result in immediate suspension or expulsion.
3. Third offense sanctions include: **Disciplinary Dismissal** permanently removing the student from the University of Mobile. Once a student has been dismissed, he or she is not eligible for readmission. Disciplinary dismissal is permanently recorded on the student's academic record maintained by the Registrar's Office.

## Drugs

The purchase, possession, use, sale, or distribution of drug paraphernalia or any substance of abuse (including misuse of prescribed medications or use of any substance with the intent of becoming impaired/intoxicated) is prohibited. A substance of abuse includes but is not limited to any form of marijuana, narcotics, stimulants, hallucinogenic, sports enhancement or "street drug," and any other controlled substances as defined by law. The University of Mobile does not tolerate the use and possession of illegal drugs.

1. First offense sanctions include: **Fine** of \$250, **Educative Sanctions** including the completion of an 8 hour Drug and Alcohol Awareness Course at the student's expense 3 hours of staff mentoring assigning the student to a staff member for accountability and tasks, assignments or experiences which a student is obligated to complete, 30 hours of **Campus Service**, and **Disciplinary Probation** which implies that the individual's standing within the University is in jeopardy and that further negligent or willful violations will normally result in immediate suspension or expulsion.
2. Second offense sanctions include: **Disciplinary Suspension** separating the student from the University for the remainder of the semester (and/or the following semester if the violation occurs in the last month of the semester). This prohibits attendance at any classes, social events or other functions, and visiting University grounds or buildings unless by written permission. A suspension will be recorded on the student's transcript until suspension expires. Suspensions may be indefinite.

3. Third Offense sanctions include: **Disciplinary Dismissal** permanently removing the student from the University of Mobile. Once a student has been dismissed, he or she is not eligible for readmission. Disciplinary dismissal is permanently recorded on the student's academic record maintained by the Registrar's Office.

Distribution of drugs will not be tolerated and will be considered a third offense resulting in disciplinary dismissal from the University.

Violation of University drug and alcohol policies may also be crimes under the statutes in the State of Alabama Criminal Code and may be reported to the appropriate law enforcement officials and subject to criminal prosecution.

**Violation through Implied Consent:** As it is difficult to accurately determine degrees of culpability, all students present in a room or area at the time of an alcohol or drug violation will generally be held responsible for such violation. The student's implied participation in the misconduct does not depend on whether the student is actively participating in the behavior, is in possession of the prohibited items, or how long the student has been in the room. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus will be considered strong evidence that alcohol and drug regulations have been violated. Students are advised in advance to avoid such situations, which may put them at risk of disciplinary action.

Additionally, an academic department or program, co-curricular program or student organization may also test for drugs and alcohol and apply additional sanctions; see department, program or organization supervisor for details. All students are subject first to the Student Handbook and then may face additional sanctions from their specific academic department or program, co-curricular program or student organization.

## **Drug and Alcohol Safe Haven Program**

The University strongly encourages that students with drug or alcohol dependency seek immediate counseling and any medical assistance to cease all use of drugs or alcohol. Limited on-campus drug and alcohol counseling is available for University of Mobile students upon request. The Student Success Center is available to provide referrals and assist currently enrolled students in obtaining counseling appropriate to their needs.

Any student can voluntarily request substance abuse evaluation and treatment prior to any reasonable suspicion of use or campus incident involving drugs or alcohol without fear of being sanctioned in accordance with the Drug and Alcohol Policy. However, a student is NOT eligible for the Drug and Alcohol Safe Haven Program ("Safe Haven Program"):

1. More than 1 time;
2. After he or she has received a Notification of Testing;
3. After testing positive;
4. After being found in possession of any prohibited substance;
5. After being arrested, detained or other documented involvement in alcohol-related behaviors such as DUI/DWI, underage drinking, or possession, or drunk or disorderly conduct.

The Safe Haven Program is not a defense to disciplinary action where a violation of the University of Mobile's Drug and Alcohol Policy has already occurred. The University of Mobile Student Success Center and University Counselor will work with the student to prepare a Safe Haven treatment plan, which may include confidential drug testing at the student's expense. The student will be tested for drugs and alcohol upon entry into the Safe Haven Program and such a positive initial test will not result in any administrative sanctions. A student will be permitted to remain in the Safe Haven Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

The student must comply and cooperate with the established treatment plan, and must provide proof of success upon completion of the Safe Haven Program, including submission to a follow-up drug test. If a student is determined to have new drug and/or alcohol use after the initial Safe Haven Program follow-up test, or fails to comply or cooperate with the Safe Haven Program treatment plan, the student will be removed from the Safe Haven Program and will be subject to appropriate disciplinary actions as detailed in the University of Mobile's Drug and Alcohol Policy.

## **Facility Reservation and Use**

The purpose of the Facility Use Policy is to set priorities for facilities usage, define scheduling procedures, and establish charges associated with event management and facility usage. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university or federal and state laws.

University approved organizations are allowed to use University facilities, but must reserve the facility in advance. Certain housekeeping fees may apply. To reserve a facility, visit [umobile.edu/eventservices](http://umobile.edu/eventservices)

All events or functions associated with University of Mobile facilities must be consistent with and will not promote any agenda contrary to the educational and religious tenets described in the Statement of Christian Affirmation, the Policy and Procedures Manual, the Employee Handbook and the Student Handbook. Any event that is inconsistent with those tenets will be denied access or cancelled. Based on these considerations, the university shall allow use of its facilities by others in accordance to the following guidelines and requirements.

**Decision Making Authority** - The Board of Trustees is the official governing body for the University of Mobile. The Board entrusts the Executive Council to enforce and regulate the daily operations of the university.

**Facility Purposes-** The purpose of the facilities at the University of Mobile is to support the educational mission and strategic goals of the university. The facilities are available primarily for programs offered by and intended for the campus community. To the extent that space is available, the university welcomes community groups and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals. University facilities will not be used as an official site for any event

such as, weddings, official church gatherings, or unsanctioned Bible studies.

**Potential Participation** - Access to and use of university facilities and property of the University of Mobile is restricted to the institution, institutional administration for official functions, normal educational activities, and invited or sponsored guests of the institution except as specifically provided by this policy, or when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated entities or individuals has been granted or approved pursuant to the provisions of this policy.

**Official Scheduling/Calendar** - University facilities are used for many purposes by internal and external groups. For purposes of published information and to avoid conflicts, use of any University facility for all meetings/functions/events, outside of academic classes, by either internal or external groups must be placed on the University calendar. University organizations must also place their off-campus functions/events on the University calendar. The University calendar is maintained by Campus Operations.

**Rental Fee** - The university may request donations or charge for cost sharing contributions in order to defray the estimated cost of facility use. No such fees shall be charged with any impermissible view to profit, and any and all fees are subject to waiver or reduction based on the prospective user's financial need.

## **Filming on Campus by Non-News Entities**

Still or video images of campus features may not be used for commercial or promotional purposes outside of scheduled news coverage without approval from the Office of Marketing & Public Relations. Producers who wish to film on campus must submit in writing detailed information about the proposed project in order for Marketing & Public Relations to make a determination as to the permissibility of the filming.

## **Intellectual Property**

The University of Mobile supports the intellectual property rights of students. Intellectual property created, made, or originated by a student is usually the property of the student except in the following circumstances: 1) the work is created as a specific requirement of employment, 2) the author has voluntarily transferred the copyright, in whole or in part to the institution, or 3) the university has contributed to a "joint work" under the Copyright Act.

## **Intramural Insurance**

All intramural participants are required to provide insurance information prior to competing. Primary health insurance coverage for intramural sports is the sole responsibility of the participant. Notification of insurance changes to intramural staff coordinators is required and failure to keep this information current will result in disqualification of play. Any injury sustained within intramural play must be reported to the Director of University Wellness and

Recreation. Once an injury is sustained and documented a claim form for the injury can be submitted through UM's excess secondary policy. This policy only assists one's primary health insurance; it will not act as the participant's primary insurance policy.

## **Insurance Requirements For Athletes**

Every student-athlete must maintain current primary health insurance in order to participate in athletics. This information is required prior to participation in any practice or game. Insurance documentation must be kept on file with the Head Athletic Trainer. Failure to submit the appropriate documentation may result in a delay in eligibility to play. For more information see the Student-Athlete Handbook.

## **International Student Insurance**

International students that are not participating in intercollegiate athletics must submit proof of insurance at the time of application to the university and must have continual coverage for the duration of each academic year.

The athletics department requires that international student athletes enroll in the mandatory policy offered by the university. International student athletes are billed automatically for required health insurance. The international student athlete's account will be billed at the beginning of each academic period to cover the cost of insurance from August until May of each year. It is the international student's responsibility to understand the benefits and exclusions of their health policy and to comply with all insurance procedures for claims to be paid in accordance with their policy.

## **News Media Policy**

The Office of Marketing & Public Relations (MPR) is the only office on campus permitted to send out news releases and obtain news media coverage on behalf of the university and its administrative and academic units. MPR has access to numerous news media contacts and will work with faculty, staff and students to coordinate publicity or visibility for programs, events or newsworthy issues. Employees, faculty, students, colleges, schools or departments that seek to generate external media publicity/coverage for university-related programs, events or achievements must first contact the Assistant Vice President for University Communications (251.442.2215). Athletics press releases and statements to the news media are coordinated, approved and disseminated by Athletic Communications (251.442.2278).

University of Mobile requires that all news media obtain permission from MPR before arriving on university property to cover a story or conduct an interview. If advance permission has not been obtained from MPR, news media may be required to conduct their interview off campus.

All news media on university property must be accompanied by a MPR staff member or a university employee designated by MPR. News media covering athletic events on university

property must be accompanied by an Athletic Communications staff member or a university employee designated by Athletic Communications.

## **On-Campus Demonstrations and Protests**

Discussion and expression of all views is permitted within the University, subject only to requirements for the maintenance of order. Events conducted on the campus must not:

- disturb or interfere with the regular academic or institutional programs of the University
- interfere with the flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to University buildings; or
- harass or intimidate the person or persons being solicited.

If an individual or group violates the provisions of this policy, the appropriate University official may prohibit the offender from engaging in any solicitation/protest on the University campus. In the case of a repeated violation of these rules, the following sanctions shall apply:

- The Vice President for Student Life may suspend or cancel recognition status of an offending student organization.
- The Vice President for Student Life may suspend the use of any University property, resources or facility by an offender.

## **Plagiarism**

As an academically-rigorous, Christ-centered community, the University of Mobile prides itself on integrity and original work in all academic pursuits. As such, the University has adopted a strict academic integrity policy. Plagiarism is a serious offense in any academic community, and will be treated accordingly.

A student's first offense of plagiarism is handled by the instructor/professor for the course in which the accusation occurs. Disciplinary action may include, but is not limited to, a zero on the assignment in question or a failing grade in the course. The student does have the right to appeal the instructor's decision to the Dean/Chair of the School in which the accusation occurs. A Dean/Chair's decision on whether or not plagiarism has occurred and the corresponding disciplinary action is final.

Upon a student's second or repeated offenses, he/she will be required to stand before the Academic Integrity Council and explain their actions. Any disciplinary action (including, but not limited to, a zero on the assignment, a failing grade in the course, or expulsion from the University) determined by the Academic Integrity Council will be final and may not be appealed.

## **Postings & Publicity**

All advertisements, announcements, and posters must be approved and stamped at the Office of Student Life Desk.

Scheduling and publicity of any campus event open to all students are approved through Student Life. Postings must be placed in properly designated locations (i.e. bulletin boards).

- Postings placed on departmental bulletin boards must be approved by the respective department.
- Postings are not permitted on doors and ceilings, or painted, wooden, marble, or glass surfaces.
- Postings must be removed within twenty-four (24) hours after an advertised event has taken place.
- Posted materials that do not bear the Student Life stamp are subject to removal.
- Only University approved organizations are permitted to advertise events on-campus.
- Failure to adhere to the advertisement, announcement, and poster policy may result in loss of posting privileges.

## **Sexual Stewardship**

The University of Mobile affirms that all of life, including one's sexuality, must be submitted to the authority of Jesus. Therefore, the university affirms the view of sexuality and marriage that is rooted in the creation order of Genesis and affirmed by Jesus and the totality of the Bible. Additionally, the University of Mobile defines gender as one's biological birth sex. This means the University of Mobile affirms that sexual relationships are designed by God to be expressed solely within marriage between husband and wife. The university affirms this biblical view because of the relational, procreative, and societal good that biblical marriage provides.

Sexual relations of any kind outside the confines of marriage are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. Students who enroll at the university do so willingly and understand that they will be encouraged regularly to follow the teachings of Scripture including the biblical teaching related to marriage and family. All students are expected to conduct themselves in such a manner so as to not undermine the teachings or mission of the University regarding these religious views.

The university affirms that every person is created in the image of God and therefore uniquely valuable. Simultaneously, because we live in a fallen world every person experiences alienation from who God created us to be. Some experience this alienation acutely in their sexuality. University of Mobile staff and faculty are committed to loving every student including those struggling with same-sex behavior, same-sex attraction, sexual orientation, and/or gender identity. This means university staff and faculty will attempt to create an environment where students struggling with these issues feel both safe and cared for. In addition to care and acceptance university staff and faculty will provide accountability and seek ways to communicate truth graciously as modeled by Jesus. The answer for personal alienation is the peace of Christ.

Sexual purity is an essential element of our walk with God. The University of Mobile promotes a

lifestyle and campus culture that values sexual purity and the Christian sexual ethic. Student behavior that is inconsistent with University's sexual purity standards and lifestyle are prohibited, even when between consenting adults, as this behavior undermines the religious teachings and mission of the University of Mobile. In regards to behavior, all students are responsible for their actions, sexual and otherwise. At the University of Mobile, staff and faculty are committed to helping students develop toward Christ-like maturity in their daily practices. With this said, sexual behavior contrary to University of Mobile's community standards will be addressed through a disciplinary process in a redemptive manner.

## **Solicitation and Operating a Business**

The University reserves the right to deny permission to students to operate a business, to sell any kind of merchandise, solicit subscriptions or engage in any kind of commercial activity on the University campus. Permission will not be given to businesses that compete with campus vendors; use the University computer network, servers, computers, bandwidth, etc.; take up large amounts of University facility space; or use University resources.

## **Student Complaints**

The University of Mobile strives to promptly respond to student complaints, especially written ones. To address and resolve typical complaints as quickly as possible, students should:

1. Contact the office responsible for overseeing the immediate area causing the concern and express your concern or complaint with the supervisor for that office. The student with a concern or potential appeal should first discuss the issue(s) with the professor or staff member. If the issue is unresolved, the student may appeal to the Dean of the College or School or director/supervisor of the staff member. If the matter is still unresolved, the student may then appeal to the Vice President of the specific area. If the matter cannot be resolved, the student may request a final appeal with the President of the University.
2. Students who are unsure of which Vice President to contact, should complete a student complaint form (found at MyUM under documents.) This form can be turned in to the Student Information Desk in the Office of Student Life. Any faculty or staff member can also submit a form on behalf of a student. The Vice President for Student Life will then direct the complaint to the appropriate Vice President for an investigation and response. Students can expect a response time of five business days or less. If a response cannot be made within that time frame the student will be notified by the Vice President (or designee).
3. If students are uncertain to whom or where to address their written complaints, they should contact the Vice President for Student Life 251.442.2222. The student and Vice President for Student Life (or designee) will schedule a meeting to discuss the complaint if the student desires. The Vice President for Student Life (or designee) will help the student in resolving the complaint. If unable to address the complaint, the Vice President for Student Life (or designee) will assist the student in directing the complaint to the appropriate University official or office.

Students with complaints involving the following issues are advised to contact:

- Accessibility for those with disabilities, ADA Coordinator, Adams Building, 251.442.2284
- Academics, Vice President for Academic Affairs, Weaver Hall, 251.442.2218
- Alabama Private School Licensure Division of the Alabama Department of Postsecondary Education, please consult: <https://sheeo.org/about/contact/>
- Athletics Director, 251.442.2278
- Dining Services, Director of Dining Services, 251.442.2261
- Discrimination Complaints, Dean of Students 251.442.2225
- Residential Facilities, Dean of Students, 251.442.2225
- Residential Staff, Dean of Students, 251.442.2225
- Facilities, Vice President for Business Development, 251.442.2245
- Financial Aid, Associate Vice President for Financial Aid, 251.442.2370
- Fees/Bills, Business Office, 251.442.2213
- Parking Citation Appeals - <https://www.permitsales.net/UofMobile/violations>
- Sexual Harassment, Title IX Coordinator, 251.442.2586
- Student Conduct Code Violation Appeal, Dean of Students, 251.442.2225
- Wireless Internet Service in the Residence Halls, Dean of Students, 251.442.2225

## Student-Athlete Complaints

1. The following procedures have been established to help guide a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner:

The student-athlete should meet with the staff member with whom he/she has a grievance. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director's office will then set up an appointment between the student-athlete and the AD. After the first meeting between the student-athlete and the AD, a second meeting may be called to include the person against whom the grievance has been filed.

If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Dean of Students. The Dean of Students will contact the student if a response to the student-athlete will take longer than five (5) working days and may subsequently call for a meeting between any or all of the aforementioned parties.

If the grievance is still not resolved to the satisfaction of the student athlete, he/she may submit a written appeal to the President.

2. Students who wish to file a complaint with the Southern Association of Colleges and Schools Commission on Colleges should complete the Commission Complaint Form and send two print copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097. (To access the

Commission complaint policy, procedures, and the Complaint Form, please see Complaint Procedures against the Commission or its Accredited Institutions (<http://sacscoc.org/pdf/081705/complaintpolicy.pdf>). Please read the document carefully before submitting a complaint. Note that the complaint policy only addresses significant, documented, alleged non-compliance with the SACSCOC accreditation standards policies or procedures. Complainants are expected to have attempted to resolve the issue through the institution complaint processes before filing a complaint with SACSCOC. The SACSCOC complaint process is not intended to be used to involve the Commission in disputes between individuals and member institutions or to cause the Commission to interpose itself as a reviewing authority in individual matters; nor does the policy allow the Commission to seek redress on an individual's behalf. The primary purpose of the SACSCOC complaint procedure is to acquire valuable information regarding an accredited institution's possible non-compliance with accreditation standards, policies and procedures rather than to resolve individual disputes. Complaints must be tied to specific standard numbers from The Principles of Accreditation: Foundations for Quality Enhancement.

## **Student Classroom Behavioral Expectations**

Students and faculty each have a responsibility in maintaining an appropriate learning environment. Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Examples of distracting behavior, include but are not limited to: uninvited casual talk among students, use of cell phones or other electronics, sleeping, or inappropriate behavior toward fellow students or faculty. Examples of disruptive behavior, including but not limited to: a false report of an explosive or incendiary device, which constitutes a threat or bomb scare; verbal, written, or physical abuse (or threats of physical abuse) to any member of the University community.

Should a professor determine that a student's conduct is distracting or disruptive, the professor may impose the student's immediate removal from the classroom until it can be determined by the faculty member that the student can conduct him/herself in an appropriate manner. Behaviors which may have been influenced by a student's mental state or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions. Students who fail to cooperate or adhere to behavioral standards, as set forth in the course syllabus, may be subject to sanctions imposed by the University student judicial process. Professors may refer students for disciplinary action.

Faculty members have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

## **Supervision and Control of University Related Extracurricular Activities & Campus Organizations**

The University reserves the right to exercise supervision and control of University sanctioned

organizations and/or extracurricular activities and events conducted on or off campus if the activity is planned under the auspices of a University administrative office or academic department and/or if University funds, including student activity fee money, are used to support any aspect of the program.

Faculty, staff, and students will be expected to abide by University philosophy, policies, regulations, and the spirit of the student conduct code. The fact that an activity is held off campus does not negate applicable policies and procedures.

## **Technology**

The University maintains comprehensive policies and guidelines regarding the appropriate use of technology by students which includes but is not limited to web content filtering and tracking, copyright infringement, firewall protection, traffic optimization practices, user usage limitation, etc. These policies are available on MyUM and students are expected to abide by these expectations. Violations are subject to disciplinary sanction.

## **Chapel Requirements**

In keeping with the stated mission of the institution, the purpose of chapel is to offer students well-planned programs providing for Christian growth and maturation. The official name has been changed to Colloquium and is required for all enrolled students. Chapel requirements are based on student classification.

1. Students entering as freshmen (0-29 hrs.) complete 4 semesters.
2. Students entering as sophomores (30-59 hrs.) complete 3 semesters.
3. Students entering as juniors or seniors (60 or more hrs.) complete 1 semester.
4. Students who transfer to the University of Mobile from an institution that requires chapel may transfer credit from that institution. The amount of credit will be determined by the registrar.
5. Graduate and Post-Traditional students are exempt from Chapel.

Chapel services are conducted during the dedicated hour on Wednesday at 11:00 a.m. in Ram Hall. Although there is no charge for chapel, students receive a satisfactory/unsatisfactory grade recorded on the transcript. Students must register for Colloquium (and there is a max of 500 seats) in order to receive the required credit. Students are expected to attend all chapel services; if more than 4 chapel sessions (of the 12 offered each semester) are missed, no credit is awarded. The student ID card must be swiped upon entering each Chapel service for record of attendance. Required chapel attendance must be completed in order for a student to receive their diploma, and obtain a transcript with posted degree. Chapel will be recorded on the transcript as Colloquium.

For more information regarding Chapel please contact Campus Ministries in the Student Life Office 251-442-2225

## **University Photography**

University of Mobile reserves the right to photograph members of the university community including, but not limited to, its students, faculty and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in University of Mobile publications, video, websites, the news media, social media or other recruitment or promotional materials. Anyone wishing to be excluded from university photography must notify the Vice President for Marketing & Public Relations in writing with an accompanying photograph.

## **University Sponsored Student Travel**

The opportunity to represent the University of Mobile throughout the state, nation, and world is one of the many benefits of being a recognized student organization. The University has established a travel registration process to promote the health and welfare of students. The student travel procedures apply to student travel sponsored by an academic department, university unit, or student organization. Specifically, these procedures are required when the intended travel is to an activity or event located 25 miles or more away from the University and any of the following circumstances apply:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a college, department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

Having access to current information is an essential factor in the University's ability to respond effectively to a critical incident involving University of Mobile students. In an effort to ensure individuals responsible for providing assistance during student trips have the information needed, student organizations are responsible for completing the following steps prior to travel:

- Complete and submit a travel roster at least 48 hours before your group departs to the Vice President for Student Life (or designee). Information submitted on this roster should include the names, student ID numbers, and emergency contact information of all participants traveling with the organization. This information will be used by University staff members to assist student participants in case of an emergency: It is imperative to maintain a correct and up-to-date list of participants and travel plans.
- Facilities shall be approved by the trip sponsor as the official overnight facility, and all members and guests will stay in that facility except with the permission of the attending faculty/staff adviser. The name of this facility and an emergency telephone number will be listed on the travel roster.
- Ensure that each traveling participant sign an Assumption of Risk form acknowledging they understand and accept the risks associated with travel activity.
- For international travel, consult the Office for Global Engagement for information about the steps that need to be completed prior to departure, including travel notification and training.

## **Weapons Policy**

The University of Mobile has taken every effort to create a safe environment for students, employees, and visitors by providing trained armed officers, access control systems, surveillance cameras, and appropriate signage on campus around the clock. The introduction of uncontrolled weapons into the community disrupts the educational environment and will be considered a serious threat.

The possession or use of any weapon on university property or at a university event is prohibited. “Weapons” include, but are not limited to, firearms, BB guns, paintball guns, replica firearms, dismantled/unassembled firearms, tazers, stun guns, dangerous chemicals, any type of explosive or ammunition, edged weapons such as swords, knives, axes, hatchets, or any improvised weapons or weapons of opportunity.

Possession of a valid concealed carry permit is not an exemption from this rule. Display or sentimental weapons are not exempt from this rule and should not be brought on campus. The Department of Public Safety at the University of Mobile will not store weapons for students, faculty, staff, or visitors.

Any weapon found in or on university property will be confiscated by a Department of Public Safety officer and secured for the safety of campus pending a disciplinary review. Local law enforcement may be involved depending on the circumstances. If a weapon is confiscated and the University Disciplinary Committee permits it to be returned to the owner, it will be done at the end of the semester upon the owner’s exit from campus.

Explosives, ammunition, and edged weapons will not be returned if confiscated, regardless of disciplinary actions or possession of a concealed carry permit.

There are two (2) exceptions: (1) Personal pepper spray, not exceeding 2 oz. in size is permitted, so long as the owner operates it in a manner for extreme defense only. However, carelessness or malicious behavior with pepper spray will result in the pepper spray being confiscated and disciplinary review.

(2) Only those students who currently serve as law enforcement personnel and who are required to possess a firearm are permitted to possess a firearm. Any currently sworn law enforcement officer wishing to carry a weapon on campus in performance of their duty shall present appropriate credentials and inform the Department of Public Safety upon entering the campus.

## **Residential Life Policies**

The Residential Life program at the University of Mobile provides a supportive environment and opportunities for every student to live, learn, grow, and develop in all areas. A student residing in campus housing as part of a living-learning community promotes personal and academic development and enhances student success. Priority for placement in on-campus housing is given

to students enrolled in the traditional undergraduate program.

## **Enrollment Requirements**

Undergraduate residents of university housing must be enrolled in a minimum of 12 semester hours. Students who enroll for less than the required number of semester hours must submit a written request for exception to the Dean of Students.

## **On-Campus Housing Requirement**

All undergraduate, unmarried students without children, (with the exception of those who live locally at the permanent address of their parents or legal guardian, are over 21 years of age, or have completed 90 hours by the beginning of the Fall academic period) are required to maintain residence in University of Mobile campus housing. Locally is defined as Mobile and Baldwin County Alabama as well as George and Jackson County Mississippi. Students found to be living off campus that do not meet the proper criteria may be subject to disciplinary action and held financially responsible for housing charges for each semester they are in violation of the housing requirement.

Living on-campus is an integral part of the educational process. As part of the university commitment to this total educational concept, students receiving more than 50% in institutional aid must live on-campus unless living locally at the permanent address of their parents or legal guardian. In keeping with the mission of the university to graduate students who are prepared academically, developing spiritually, and responsible socially, this policy provides students the opportunity to fully interact with others from a variety of backgrounds and geographical locations. Students who live on-campus tend to become more involved in campus activities, academic clubs and social organizations. Students may petition for exemption to this policy by contacting the Dean of Students and completing a Housing Exemption Appeal Form before they complete the housing reservation form.

All students living on-campus are expected to abide by the rules and regulations set forth by the University of Mobile, and to respect and cooperate fully with all Student Life and Residential staff as well as Residential Assistants. Students are responsible for reading and following the Residential Life policies, procedures and regulations listed below. Failure to become familiar with residential housing policies does not excuse a student from the regulations described in the handbook or catalog nor any penalty resulting from violation of the regulations of the handbook, the catalog, and other student publications that are subject to modification at any time.

All newly admitted students living on-campus must provide acceptable proof of tuberculosis screening before moving on-campus. This documentation should be provided to the enrollment office during the registration process. The screening results must be within the past 6 months. Student can download the form at: <https://www.umobile.edu/myum>

## **Office Location**

The Residential Life Office is located on the second floor of Bedsole Library. The office is open Monday-Friday, 8:00a.m. - 5:00p.m., and the phone number is 251.442.2269. Residential Life staff are available to address policy violations, questions or problems for campus residents. Residential Life staff are on call 24 hours a day at 251.442.2990 and should be contacted **in case of an emergency**.

## **Housing Staff**

Each residence hall has at least one Residential Area Coordinator or Housing Graduate Assistant living in each hall. The Residential Area Coordinator is a full-time, 12-month, live-in professional staff member of the Office of Student Life at the University of Mobile. Residential Area Coordinators supervise Housing Graduate Assistants, Resident Assistants, Work Studies, and other Student Life Student Leaders. These individuals are available to address policy violations, questions or problems for campus residents. They are on call 24 hours a day and should be contacted in case of emergency. The Residential Area Coordinator, Housing Graduate Assistant, or Resident Assistant should also be notified of any maintenance request. All final decisions regarding housing are made by the Dean of Students

## **Application Process**

The Housing Application is located in the UM Residential Life Portal. A student can access the [UM Residential Life Portal](#) to complete their housing application. Applications provide necessary information on each student including housing and roommate preferences. Applications must be completed prior to housing placement.

## **Down Payment & Registration Information**

To ensure equal opportunity for rooms in on-campus housing, a student is not able to reserve rooms until they have registered for classes for the upcoming academic period, completed their Housing Application, and paid their housing down payment. For more information, contact the Residential Life Office at 251.442.2269.

## **Priority for Room Selection**

Priority for room selection is granted to returning students based on their classification (i.e. senior, junior, etc.) as determined by total earned credit hours. The housing selection process will take place in conjunction with the class registration process. Students must have completed the housing application, paid their housing down payment, and registered for classes for the upcoming academic term in order to participate in room selection.

## **Overflow Housing**

In cases of over occupancy, there will be a waiting list created for students requesting housing. When a space becomes available, the first student on the waiting list will fill the space.

## **Private Room Requests**

Private room requests for Arendall, Bedsole, Ingram, Avery Woods, Samford and Faulkner are granted as space is available. Students may request a private room on their housing application. However, private room placement is not finalized until August after all students move in. Priority for private room requests will be granted to returning students based on their classification (senior, junior, etc.) as determined by total earned credit hours up until August 1<sup>st</sup> of each Fall semester and January 1<sup>st</sup> of each Spring semester. A student's private room request will be considered based on availability in the residence hall they listed as their first preference. If the request cannot be granted in the students first residence hall preference, Residential Life Staff will contact the student regarding their second preference.

Students granted a private room will be charged a \$900 private room fee in addition to their residence hall room charge. This charge will not be added to the student's account until their private room request is finalized. Finally, a private room can be revoked at any time because of occupancy needs. In the case of a private room being revoked, you would receive a full refund of the \$875 private room fee and would be contacted by Residential Life staff via your Ramsmail e-mail account as soon as possible. See room consolidation policy for further details regarding private room requests.

## **Summer Housing**

The University provides limited housing during the summer terms. If a student wishes to live on-campus during the summer, he or she must complete a Summer Housing Application on the Residential Life Portal at least four weeks prior to the last day of class for the Spring semester of that year. Priority for summer housing is given to those students who are enrolled in classes.

Note that there is no interim housing period. Students who are living on-campus during the spring and summer term(s) will be required to vacate his or her housing area by noon on the posted move out date. This will provide time for cleaning and maintenance.

## **Married Housing**

The University of Mobile does not offer married housing for its students. All residential housing is single gender occupancy. The university defines gender as one's biological birth sex. (See Sexual Stewardship section for more details).

## **Residential Life Policies and Procedures**

**ABANDONED PROPERTY** - Items left in a room by a vacating resident are removed at the resident's expense. Any items left in a room become property of the University.

**ADVERTISING/SOLICITING** - Soliciting in residence halls and/or parking lots is restricted to protect residents from unwanted disturbances. Residents should report all solicitors to a Student Life staff member. Campus organizations, departments, or individuals desiring to post notices or sell items in the residence halls or housing areas must receive approval from the appropriate Student Life staff. All unapproved postings will be removed.

**APPLIANCES** - Electrical items must have an Underwriters Laboratory, Incorporated (U.L.) approval rating on the unit or cord. Because of the amount of electricity required to operate hot plates, toasters, halogen lamps, space heaters, and deep fryers and because of the dangers of fire created by their improper use, the items listed above are not allowed.

**CANDLES AND OPEN FLAMES** - Candles are a fire hazard and are strictly prohibited in student residential areas. If a candle is found in a student's living area, the candle will be confiscated, and the student will receive a written warning. An additional offense will result in a \$50.00 fine.

**CHARGES FOR DAMAGES & FINES** - These charges reflect the cost of repairs, replacement and/or fines. These figures are only approximate; special circumstances may require additional charges. All hall charges will be divided among the residents of a room or housing area if responsibility for damage cannot be conclusive. For more specific information, residents should contact their Student Life staff.

***CLEANING CHARGES***

- Failure to clean room (before checkout) \$150.00
- Failure to clear space for a new roommate \$75.00
- Failure to remove all belongings when vacating a room \$200.00
- Removal of graffiti \$100.00 (minimum)
- Removal of contact paper, stickers, adhesive or double stick tape \$75.00
- Removal of cinderblocks (each) \$50.00

***REPAIR CHARGES***

- Patch holes in wall and touch up paint (per square foot) \$100 MINIMUM
- Repaint wall \$150.00
- Repaint room \$600.00
- Repaint door \$100.00
- Replace broken windows (subject to window)

***UNIVERSITY REPLACEMENT COST***

- Key \$75.00
- UM ID \$20.00
- Smoke detectors \$50.00
- Exit/ Emergency lights \$250.00
- Replace ceiling tile (each) \$25.00
- Replace shower curtain \$25.00
- Fire extinguisher \$250.00

Replace mattress \$175.00 Timbers \$300.00  
Replace carpet \$250.00  
Replace doors \$100.00 to \$750 (subject to door)  
Broken Furniture – dependent on replacement cost

***FINES***

Security unlocking residence hall door (each time after first offense) \$25.00  
Improper check in or checkout \$200.00  
Intentionally setting off the fire alarms \$250.00 minimum  
Setting off Fire sprinklers in Samford and Faulkner Halls 500.00 minimum  
Failure to evacuate building during fire alarm \$100.00  
Failure to return furnishings to move in set up \$50.00  
Pet and Animal Policy Violation \$100 per day  
Failure to move-out by designated move-out time \$50 per hour

***PAYMENT OF FINES*** - Fines will be placed on the resident's account in the business office. All fines must be paid before a student is permitted to receive their grades, register for the next academic period or term, receive a degree, or receive a transcript.

***APPEAL OF FINES*** - Appeals of fines must be made in writing to the Dean of Students. The appeal in writing will be sent to the housing fines appeals committee. Committee decisions are final.

***DAMAGING, DESTROYING, OR DEFACING PROPERTY*** - Residents are individually liable for any loss or damage to assigned rooms and furnishings, regardless as to whether the damage is intentional or accidental. Unapproved room alterations and damage to furniture, buildings, or other University property are charged to the student(s) responsible at a cost determined by the University. Residents are held responsible for the condition of the common/public areas such as hallways and lobbies. Any person(s) causing damage will be fined and is subject to disciplinary action. When no one is willing to accept responsibility, all residents of a room, floor, cottage, house, modular unit or building will share in the cost of repairs or replacement.

***ENTRANCE/EXIT DOORS*** - In an effort to provide a secure environment in the residence halls, residents should enter and exit only through the lobby doors. All side doors are provided for exit during an emergency only. Propping exterior doors open compromises the security and safety of all residents. This type of behavior is reason for disciplinary action, including suspension or expulsion from the University. Emergency exits should be used only in the event of a fire or other emergency. Unauthorized entry into restricted areas such as custodial closets, mechanical rooms, offices and roofs is prohibited.

***ENTRY, SEARCH & SEIZURE*** - The University reserves the right to enter a student's room for the purpose of maintenance, repairs, inspections, health, safety, and/or fire reasons. A student requesting work done to his or her room grants the right of entry to the necessary personnel. Additionally, designated University officials may enter a student's room when there is reason to believe violation of University policy is taking place, as well as for reasons of search and seizure of illegal possessions within or outside the student's room or on their person. The University

recognizes that an unannounced inspection is an intrusive action. However, the University reserves the right to conduct an inspection on campus at any time. This search includes the right to search personal property and/or vehicles on campus. The University staff seeks not to be arbitrary in performing a search; it is typically triggered out of concern or suspicion about the behavior choices of an individual or group. The University recognizes a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion or when there is reasonable indication that a student is in violation of school or policy regulations. An inspection (not including biweekly room check) typically is performed by at least two university staff members after receiving prior approval from an executive member of university administration. If the student is not present at the time of the search, they are to receive notice no more than 24 hours after the search is completed and a written list of any materials removed from the room or living area.

***FURNITURE AND EQUIPMENT*** - University furnishings in residence hall rooms and living areas may not be dismantled, modified, removed or stored. In common and public areas, furnishings are for the use of all areas and must remain in the designated room, area, lounge, or space. Residents are responsible for repair and replacement not associated with normal wear and tear. Students who remove or relocate furnishings without permission from Residential Life are subject to disciplinary action including, but not limited to, fines and/or assessment of replacement charges. Each student is responsible for the furniture in his or her assigned room and no furniture is to be removed into or out of its assigned area except by permission of the Residential Area Coordinator. An inventory of each room is made prior to its occupancy. If furniture is found to have been moved without proper permission, the student responsible will be charged accordingly. No pianos, organs or devices whose volume cannot be properly controlled for harmonious residential living will be permitted in the housing units.

***GUESTS*** - Residents may have overnight guests of the same sex only after the guests have received approval from and registered with the Residential Life Staff. The hosting resident must complete a Guest Registration Form for his or her guest and submit it by 4:00 p.m. Weekend guest forms must be turned in by 4:00 p.m. on Thursday. A guest may not stay longer than two consecutive nights and may not stay more than four nights within a semester. On campus residents who have overnight guests without proper approval will be subject to disciplinary action, and the guest may be required to leave campus if their behavior is inappropriate. The guest must observe the same hours and rules as their host. The university reserves the right to deny permission for overnight guests at any time at its discretion.

***HOLIDAY HOUSING AND MEAL SERVICE*** - All housing areas will close for Christmas break. The cafeteria will have limited hours during school breaks and will not remain open during dorm closures.

***HOUSING KEYS*** - Keys are issued upon check-in to campus housing. The student is responsible for the security of the keys and room at all times. The key must be returned to your respective Residential Area Coordinator or Resident Assistant upon moving out. Failure to return key(s) will result in a lost key fine. Also, all grades and transcripts will not be released until the fee is paid. Keys returned by mail or after check-out will qualify for a refund of lost key fine.

**LAUNDRY FACILITIES** - Washers and dryers are located in all of the residence halls and in a laundry room in each of the other housing areas. Machines are provided free of charge and may be used by on-campus residents only. Any malfunction of the machines should be reported to the Residential Area Coordinator or Mac Gray. The following guidelines have been set for laundry facility use:

- The machines may be used only by on campus residents.
- A fine of \$50.00 will result if any resident is found using the laundry facilities for any person's laundry other than his or her own.
- Residents should be responsible when doing laundry.
- Please finish laundry as quickly as possible.
- Any laundry left in the laundry room over 48 hours, wet or dry, will be collected by the Residential Area Coordinator or Resident Assistant. Students may retrieve his or her clothes from the Residential Area Coordinator by paying a fine of \$25.00.
- DO NOT remove other residents' clothes from the dryer that are not completely dry. If clothes are dry, then place them neatly on top of the dryer.
- DO NOT place other residents' wet clothes in the dryer. If a washer has completed its cycle, simply remove the wet clothes and allow the owner to complete his or her own laundry.
- DO NOT change the setting on the dryer to make someone else's clothes dry faster.
- Residence Hall staff is NOT responsible for molded, mildewed, or stained clothes.

**LOBBIES IN RESIDENCE HALLS** - Each of the residence halls has a lobby located on the first floor that is available to residents for studying and socializing. The following guidelines have been established for the lobbies:

- Please limit rearranging furniture. If you do move furniture, return it to its original place.
- Do not lie on the couches or floor together.
- No kissing in the lobby.
- No wrestling in the lobby.
- Be respectful and responsible.
- No loud or excessive screaming or noises, this includes playing musical instruments and radios.
- Remember that all students share the lobby, so be respectful of others. In Arendall, Bedsole, Ingram, Samford & Faulkner Halls and The Timbers the lobbies are open during visitation times. During non-visitation days, lobbies are closed. During various holidays and breaks, the lobbies in the residence halls will be closed. These closings will be posted on the lobby doors in each residence hall. If the lobby is closed, no visitors are allowed inside the building.

**LOCK OUTS** - Residents who are locked out of an assigned room or living area should contact the Residential Life Staff member working at the desk in lobbies of the Residence Halls. If it is during a time the lobby is closed and Residential Life Staff are not working, contact Campus Security at 251.510.4273. If a student makes multiple calls after hours to unlock a door that student may be fined \$25.00 per lockout.

**LOST KEYS** - If a room key or UM ID card is lost, it must be reported immediately to the Residential Area Coordinator or Resident Assistant. The charge for a new ID card is \$20.00. Residents will be charged a lost key fine. Any key bent, cracked, broken or damaged beyond use by misuse or negligence will be treated as a lost key. If a key is found and turned in to the Residential Life Office the student will be notified and given 48 hours to claim the key. Failure to claim the key within 48 hours will result in a charge to the student's account for a replacement key or lock change. Loaning a room key or access card to another person is prohibited. The student responsible for loaning a key or card will be subject to disciplinary action. In order to ensure safety to residents, there may be times throughout the year when your Residential Area Coordinator or Resident Assistant will ask to see your key(s) and/or UM ID card to verify that you have them. Any student who is unable to produce his or her key(s) and/or UM ID card will be subject to lost key(s) and/or UM ID card charges as stated above.

**MAINTENANCE** - In the event that repair to a room or its furnishings is necessary, the student should promptly report the situation to the Resident Assistant or Residential Area Coordinator. Under no circumstances should the student attempt to make repairs to University property or furnishings. Emergencies should be reported immediately. All other maintenance requests should be reported between 8:00 a.m. and 4:00 p.m.

**MANDATORY MEETINGS** - Throughout the Fall and Spring academic periods, it may be necessary to call mandatory housing or hall meetings. Failure to attend one these meetings will result in a \$25.00 fine. If there are special circumstances that prevent a student from attending, he or she should contact his or her Residential Area Coordinator or Resident Assistant 24 hours in advance of the meeting.

**MOVE OUT PROCEDURES** - Each student who moves into University of Mobile on campus housing is expected to pay room and board for the entire semester. Students who withdraw, are dismissed, suspended, or voluntarily move from the residence hall are required to complete the checkout procedures in cooperation with the Residential Area Coordinator. All residential students are required to arrange a checkout time with his or her Resident Assistant or Residential Area Coordinator at the end of the semester. Any student who departs without first obtaining permission/clearance from Residential Life is subject to all applicable fines including room cleaning fines. A charge of \$50.00 per hour will be assessed to students who do not vacate their room by the official checkout date and time unless the student has received written permission from the Dean of Students. Room keys must be turned in and inspections made of the condition of the room at the time it is vacated. Additional charges for damages or defacement of University property can be made against the student. The University is not responsible for any personal articles left in on campus housing after checkout for the academic period or left during holiday breaks.

\*Students are encouraged to make sure personal belongings are covered by their parent's homeowners' policy or a renter's insurance policy. See Operation Identification resource above.

**PARKING** - Parking is provided at each residential area for residents of those particular areas. For a detailed map of what is appropriate parking or your particular housing area, please consult the Office of Campus Operations. They may be reached at 251-442-2245. Red curbs in the

residential areas are reserved for REZ Life staff 24 hours a day.

**PERSONAL PROPERTY** - The University does not accept responsibility for any loss of valuables due to vandalism, facility damage incidents, theft or burglary. Personal items of value such as stereos, computers, televisions, etc., should be properly insured by the student. It is also the responsibility of each student to lock his or her room whenever unattended. Students are advised to consult with their parents regarding their homeowners' insurance policy, coverage and limits. The loss or theft of personal property should be reported immediately to the Security Office at 251.510.4273. Lost and found items are retained at the Switchboard/Mailroom.

To aid in the possible recovery of items in the event of theft or burglary students are encouraged to take part in Operation Identification. Operation Identification is a nation-wide program designed to discourage theft of valuables from your residence. The identifying serial numbers enable the police to contact and return stolen merchandise to the rightful owner. Operation Identification has dramatically reduced crime in communities where the majority of residents have joined the program. Operation Identification does not prevent theft (that is up to all of us); it only reduces the profit of crime, because burglars steal valuables for resale. If you mark all items with permanent identification numbers (using an engraver or permanent marker), the burglar will be unable to sell them through legitimate means. If a criminal knows all valuables in your residence are marked, he will look for an easier and more profitable victim. Completing the form and recording the make, model, and serial numbers of your valuables will assist with completing police reports and aid in returning them to the rightful owner. Fill out your Operation Identification form here: <https://umobile.edu/office-directory/security/>

**PERSONAL SECURITY CAMERAS** – The University of Mobile Department of Public Safety utilizes video security as a public safety, emergency response and crime prevention tool. Information obtained from the video security system is used primarily for law enforcement and investigative purposes. The University of Mobile does not permit the use of personal security cameras (e.g. Canary, Nest, etc.) by students on campus.

**PETS AND ANIMALS** - Pets are not allowed inside any building on the University of Mobile campus. This includes mammals, birds, fish, reptiles and amphibians. Feeding and temporarily keeping animals in or around living areas is also prohibited as this poses a potential health and safety hazard. For further information see the University's Assistance Animal Policy. Students found in violation of the Residential Life Pet and Animal policy may be charged \$100 per day they are in violation.

**PHONE, CABLE & WIRELESS INTERNET ACCESS** - The cable service is provided through College Cable Services, and the cost is included in room and board charges. If a student experiences problems with his or her cable service, as student can report the issue to their Residential Assistant or by emailing [housing@umobile.edu](mailto:housing@umobile.edu). Wireless internet access in the residential buildings is also included in room and board charges. Problems with wireless internet should be reported by submitting a helpdesk ticket at [helpdesk.umobile.edu](https://helpdesk.umobile.edu)

**ROOM CHECKS** - Each student living on campus is responsible for the cleanliness of his or her room. Students who share suites also share the responsibility of keeping the common areas

(bathrooms, living rooms, etc.) clean and neat and in a presentable condition at all times. Room checks are made every other week by Resident Assistants. During room checks, special attention will be given to the general appearance of the bedroom (clothing is stored out of view, floors are clean, trash is properly disposed, etc.), the general condition of the bathroom, shower and other common areas, and the aesthetic condition of their rooms and furnishings, as well as the complete Facility. Students who fail to address cleanliness within 24hrs of notification by Resident Assistants and/or Residential Life Staff will be charged \$25 per day.

Health inspections will be conducted once per semester to ensure that residents' rooms are kept at a healthy standard. Rooms will be checked for mold, mildew, trash taken out, dirty dishes, and overall appearance. The Dean of Students and other University staff may inspect the rooms periodically for cleanliness, damages, alleged policy violations and security purposes. These inspections may occur whether or not the occupants are present. Students are advised to keep food in sealed containers and to place food scraps or used food containers in outside trash containers. Obscene or suggestive pictures or paintings and alcoholic beverage publicity or containers are prohibited in the residence halls and throughout the University, as these are contrary to the philosophy of the University. Dartboards are prohibited in the housing area. Students should not use nails, paste, permanent supports or paint, etc. on walls, ceilings, floors, or furnishings. Charges will be assessed for such damages.

**ROOM CONSOLIDATION POLICY** - If a student is left without a roommate for any reason within the first 5 weeks of any academic period, the student may be required to consolidate rooms unless he or she agrees to pay the private room fee (additional \$875.00). This policy ensures that all persons having the privilege of a private room are treated equitably. Being required to consolidate means that the student will either have to select a new roommate or will have to move to another room. Students will be given the option to choose their own roommate and decide who is going to move.

Residential Life Staff are available to help with consolidation by providing names of persons who need roommates. If a student fails to make their own arrangement or fails to request that the University reassign them, the University reserves the right to assess the private room fee, to reassign the student to another room, or to assign the student a new roommate. After 5 weeks of classes, students who are left without a roommate are exempt from consolidation and the private room fee unless unusual circumstances warrant consolidation.

\*\*Note: All rooms must remain furnished for double occupancy. This means one side must always remain open to welcome an assigned student at any time.

**ROOM INVENTORY/DAMAGES FORM** - Upon move in each on-campus resident will be given the chance to fill out a room inventory form on which to record the current condition of their room. Be very thorough and careful in inspecting the room windows, furniture, walls, ceiling, floors, doors, etc. Record on this form anything that is wrong/damaged. If throughout the academic period damages occur beyond normal wear and tear, the student will be assessed the cost of restoring the room to the original condition. Charges for damage to hallways and/or lobbies will be divided between all residents if responsible party cannot be identified. Final charges are assessed after the room inspection during checkout is conducted by the Resident Assistant for your housing area.

**ROOMMATE, SUITEMATE REQUESTS & ASSIGNMENTS** - Students are able to make requests for roommate and suitemates through the roommate selection process in the UM Residential Life Portal. Students are able to participate in room selection to select their room in the UM Residential Life Portal. The Residential Life Office will do its best to honor as many requests as possible; however, due to the volume of requests received, it is inevitable that some room or roommate/suitemate requests may not be able to be granted.

**ROOM & ROOMMATE CHANGES** - Students must remain in their assigned room each semester. A room change period will be available at the end of each Fall semester. If a resident wishes to change rooms, he or she must contact and receive permission from the Residential Life Staff before making any changes. Any room changes that occur without the approval of the Residential Life Staff will lead to a \$50.00 fine and a return to your original room or payment of a \$250 fine and stay in a new room. The student who requests a room change will be required to move if a room change is granted to the student. No room changes will take place during finals.

**QUIET HOURS** - Quiet Hours are from 11pm to 7am daily. Residents should practice courtesy 24 hours a day and maintain reasonable noise levels at all times. This includes keeping noise to a minimum while moving throughout the halls and stairwells so as not to disturb others. Quiet hours are observed to enable students to study or sleep without interruption and unnecessary noise. Students who operate radios, televisions or other devices during these hours must regulate the volume and close their door to avoid interfering with the rest and study of others. If a resident feels that his or her primary rights to sleep or study in a residence hall or housing area are being violated, he or she should follow these guidelines:

- Speak to the person causing the noise and courteously request the behavior be modified.
- If the request does not produce satisfactory results, contact your Resident Assistant or other
- REZ Life Staff member for assistance.
- Quiet hours are observed 24 hours a day during finals. Beginning and ending dates will be posted on each of the halls.

**VISITATION** - Visitors of the opposite sex are permitted in the rooms of residents only during visitation hours. Visitors of the opposite sex are permitted in the living rooms of Avery Woods and The Timbers only during visitation hours (The tile and doorway is included as part of the living room).

***THE FOLLOWING GUIDELINES HAVE BEEN SET FOR VISITATION IN RESIDENCE HALLS:***

- Guests are to sign in at the Lobby desk and leave some form of identification with the Resident Assistant.
- Room doors must remain fully open and rooms must be well lit.
- At NO TIME is there to be any lying on the floor, on couches, or in bed together.
- When a guest leaves, he/she must sign out at the work-study desk, and he/she may retrieve his/her identification.
- Guests must use designated lobby bathrooms only.
- A roommate's privacy, plans, needs for rest and quiet must be considered anytime a

resident makes plans to bring a guest to his/her room.

- Guests are expected to conform to all regulations of the University and are subject to all University policies and rules. If guests do not comply with University policies, they may be asked by the University staff to leave.

***THE FOLLOWING GUIDELINES HAVE BEEN SET FOR VISITATION IN AVERY WOODS:***

- Interior blinds must remain open during visitation times.
- Visitors of the opposite sex are not to be in the bedrooms. They must remain visible in the living room or kitchen area.
- At NO TIME is there to be any lying on the floor, on couches, or in bed together.
- Guests are not permitted in the Avery Woods bathrooms.
- A roommate's privacy, plans, needs for rest and quiet must be considered anytime a resident makes plans to bring a guest to his/her residence.
- Guests are expected to conform to all regulations of the University and are subject to all University policies and rules. If guests do not comply with University policies, they may be asked by the University staff to leave.
- If a visitor of the opposite sex is on the tile or in the common living area of any housing area during non-visitation hours, both the visitor and hosting resident are considered to be in violation of University visitation hours and policies. Each will be subject to University disciplinary action.

***THE FOLLOWING GUIDELINES HAVE BEEN SET FOR VISITATION IN THE TIMBERS:***

- Guests are to sign in at the Lobby desk and leave some form of identification with the Resident Assistant.
- The Timbers apartment front door must remain fully open and living room/ kitchen area must be well lit.
- Visitors of the opposite sex are not to be in the bedrooms or bathrooms. They must remain visible in the living room or kitchen area.
- At NO TIME is there to be any lying on the floor, on couches, or in bed together.
- Guests must use designated lobby bathrooms only.
- A suitemate's privacy, plans, needs for rest and quiet must be considered anytime a resident makes plans to bring a guest to his/her residence.
- Guests are expected to conform to all regulations of the University and are subject to all University policies and rules. If guests do not comply with University policies, they may be asked by the University staff to leave.

***VISITATION HOURS***

***SAMFORD, BEDSOLE, MALES IN AVERY WOODS & TIMBERS***

- Monday, Wednesday 2:00 p.m. - 12:00 a.m.
- Friday, Saturday 12:00 p.m. - 12:00 a.m.
- Sunday 7:00 p.m. - 12:00 a.m.

***FAULKNER, INGRAM, ARENDALL, FEMALES IN AVERY WOODS & TIMBERS***

- Tuesday, Thursday 2:00 p.m. - 12:00 a.m.
- Friday, Saturday 12:00 pm - 12:00 am
- Sunday 7:00 p.m. - 12:00a.m.

***DESIGNATED GRADUATE STUDENT HOUSING***

- Daily 12:00 p.m. - 12:00 a.m.

**\* Please note that during various University breaks and holidays, there will be no visitation.**

**WINDOWS** - Nothing is to be placed in or on the windows of the housing units that will detract in any manner from the general appearance of the facility. Screens are not to be removed from the windows at any time. Windows should be kept closed at all times when the heat or air conditioning is on in a residence hall. Windows must remain locked when residents leave the room. Failure to lock them is a security risk for all the members of that residence hall or living area. To protect an individual’s rights of privacy, undue loitering around the windows of the residence halls is prohibited and is subject to disciplinary action. Any person found entering/leaving a room through a window may be fined \$50.00. In addition, the resident allowing someone to enter through a window may also be fined.

**Residential Life Violations**

1. Room Violations
  - Dirty dishes
  - Improperly stored food
  - Trash not taken out
  - Floors not cleared
  - Bathroom not cleaned (mildew collecting, trash not cleared)
  - Unreported major maintenance requests (broken windows, flooded carpet, etc.)
  - Having an animal in your room
2. Community Living Violations
  - Noise violation
  - Negligent condition of common area
  - Laundry remaining in laundry room more than 48 hours
  - Moving common area furnishings into residential room or relocating furniture without permission from the appropriate university official.
3. Safety Violations and Security
  - Large objects stored in hallway
  - Lock outs
  - Access key not with resident
  - Setting off alarm (side or back doors)
  - Parking in reserved areas in residential areas
  - Failure to obtain/possess a valid UM Student I.D.
4. Visitation Violations
  - Improper conduct during visitation such as lying on the bed, lights not on, doors closed, blinds closed.
  - Guest and visitors staying in building past visitation hours in performance of their

duties and/or failure to identify oneself to these persons when requested to do so.

## **Residence Hall Security**

In an effort to provide maximum security for residents, the residence halls are locked 24 hours a day. A security guard is on duty in the housing area from 10:00 p.m. until 6:00 a.m. The lobbies of Bedsole, Arendall, Ingram, Samford and Faulkner Halls are closed to visitors from 12:00 a.m. to 12:00 p.m. daily. Lobbies in The Timbers are only open to a person visiting someone who lives in the Apartments.

## **EMERGENCY PROCEDURES FOR RESIDENTIAL STUDENTS**

The following procedures should be used in the event of emergencies:

***TORNADOES*** - In case of tornado, the students should assemble as follows: Ingram, Arendall, Bedsole, Faulkner, Samford, and the Timbers – In hallways (1st floors of residence halls) in sitting position with head down. Avery Woods – In their respective bathrooms in sitting position with head down. The Parks – In a sitting position with head down in the Gymnasium or Ram Hall.

***HURRICANES*** - Hurricane season in coastal Alabama is June 1 through November 30. The University is located approximately fifteen miles inland from Mobile Bay on high ground (87 feet above sea level) and is therefore out of the storm surge danger area. To ensure the safety of students and property, the University has developed an Emergency Management Plan, which will be implemented at the direction of the President of the University or his appointed representative. University personnel monitor the development of each tropical storm and use this Management Plan. Please use the information in this section as a guideline for what to do if a storm threatens the area.

***HURRICANE PREPAREDNESS*** - At the time of a hurricane warning, the University recommends that students evacuate by going home or to the home of a friend or relative. The Dean of Students will keep students informed of the hurricane's location and potential danger and will make an announcement concerning when to evacuate. Students evacuating should prepare their rooms according to the directions provided by the Student Life staff member, inform the staff member of their evacuation plan and depart campus. Students should call parents BEFORE getting on the road. When the storm has passed, local students should tune to local television and radio stations and await official notification that it is safe to return. Students who have gone out of town may call the University's switchboard or visit [www.umobile.edu](http://www.umobile.edu) for information regarding re-openings.

During a hurricane, university residents may experience loss of electrical power, heavy rain and high winds. Once it is determined that power loss will occur, the university will move all students remaining on campus to one facility. Residential students who choose to remain on campus will be housed in this facility for the duration of the storm and up to 3 days after the storm. University staff members will remain with students during the storm, and basic food service will be provided. Students should bring personal items including prescription medications, snacks, bedding, entertainment and a flashlight. The Vice President for Student

Life, or the Dean of Students will oversee safety of all resident students who have been given permission to remain on campus. Students remaining on campus will report to Ram Hall at the announcement by the Dean of Students.

***INSTRUCTIONS FOR SECURING ROOM:***

- Move all furniture away from windows and unplug all electrical equipment.
- Take all valuables (jewelry, electronic equipment, etc.) with you when you leave. Water may enter your room, from rain driven by high winds.
- Place all papers, books, and loose or small objects in dresser drawers or on closet shelves.
- Close all windows
- Close and lock the door to your room.
- If your car must remain in a residence hall parking lot, make sure the emergency brake is set and the transmission is in Park.

***FIRE PROCEDURES FOR ON CAMPUS HOUSING*** - If you notice a fire, call 911, pull fire alarm, report it to a staff member, and notify security (251-510-4273). All residence halls are equipped with smoke detectors and fire alarms. All other housing areas are equipped with smoke detectors. Once each semester, a fire alarm drill may be held. Students are required to evacuate the buildings according to the route posted in your hall during a fire or fire drill.

***FIRE HAZARDS*** - The following items are prohibited because they are serious potential fire hazards.

- Open flames such as candles and incense
- Appliances with exposed heating elements
- Use or possession of fireworks
- Smoking in on campus housing/buildings

***IN CASE OF FIRE:***

- Stay calm.
- Close windows.
- Feel door.
- If cool, depart from the room closing the door behind you, using route posted in your room.
- If door is hot or if hall is too smoky to use, stay in your room. Keep door closed. Stuff towels in cracks around the door, air conditioning outlets, etc. Open bottom of window, get face near opening to breathe, wave towel, sheet, blanket, etc. from window to attract attention.
- Walk – don't run – to the exit.
- Do not return to building until a staff member tells you to reenter.

NOTE: UM is not responsible for loss of personal property due to fire, water damage, or theft. Students are advised to consult with parents regarding their homeowners' insurance policy, and are encouraged to consider renter's insurance.

***HEALTH EMERGENCIES*** – After emergencies are reported to 911 it is important to also

notify Campus Security. Campus Security can and will respond to emergencies and will also assist emergency responders with finding the location of emergencies when arriving on campus.

- Call 911
- Campus Security 251-510-4273
- Residential Life On-Call – 251-442-2990
- Resident Assistant
- If the student is conscious and has a preferred local physician, this preference should be honored.
- After contacting 911 and campus security all serious accidents or illnesses should be reported to at least one of the following offices:
  - If they occur during the night, contact, as appropriate:
  - Campus Security Guard .....251-510-4273
  - Residential Life On-Call ..... 251-442-2990

**PARENTS** - If you need to call the University, please use the following numbers.

|                        |               |
|------------------------|---------------|
| Main Switchboard ..... | (251)675-5990 |
| Dean of Students ..... | (251)442-2225 |
| Athletics .....        | (251)442-2278 |
| Residential Life ..... | (251)442-2990 |

## **Department of Public Safety Policies Safety, Security & Emergency Preparedness**

Security is a community responsibility requiring the cooperation and responsibility of the University family. The Department of Public Safety operates 24 hours a day; 365 days a year. The safety staff is trained and armed for the protection of the faculty, staff, students, and visitors. Security officers can unlock rooms/ buildings, jumpstart cars, write incident reports, contact local police, conduct investigations, make felony arrests, and conduct crime prevention events. Officers are trained in firearms, O.C. pepper spray, report writing, emergency responses, CPR, first aid, and AED (defibrillator) operation. The Department of Public Safety can be contacted by cell phone at 251.510.4273 or by dialing 33 from any on-campus landline phone, email ([DPS@umobile.edu](mailto:DPS@umobile.edu)), Facebook, or the university's website at <https://umobile.edu/about/office-directory/security/>.

Safety, security, parking and traffic responsibilities are assigned to the Department of Public Safety located at the Facilities and Public Safety building located behind the intramural fields.

### **University Alert System**

The University of Mobile has an emergency alert system that will notify students and employees in the event of any University emergency, weather warnings, school closing, power outages, etc. An alert notification account will be automatically set up for those currently enrolled or employed by UM. Account options may be set to receive University of Mobile emergency communications via text message, email or recorded voice messages. There is a link to the

emergency notification account on MyUM. To enter emergency notification options students must first log into MyUM. The alerts will also be posted @studentlifeum Twitter account. Parents, spouses or family members can sign up for notifications by visiting [www.getrave.com/login/umobile](http://www.getrave.com/login/umobile).

For questions, contact the university Campus Card Coordinator at [campuscard@umobile.edu](mailto:campuscard@umobile.edu).

## Reporting On-Campus Crime

Anyone observing or suspecting a crime being committed on the campus is encouraged to report this as soon as possible. Contact the University of Mobile's Department of Public Safety at (251)510-4273, or the Mobile County Sheriff's Office at 9-1-1- (***emergencies only***). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported. In addition you may report a crime to the following areas:

- Campus Safety/Gate House (251)510-4273
- Public Safety Administration (251)442-2493
- Maintenance / Grounds (251)442-2262
- Student Information Desk (251)442-2222
- Residential Life (251)442-2990
- Counseling Services (251)442-2292

University of Mobile's Department of Public Safety members do not provide law enforcement service to off-campus residences, recognized organizations or off-campus activities. Criminal activity at off-campus residences is under the jurisdiction of local law enforcement agencies.

For off-campus options you may refer to the University Catalog located online and at MyUM (the secured internal university network). University Public Safety, the Mobile County Sheriff's Office, and the Prichard Police department have a working relationship where each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. University personnel attend meetings with local law enforcement agencies to exchange ideas and problems, which may be of concern for the University community.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the university alert system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice on the campus-wide electronic bulletin board on the University Police web site and through the University Alert system, providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and in the. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the

circumstances to Campus Safety, by phone (251)510-4273 or in person with any Security Officer available.

## **Accurate and Prompt Crime Reporting**

- Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Public Safety in a timely manner.
- To report a crime or an emergency on the University of Mobile campus, call Public Safety at extension 2655, or dial 33 from any on-campus landline phone or, from outside the University phone system, (251) 510-4273.
- Officers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to report to the office to file an incident report.
- All incident reports are forwarded to the Department of Public Safety for review and potential action by the Office of Student Life. DPS Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Life.
- If assistance is required from the Mobile County Sheriff's Office, the Prichard Police Department or the Prichard Fire Department, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Public Safety Officers, will offer the victim a wide variety of services.
- This publication contains information about on-campus and off campus resources. That information is made available to provide community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for the University of Mobile.
- Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Rape Crisis Center would not be included in the University's crime statistics.

## **Safety Policies**

University of Mobile's Department of Public Safety has the authority to ask persons for identification and to determine whether individuals have lawful business at the university. DPS Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Officers are not A.P.O.S.T. (Alabama Peace Officer Standards of Training) certified and do not possess arrest powers outside the State of Alabama Citizen Arrest Authority. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Department of Public Safety Office at the University of Mobile maintains a highly professional working relationship with the Mobile County Sheriff's Office, Prichard Police Department, and all other Federal and State Law Enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the

appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Confidential Crime Reporting**

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of state law will be referred to law enforcement agencies and when appropriate, to the University Disciplinary Committee for review. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through the university alert system, the posting of flyers, in-class announcements, or other appropriate means.

## **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The University of Mobile will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University of Mobile will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Preparation of University Crime Statistics**

The University Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://umobile.edu/about/office-directory/security/>. You will also be able to connect to our site via the University of Mobile home page at [www.umobile.edu](http://www.umobile.edu).

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Counseling Services staff inform their clients of the procedures to report crime to the Campus Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained at the Department of Public Safety located at the Facilities and Public Safety Building or by calling (251)442-2493. All prospective employees may obtain a

copy from Human Resources in Weaver Hall basement or by calling (251)442-2209, and the web site address will be attached to employment applications.

## **Security and Access**

During business hours, the university (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all university facilities is by key or card access, if issued, or by admittance via the Department of Public Safety, housing staff, or certain faculty. In the case of periods of extended closing, the university will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Gym, the Library, and the Fine Arts Building. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from Enrollment Services, Facilities, Student Life, Public Safety, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Housing, Student Life, and Campus Safety, meet to discuss issues of pressing concern.

## **Missing Student Notification**

As required by law, University of Mobile has adopted a missing student notification policy for students who reside in on-campus housing. In accordance with this policy, each student who resides in on-campus housing has the option to identify an individual as their emergency contact to be contacted by UM in case of an emergency. Students identify the individual to be notified by providing Personal Emergency Contact Information upon completion of the Residential Life Check-In Document. Students who have not already provided Personal Emergency Contact Information-including those students who live off-campus are strongly encouraged to do so. Except as otherwise permitted or required by law, Personal Emergency Contact Information will be accessible only to authorized campus officials, and will not be disclosed to non-campus officials other than law enforcement personnel.

In addition to notifying the emergency contact(s) identified by a student, UM must also notify a custodial parent or guardian of a student who is under 18 years of age and is not an emancipated individual if such student is determined to be missing. UM is also required to notify the appropriate law enforcement agency (or agencies) if any student, regardless of age, is determined to be missing. UM reserves the right to notify additional individuals or authorities in its discretion-including the parents or guardians of students over 18 years of age-if a student is determined to be missing. These notifications are required to be made within 24 hours of the determination that a student is missing.

## **Sexual Assault Risk Reduction Tips**

- Be assertive. State clearly what you want and do not want.
- Avoid walking alone if you are distracted, upset, or under the influence of any substance which may impair your actions.
- Avoid the use of alcohol and other drugs.
- Never accept beverages, including non-alcoholic ones, from someone you don't know or trust.
- Trust your instincts. If an individual makes you feel uncomfortable, remove yourself from the situation.
- Clearly communicate your boundaries and limits. If someone makes you feel uncomfortable, tell him/her early and firmly. Say "No" when you mean "No."

## **Personal Property**

The University does not accept responsibility for any loss of valuables due to vandalism, facility damage incidents, theft or burglary. Personal items of value such as stereos, computers, televisions, etc., should be properly insured by the student. It is also the responsibility of each student to lock his or her room whenever unattended. Students are advised to consult with their parents regarding their homeowners' insurance policy, coverage and limits.

The loss or theft of personal property should be reported immediately to the Security Office at 251.510.4273. Lost and found items are retained at the Switchboard/Mailroom.

## **Emergencies**

In the event of a campus wide emergency, the Vice President of Business Development and the Dean of Student Life will act with complete and full authority to implement a plan for coping with campus emergencies. In their absence, the Vice President for Academic Affairs will act as coordinator for emergency preparedness.

## **Reporting an Emergency**

In reporting an emergency, state your name, location, and nature of the emergency.

If an emergency occurs:

- Dial 911 to report an active fire or active shooter. Remain on the phone with the operator and follow instructions.
- Call Campus Safety 251.510.4273

## **Fire, Bomb Threats and Laboratory Emergencies**

In the event of fire, pull the nearest alarm, notify others in the building, and exit the building through the nearest exit.

Each instructor, at the sounding of the fire alarm, should escort his or her students in an orderly fashion down the nearest stairwell and outside the building to a safe distance from the building. This procedure should also be applied to any bomb threat, laboratory emergency or similar incident.

Then:

- Call the Prichard Fire Department at 911
- Notify Campus Safety 251.510.4273

Residence hall evacuation plans are posted in each student room. Periodic safety drills may be conducted in each building in compliance with state law. Failure to evacuate a building or to comply with instructions during an evacuation will result in disciplinary action.

## Medical Emergencies

When a student is in need of urgent medical care after hours, the student may contact one of the local physicians' offices or go to the emergency room at one of the local hospitals. Contact one of the physicians' offices at the numbers listed below for office hours and directions.

## Physician's Offices

Greater Mobile Urgent Care (3 locations, no appt. necessary)

- Saraland location- 1114 Shelton Beach Road. 251.633.0123
- Schillinger location- 2350 Schillinger Road. 251.633.0123
- Springhill location- 4402 Old Shell Rd. 251.633.0123
- Semmes location- 7943 Moffett Rd. 251.633.0123

## Hospitals/Emergency Rooms

|                                 |              |        |            |
|---------------------------------|--------------|--------|------------|
| Springhill Medical Center       | 251.460.5315 | 15min. | 11.2 miles |
| Mobile Infirmary Medical Center | 251.435.5673 | 22min. | 13 miles   |
| Providence Hospital             | 251.633.1000 | 27min. | 15.9 miles |
| USA Children's and Women's      | 251.415.1000 | 22min. | 10.7 miles |

## Tornado

In case of a tornado while classes are in session - instructors should escort students away from windows and into hallway or doorway areas. Students should sit with their heads down and covered by their hands.

## Hurricanes

Hurricane season in coastal Alabama is June 1 through November 30. The University is located

approximately fifteen miles inland from Mobile Bay on high ground (87 feet above sea level) and is therefore out of the storm surge danger area.

To ensure the safety of students and property, the University has developed a Hurricane Preparedness Plan, which will be implemented at the direction of the President of the University or his appointed representative. University personnel monitor the development of each tropical storm and use this management plan. Students are advised to use the information in the plan, which applies to hurricanes as a storm threatens the area.

## **Parking & Traffic Regulations**

### **Vehicle Registration Decal**

Any student or employee who operates a motorized vehicle of any type on-campus must register the vehicle with the Office of Campus Operations. Vehicles are registered online via <https://www.permitsales.net/UofMobile> and receive a “hangtag” parking permit. Students and employees may register up to 3 vehicles per hangtag and the hangtag may be used in any registered vehicle. Hangtags expire at the end of each academic year. If a new license plate or vehicle is obtained during the academic year, the new information must be edited via <https://www.permitsales.net/UofMobile>.

### **Temporary Permits**

If a student, faculty or staff member drives an unregistered vehicle to the campus on an emergency or temporary basis, a Temporary Permit should be obtained from the Office of Campus Operations immediately when the vehicle is brought to the campus and the permit displayed appropriately on the dashboard during the time that the vehicle is on the campus. Temporary parking permits will not be renewed.

### **Owner/Operator Responsibility**

The University assumes no responsibility or liability for any vehicle on the campus, whether or not school is in session. In the event of damage to or theft of a vehicle on the campus, if the person who caused the damage or committed the theft cannot be determined, the owner/operator of the vehicle and/or his/her insurance company shall be responsible for any damages or loss. If the insurance company requires a police report, the Prichard Police Department should be called at 452.2211.

### **Abandoned Vehicle Policy**

After determining a vehicle is abandoned or may be abandoned, Campus Operations will issue a letter (sealed in an envelope) to be placed on the vehicle with the next citation. To be considered abandoned, the vehicle must be continuously parked in the same spot and have received numerous parking tickets (7 or more). The letter will be placed on the vehicle and after a set period of days (to be determined by Campus Operations), the vehicle will be towed as

abandoned.

## **Parking Regulations**

Parking is permanently prohibited in areas with yellow curbs and along streets and driveways where there are no marked parking spaces. These areas must be left open at all times for proper traffic flow and/or for emergency vehicles. Vehicles are not to be driven or parked on the grass at any time except along the road at the Harrigan Center when the parking lots have been filled. Vehicles parked in traffic lanes, on the grass, in loading zones or in other prohibited areas are subject to immediate removal. If this becomes necessary, the vehicle will be towed at the owner's expense and appropriate fine(s) assessed. Facilities are not available for storage or repair of motorized vehicles on the campus.

Students are advised not to leave their automobiles on the campus during holidays or vacation periods. Vehicles left abandoned on the campus for longer than two weeks may be subject to removal at the owner's expense.

Parking areas reserved for specific individuals or groups are generally indicated by appropriate signs and/or painted curbs or markings.

Parking spaces with red curbs or markings are reserved for specific individuals between the hours of 6:00 a.m. and 5:00 p.m. (except those spaces marked with red curbs at the residence halls which are reserved permanently).

Parking spaces with gray curbs or markings are reserved for faculty and staff from 6:00 a.m. until 5:00 p.m.

Parking spaces with blue curbs or markings are reserved at all times for persons with valid handicapped placards.

Appropriately marked spaces in front of Weaver Hall are reserved for visitors at all times. (Faculty, staff and students are not permitted to park in these spaces whether or not the vehicle they are driving has a valid registration decal.)

Parking spaces on the west side of the parking lot behind the gym are reserved for persons who work in the adjacent athletic buildings.

## **Parking for Residential Students**

Parking is provided at each residential area for residents of those particular areas. For a detailed map of the appropriate parking spaces for each particular housing area, please consult the Office of Campus Operations. They may be reached at 442.2245. Red curbs in the residential areas are reserved for REZ Life staff 24 hours a day.

## **Speed Limits**

Speed limits are established and posted on the campus for the safety of vehicles and pedestrians. Many people walk, jog or run on the campus during the day and at night, when school is in and out of session; so it is very important that the speed limits and other traffic regulations be observed at all times. The speed limit between the entrance to the campus and the flag plaza is 30 MPH. Throughout the remainder of the campus the speed limit is 20 MPH except in the housing areas and the parking lots where the speed limit is 15 MPH. Driving conditions in any of these areas may require that the speed be reduced to maintain safety.

Some streets and driveways are restricted to one way traffic. These restrictions are in effect at all times. Motorcycles, mopeds, three wheelers, four wheelers, etc. are subject to the same driving and parking regulations as other vehicles. Motorcycle drivers and passengers are required to wear approved helmets.

## **Penalties for Violations of Driving/Parking Regulations**

Fines will be based on the nature of offenses. (A citation will result in multiple fines if there are multiple offenses.) Fines will be assessed to the person to whom the vehicle is registered in the Office of Campus Operations.

## **Payment of Fines**

Fines can be paid online at <https://www.permitsales.net/UofMobile/violations>. Any fines not paid in full, will be placed on the violator's account in the Business Office. All fines must be paid before a student will be permitted to receive grades, register for the next academic period or term, receive a degree, or receive a transcript.

## **Appeal of Citations**

Appeals of citations must be made online at <https://www.permitsales.net/UofMobile/violations>. Once a citation is issued, the recipient has 14 calendar days to file their appeal online. Once an appeal has been submitted, the Parking Committee will review the appeal and either approve the appeal (thus negating the citation) or deny the appeal (upholding the issued citation). Notification of the results will be made either by mail or email.

## **Frequent Offenders**

Students who have received four or more citations will be referred to the Vice President for Student Life (or designee) for disciplinary action or a restriction of driving privileges.

## **Student Care Policies**

### **Discrimination and Harassment Policy**

The University of Mobile does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, national origin, sex, pregnancy, parental status, marital status, age, disability, citizenship status, veteran status, genetic information or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss or disclose their own compensation or the compensation of another employee or applicant.

The University of Mobile does not and will not tolerate harassment of employees or students. The term “harassment” includes but is not limited to slurs, jokes, pranks signs and other verbal, graphic or physical conduct, relating to and individual’s race, color, national origin, sex, pregnancy, parental status, marital status, age, disability, citizenship status, veteran status, genetic information or any other classification protected by law.

Although statutory and constitutional laws exempt the University from the legal prohibition 68 against discrimination in employment based on religion, this policy prohibits harassing conduct based on an employee’s religion.

## **Title IX Policy**

The University of Mobile is committed to providing and promoting an atmosphere free from discrimination on the basis of sex in its education programs, activities, and employment as required by Title IX of the 1972 Education Amendments. As a student or employee of the University of Mobile, you are protected from sex discrimination in the following areas:

If you are a student, you may not be discriminated against on the basis of sex in: admission, enrollment, access and use of university facilities, counseling and guidance materials, competitive athletics, graduation requirements, student rules, regulations and benefits, treatment as a married or pregnant student, housing, financial assistance, health services, or university-sponsored extracurricular activities.

If you are an employee, you may not be discriminated against on the basis of sex in: access to employment, hiring and promotion, compensation, job assignments, leaves of absence, fringe benefits, and professional agreements.

## **Sexual Misconduct Policy**

The University of Mobile prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, sexual harassment, stalking, intimate partner violence, and any other conduct of a sexual nature that is non-consensual, or has the purpose or effect of creating an intimidating, hostile, or offensive environment, or unreasonably interferes with an individual’s work and/or academic performance. The University of Mobile also prohibits discrimination and harassment on the basis of sex, pregnancy, and parental status. Such conduct violates the University of Mobile’s Christian values and disrupts the living, learning, and working environment for students, faculty, and staff.

The university’s Title IX Coordinator oversees compliance with all aspects of the sex harassment, discrimination and misconduct policy. The Coordinator reports directly to the

President of the University. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator.

Dr. Cassidy Cooper  
Associate Professor of Sociology & Title IX Coordinator  
251-442-2586  
[ccooper@umobile.edu](mailto:ccooper@umobile.edu)

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the President of the university, 251-442-2201, [umpresident@umobile.edu](mailto:umpresident@umobile.edu).

**Policy Definitions:**

1. Non-Consensual Sexual Intercourse - Any sexual intercourse, however slight, with any body part or object by one person (perpetrator) against the will or without consent of another person (victim).
2. Non-Consensual Sexual Contact - Any intentional sexual touching, however slight, with any body part or object by one person (perpetrator) against the will or without consent of another person (victim). Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another person touch any of these body parts. Sexual contact is not limited to these body parts and may include any intentional bodily contact in a sexual manner.
3. Sexual Exploitation - Behavior that does not constitute one of the other sexual misconduct offenses, but takes sexual advantage of another person in a non-consensual or an abusive manner for the benefit or advantage of someone other than the one being exploited. Sexual exploitation includes but is not limited to: invasion of sexual privacy, prostituting another individual, non-consensual video or audio-taping of nudity or sexual activity, unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity, going beyond the boundaries of consent (e.g., allowing friends to hide in the closet to watch consensual sex), engaging in non-consensual voyeurism, knowingly transmitting an STI or HIV to another, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, or stalking and/or bullying.
4. Sexual Harassment - Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or behavior that is not sexual in nature, but is directed at a person because of their sex when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to or enjoyment of an educational benefit; (b) submission to or rejection of such conduct is used as a basis for employment or academic decisions or decisions concerning the educational benefits affecting the individual; or (c) conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or other educational benefit or creating an intimidating, hostile or offensive working, learning, or living

environment. Sexual harassment often occurs when one individual has actual or apparent authority over another person, such as a faculty member who can affect a student's grades, or a supervisor who can affect terms and conditions of employment of a subordinate. But sexual harassment can occur between two individuals of any rank or status. For example, it is possible for students to sexually harass each other, a student to sexually harass a faculty member, and a subordinate employee to sexually harass the supervisor. Sexual harassment is absolutely prohibited, whether the harassing individual is a student, employee, contractor, volunteer, or any other person who benefits from a relationship with the University.

Examples of sexual harassment include but are not limited to:

- An attempt to coerce an unwilling person into a sexual relationship;
- Unwelcome questions about sexual behavior or sexual preference;
- Unwelcome verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature;
- Unwelcome commentary about an individual's body, appearance, or sexuality;
- Displaying, distributing, or posting of graphic or sexually suggestive objects, pictures, cartoons, or graffiti by any means, including but not limited to 70 computer networks, cell phones, tablets, or any other electronic device;
- Repeatedly subjecting a person to egregious, unwelcome sexual attention;
- Suggestive, insulting, or obscene comments or gestures;
- Punishing a refusal to comply with a sexual-based request;
- Conditioning a benefit on submitting to sexual advances;
- Sexual or intimate partner violence; stalking; bullying.

5. Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include:

- an attempt to coerce an unwilling person into a sexual relationship;
- to repeatedly subject a person to egregious, unwelcome sexual attention;
- to punish a refusal to comply with a sexual based request;
- to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; sex-based bullying.

6. Intimate Partner Violence - Physical, verbal, emotional, financial, or psychological abuse (e.g., threats of violence, intimidation) committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

7. Stalking –

- a. Stalking 1: A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome, AND would cause a reasonable person to feel fear.
- b. Stalking 2: Repetitive and menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

Understanding Consent:

8. Consent - Consent is an essential aspect of any sexual activity. Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given verbally or non-verbally, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to one form of sexual activity does not imply consent to future sexual acts. 71 Consent can be revoked at any time during sexual interaction. Consent cannot be obtained through (a) force or (b) coercion. A person who is (c) incapacitated cannot give consent. In Alabama, the legal age of consent is usually 16 years of age.

9. Force - The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion to overcome resistance or produce consent (e.g., Have sex with me or I'll hit you; Have sex with me or I'll post compromising photos of you). Note: There is no requirement that an individual resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is inherently non-consensual, but nonconsensual sexual activity does not require force.

10. Coercion - Exerting unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want to have sex, that they want to stop, or that they do not want to go beyond a certain point of sexual interaction continued pressure can be coercive.

11. Incapacitation - A person is incapacitated when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). Engaging in sexual activity with someone who is known (or one should have known) to be mentally or physically incapacitated due to mental disability, involuntary physical restraint, alcohol or drugs, unconsciousness, sleep, or blackout constitutes a violation of this policy

Related Behaviors Representing Violations of the Sexual Misconduct Policy

12. Attempted Sexual Misconduct – An attempt to commit an act of sexual misconduct is considered a violation of the sexual misconduct policy.

13. Aiding Sexual Misconduct – Providing aid to someone attempting to or engaging in an act of sexual misconduct is considered a violation of the sexual misconduct policy.

14. Retaliation – Taking an action against a person who has opposed sexual misconduct, reported sexual misconduct, or participated in an investigation concerning sexual misconduct. Retaliation

can include physical violence, threats, intimidation or coercion; adverse employment or educational actions (such as demotion, discharge, giving an unwarranted bad grade); or increasing or intensifying a pattern of sexual misconduct. An act of retaliation toward any person who has opposed, reported, or participated in an investigation of sexual misconduct is prohibited and will be subject to disciplinary action, up to and including immediate expulsion or discharge.

15. Malicious Reporting – Submitting a false report of sexual misconduct with the intent of causing emotional, psychological, educational, or other harm to another person. The University will not tolerate intentional false reporting of incidents. A finding of “Not in Violation” regarding the sexual misconduct policy is not sufficient evidence to demonstrate that a report was malicious or that a violation did not occur. A finding of this nature simply indicates the Coordinator or Board felt there was not enough evidence to find a person in violation.

## **Overview of Reporting and Support Resources**

Anyone who believes they have been subjected to discrimination or harassment in violation of the Discrimination and Harassment, Sexual Misconduct, or Title IX policy should follow the procedure outlined in this ode to report these concerns.

This process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the university will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the university nondiscrimination policy has been violated. If so, the university will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

**1. Confidentiality and Reporting of Offenses Under This Policy** - All university employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at the University of Mobile:

**a. Confidential Reporting:** - For those individuals seeking confidential support, the following on-campus and off- campus resources are available. On-campus licensed professional counselors and staff:

Mary Claire Marshall  
University Counselor Student Success Office Suite,  
Adam’s Building 251-442-2639

On-campus members of the clergy/chaplains working within the scope of their licensure or ordination:

Campus Ministries  
Weaver Hall  
251-442-2225

Off-campus:

- o Licensed professional counselors
- o The Rape Crisis Center, 251-473-7273
- o Domestic Violence Hotline, 1-800-799-7233 o Penelope House, 251-342-3144
- o Local or state assistance agencies,
- o Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. These resources may assist an individual in filing an official report through the means detailed above, but they are under no obligation to report incidents of sexual misconduct nor are they authorized to receive or investigate reports of sexual misconduct. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit yearly anonymous, aggregate statistical information for Clergy Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.

**b. Formal Reporting:** - All university employees have a duty to report, unless they fall under the “Confidential Reporting.” Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators.

Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal university action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community but will not otherwise pursue formal action. A Reporting Party has the right, and can expect, to have reports taken seriously by the University when formally reported,

and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the Reporter, and only a small group of officials who need to know will be told, including but not limited to: Office of Student Life, University Police, and the Behavioral Intervention Team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a Reporting Party's rights and privacy. Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

Dr. Cassidy Cooper  
Associate Professor of Sociology & Title IX Coordinator  
Ben May Building  
251-442-2586  
[ccooper@umobile.edu](mailto:ccooper@umobile.edu)

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual harassment or discrimination of which they become aware, is a violation of university policy and can be subject to disciplinary action for failure to comply with university policies.

You may also file a report with:

Department of Public Safety  
251-510-4273

Diane Black  
Director of Human Resources  
251-442-2209  
[dblack@umobile.edu](mailto:dblack@umobile.edu)

However, in situations where there is an imminent threat of bodily harm, please call 911 or contact the Department of Public Safety (251-510-4273) immediately for assistance. Campus Police can also assist with filing a police report with local authorities. If you would prefer to contact the Prichard Police Department directly to file a report, the non-emergency phone number is 251-452-7900

### **Reporting: When a Student is Subjected to Sexual Misconduct**

Any person may make an official report that a student has been subjected to sexual misconduct. A report may be made by the student who believes that she or he is the target or victim of sexual misconduct, or by a person who witnesses or hears about an incident of sexual misconduct toward a student. A reporting person may file a report with one of the designated officials listed in Section 3. A report may initially be filed by sending an email, calling, or coming to the appropriate office to see designated University personnel. An official report will likely involve both a meeting with University personnel, as well as a written statement by the reporting person and the suspected target or victim.

1. Reporting Party - In this process, the person alleging a violation of University policy is referred to as the Reporting Party.
2. Responding Party - In this process, the person who is alleged to have violated University policy is referred to as the Responding Party.
3. Mandatory Reporters –UM employees are considered “responsible employees,” and have a duty and a responsibility to act when notified of an alleged incident of sexual misconduct by relaying that information to one of the designated officials. Reports of sexual misconduct will be handled with discretion, and the information reported will be shared only with those necessary, including investigators and witnesses, as well as the Responding Party if a full investigation is initiated.
4. Confidentiality – An investigation, hearing, appeal, and reconsideration of any sexual misconduct violation in which the target or victim of misconduct is a student shall remain confidential. Those defined herein as within the bounds of confidentiality may not divulge anything that is said or done throughout the conduct process. Not all parties within the bounds of confidentiality are informed of every sexual misconduct matter; however, those bound by confidentiality include Sexual Misconduct Hearing Board members, Campus Police, Advisors, the Title IX Coordinator, the Director of Human Resources, and the President, and when appropriate or necessary, legal counsel for the University. The University will respect the request of a student not to disclose his or her identity to the extent possible while still complying with its obligations to protect the University community as a whole against sexual misconduct and discrimination.
5. Confidential Reporters – If a student would like to speak with someone at the University confidentially when no further reporting of the incident will necessarily occur, options include a personal counselor or health professional in Counseling and Health Services, as well as the University Minister.
6. Limitations of University Authority: The University will not investigate or adjudicate alleged student conduct that occurs off campus when the Reporting Party is not a UM student, employee, or other member of the UM community (such as a contractor or volunteer). If the University learns of such conduct, UM may report allegations of such conduct to law enforcement authorities or other educational institutions. UM may be limited in its ability to take action when the incident occurred off campus and/or involved against a suspected individual who is not a student or employee. However, the University will support the Reporting Party with its own resources (including removal and banning of suspected individuals), as well as refer victims to entities beyond campus for further support and adjudication regarding the incident.
7. Interim Measures – The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination, and/or retaliation, i.e., to redress harm to the Reporting Party and the community and to prevent further violations. An official report does not have to be made for interim measures to be initiated. The University will make necessary changes to the academic, living, transportation, and working situations of any

Reporting Party if requested and reasonably available, whether or not the Reporting Party chooses to make an official report to campus officials or local law enforcement. The University will keep interim remedies and actions as private as possible.

Interim measures include, but are not limited to:

- Access to Counseling Services and assistance in setting up initial appointments
- No contact directives
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Rescheduling of exams or assignments
- Providing alternative course completion options
- Change in work schedule or job assignment
- Altering the housing situation of the Responding Party (resident student or resident employee (or the Reporting Party, if desired)).
- Assistance from University support staff in completing housing relocation
- Limiting Responding Party's access to certain UM facilities or activities pending investigation and/or hearing outcome
- Implementing contact limitations between the parties
- Interim suspension for the Responding Party

The University may interim suspend a student, employee or organization pending the completion of an investigation and resolution, particularly in when in the judgment of the Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the Responding Party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause as to why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension under the policies on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination. During an interim suspension or administrative leave, a student or employee may be denied access to University housing and/or the University campus/facilities/events. As determined by the Title IX Coordinator (or designee), this restriction can include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator (or designee), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Responding Party. The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

8. Safe Haven – The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be

accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, University pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The university pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

9. Parental Notification - The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

### **Remedial Procedures When a Student is Accused of Sexual Misconduct: Investigation, Conduct Meetings or Hearings, and Related Matters**

1. Time Frame – The University aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated Reporter. The Coordinator then engages in a preliminary inquiry that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry’s conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the university commonly aiming for a 10-14 day window to completion. The parties are regularly apprised of the status of the investigation as it unfolds. The process may then end or continue. If it continues, barring necessary extensions, the investigation leads to formal and informal resolution options, which the university aims to complete in 10-14 days from the end of the investigation. A failed informal resolution which triggers a formal resolution may require the university to extend this timeline accordingly. From there, appeals may be requested, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached. In rare cases where a remanded decision results in a new hearing, the results of that hearing can be appealed once, which would typically add another 10-14 days to final results.
2. Investigation Procedures – The Title IX Coordinator is designated to formally examine reports of discrimination and/or harassment by students, to address inquiries and to

coordinate the University's compliance efforts regarding reports of misconduct by students, regardless of the University role of the Reporting Party, who may be another student, faculty, staff, guest or visitor.

Notice of a formal report can be made in person, by phone, via email or in writing to the Title IX Coordinator. Upon receipt of a report, the Title IX Coordinator will decide on interim action and/or accommodations for the Reporting Party (at no cost to the Reporting Party where possible), or other necessary remedial short-term actions.

If the Reporting Party wishes to pursue a formal resolution or if the University, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Title IX Coordinator. Investigations may take longer depending on their nature or complexity.

The University's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the University may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

The investigators will take the following steps (not necessarily in order):

- In coordination with campus partners (e.g.: the campus Title IX Coordinator), initiate any necessary remedial actions;
- Determine the identity and contact information of the Reporting Party;
- Identify the exact policies allegedly violated;
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the responding party, and what policy violations should be alleged as part of the report; o If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- Meet with the Reporting Party to finalize their statement and
- Prepare the notice of charges on the basis of the initial inquiry;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline of ten (10) business days;

The Title IX Coordinator will:

- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation;
- Convene and chair a live-hearing with all involved parties and the University's designated Title IX Adjudicator;
- Present the findings to the responding party, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the Reporting Party on the status of the investigation and the outcome;

The Title IX Adjudicator will:

- Issue a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and issue sanctions when appropriate.

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Where the Responding Party is found not responsible for the alleged violation(s), the investigation will be closed. Where the Responding Party accepts the finding of the investigation, the Title IX Adjudicator will impose appropriate sanctions for the violation. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

In the event that the responding party rejects the findings in part or entirely, the Title IX Coordinator will convene a board hearing according to appeal procedures to determine whether the responding party is in violation of the contested aspects of the report. At the board hearing, the findings of the investigation will be admitted as evidence for consideration but are not binding on the decider(s) of fact. The investigator(s) may give evidence. The hearing will determine whether it is more likely than not that the responding party violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The Title IX Coordinator has final decision-making authority with regard to formal reports, subject to appeal. Where the responding party is found in violation, as the result

of a hearing, the Title IX Adjudicator will impose appropriate sanctions for the violation. The university will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Appeal proceedings as described below apply to all parties to the report. The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

3. Advisor – All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advisors. The university maintains a pool of trained (non- attorney) advisors who are available to the parties. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the campus process as do those trained by the university. Outside advisors are not eligible to be trained by the university.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. During the live hearing, advisors may ask questions of involved parties during their testimony. Advisors will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the university an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the university investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present.

Subsequently, the Title IX Coordinator (or designee) will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The university expects that the parties will wish the university to share documentation related to the allegations with their advisors. The university provides a consent form that authorizes such sharing. The parties must complete this form before the university is able

to share records with an advisor. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the university.

These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the university. The university may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the university's privacy expectations.

The university expects an advisor to adjust their schedule to allow them to attend university meetings when scheduled. The university does not typically change scheduled meetings to accommodate an advisor's inability to attend. The university will, however, make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. The parties must advise the investigators of the identity of their advisor at least two (2) business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.

4. Standard of Evidence – When determining if a violation of the sexual misconduct policy has occurred, the university uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the university never assumes a responding party is in violation of university policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

5. Informal Resolution – Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, or administrators. The person impacted should keep a written log that can aid in later investigation and resolution. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict or misconduct. The Office of the Title IX Coordinator will facilitate such conversations, upon request, and monitor them for safety. Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith. The university does not require a Reporting Party to contact the Responding Party or that person's supervisor if doing so is impracticable, or if the Reporting Party believes that the conduct cannot be effectively addressed through informal means. If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

6. Sexual Misconduct Hearing by Committee– The Title IX Coordinator may refer an investigation to the Faculty Disciplinary Committee (“the Committee”), comprised of faculty and staff from a pool of trained Committee members. The Committee is a three or five member panel that consists of a minimum of one staff member, and one faculty member. The Committee will hear the results of the Office of Title IX Coordinator’s investigation along with the testimony from relevant witnesses including the alleged target or victim of sexual misconduct and Respondent, and review any other appropriate materials. They will reach decisions regarding violations and sanctions, as appropriate. The procedure for a Sexual Misconduct Hearing will be the same as those laid out by the Faculty Disciplinary Committee.

## **Sexual Misconduct Hearing Board Procedures**

The procedure for a hearing will be as follows:

1. The Title IX Coordinator serves as convener and chair. The chair participates in the hearing but does not vote on the hearing outcomes.
2. A three or five-member panel is selected from the Sexual Misconduct Hearing Board pool. The Board will consist of a minimum of one staff member, and one faculty member.
3. The Title IX Coordinator will serve as the presenter. The presenter presents information gathered during the investigation, but does not recommend sanctions.
4. Due to the sensitive nature of these hearings, the Reporter or target of sexual misconduct and Respondent may be kept separate throughout the hearing, appearing before the Board at designated times but able to hear all statements made within the hearing.
5. No witness, other than the Responding Party or Reporting Party or target of sexual misconduct, if he/she chooses to testify, will be allowed to hear the testimony of other witnesses.
6. Before testifying, each student witness will be reminded that their statements are bound by the Student Handbook, and employee witnesses will be reminded that their testimony is expected to be truthful under penalty of termination of employment.
7. The Board will call witnesses, consider relevant information, and question the Responding Party and Reporting Party until it has exhausted every reasonable method of ascertaining the facts.
8. The Board will not consider the Responding Party’s past findings of violations of the Student Handbook in determining whether the Respondent has violated the Code of Student Conduct or Sexual Misconduct Policies. Such evidence may be considered in determining sanctions.
9. An attorney may be present during the hearing. The attorney may speak to the person represented by the attorney, but may not address directly anyone else involved in the hearing other than the Chair. Any comments or questions an attorney has should be directed to the Chair of the Board in a private conversation.
10. The Board must act with complete impartiality. A Board member may be excused from a case in which personal involvement may constitute a conflict of interest. Additionally, Board composition will be shared with the Reporting Party and Respondent at least 72 hours in advance of the hearing. Either party may request a

member of the Board be removed.

11. The Respondent is considered not to have violated any policy throughout the hearing until there is a finding that a violation has occurred. The standard of proof is a preponderance of evidence that a violation occurred. The finding must be supported by a majority vote of the Board.
12. As the conduct authority for issues of sexual misconduct, the Board has the authority to issue sanctions according to the guidelines outlined in the *Student Handbook*.

## **Rights of the Reporting Party**

- The right to investigation and appropriate resolution of all credible reports or notice of sexual misconduct or discrimination made in good faith to university officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right of the Reporting Party not to have any personally identifiable information released to the public, without his or her consent.
- The right to be treated with respect by university officials;
- The right to have university policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by university officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials.
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services for victims of sexual assault, both on campus and in the community;
- The right to a campus no contact order (or a trespass order against a nonaffiliated 3rd party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the Reporting Party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student's housing to a different on-campus location;
  - Assistance from university support staff in completing the relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;

- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options.
- The right to have the institution maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two business day prior to the hearing, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the Reporting Party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports heard by hearing and appeals officers who have received annual sexual misconduct training;
- The right to a panel comprised of representatives of both genders, if a panel is to be used;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings, interviews and/or hearings that are closed to the public;
- The right to petition that any member of the Hearing Board be recused on the basis of demonstrated bias;
- The right to bring a victim advisor of the Reporting Party's choosing to all phases of the investigation and resolution proceeding;
- The right to provide evidence by means other than being in the same room with the responding party;
- The right to be present for all testimony given and evidence presented during any resolution-related hearing;
- The right to make or provide an impact statement in person or in writing to the hearing officers following determination of responsibility, but prior to sanctioning;
- The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 1 business day of the end of the process;
- The right to be informed in writing of when a decision of the university is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the sanction of the resolution process, and the procedures for doing so in accordance with the standards for

appeal established by the university;

## **Rights of The Responding Party**

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct made in good faith to university administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report.
- The right to be treated with respect by university officials;
- The right to have university policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to be fully informed of the nature, policies and procedures of the campus resolution process and to timely written notice of all alleged violations within the report, including the nature of the violation and possible sanctions;
- The right to a hearing on the report, including timely notice of the hearing date, and adequate time for preparation;
- The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law, at least 2 business days prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least 2 business days prior to the hearing, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the Reporting Party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports heard by hearing and appeals officers who have received annual training;
- The right to petition that any member of the conduct body be recused on the basis of demonstrated bias;
- The right to a panel comprised of representatives of both genders if a panel is to be used;
- The right to meetings, interviews and hearings that are closed to the public;
- The right to have an advisor of their choice to accompany and assist in the campus resolution process.
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to make or provide an impact statement in person or in writing to the hearing officers board following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be informed of the outcome and sanction of the resolution process in

writing, without undue delay between the notifications to the parties, and usually within 1 business day of the end of the process;

- The right to be informed in writing of when a decision of the university is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the university.

## Appeals

In the event that the responding party accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Title IX Coordinator post-investigation can be appealed by any party according to the grounds below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described below.

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Title IX Coordinator to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately.

Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the Title IX Coordinator may be appealed by petitioning the Sexual Misconduct Hearing Board. Any party who files an appeal request must do so in writing to the Title IX Coordinator within 3 business days of receiving the written decision, for a review of the decision or the sanctions imposed. The written decision will be provided 1) in person and/or mailed to the local mailing address of the respective party as indicated in university records and emailed to the parties' university-issued email accounts. If there is no local address on file, mail will be sent to the parties' permanent address. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The Title IX Coordinator will share the appeal request with the other party (e.g., if the responding party files an appeal, the appeal is shared with the Reporting Party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the Title IX Coordinator will send a letter of outcome for the appeal to all parties. The Title IX Coordinator can take one of three possible actions. The Title IX Coordinator may dismiss an appeal request as untimely or ineligible, may grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or may modify a sanction.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the

original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

The ONLY grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

If remanded to re-open the investigation, the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level, at the discretion of The Title IX Coordinator. If the appeal remands to the hearing body for review, the reconsideration of the hearing body is not appealable.

In rare cases where a procedural error cannot be cured by the original hearing officers (as in cases of bias), the appeals officer may order a new hearing with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- Sanctions imposed are implemented immediately unless the Title IX Coordinator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals board will typically render a written decision on the appeal to all parties within five (3) business days from hearing of the appeal. The appeals board decision to deny an appeal request is final.

## **Remedial Procedures When an Employee is Accused of Sexual Misconduct:**

The Title IX Coordinator and designated investigators are formally assigned to investigate reports or notice of discrimination and/or harassment by employees, to address inquiries and coordinate the university's compliance efforts regarding employee-related reports. The Title IX Coordinator will receive and process all reports of sexual misconduct directed toward an employee. In all cases the Title IX Coordinator will assess each such situation by holding fact finding conferences and obtaining statements from employees subsequent to receiving the initial report of alleged misconduct.

The Title IX Coordinator will report findings to the Vice President of Academic Affairs (if the accused is a faculty member) or to the appropriate Vice President (if the accused is not a faculty member) and make a recommendation concerning further action and disposition of the matter.

After reviewing all the evidence, the Title IX Coordinator or the appropriate Vice President, in consultation with the Director of Human Resources, will make a determination whether reasonable grounds exist to believe that sexual misconduct has occurred. If such grounds are found to exist, the Title IX Coordinator or appropriate Vice President will take all appropriate action to eliminate such conduct and impose appropriate discipline. In any situation in which the appropriate Vice President is accused of violating this policy, the President of the University of Mobile will fulfill that role. In any situation in which the President of the University is accused of violating this policy, the Title IX Coordinator, in consultation with the Chairperson of the Board of Trustees will fulfill that role.

If either the employee accused of engaging in sexual misconduct or the person who is believed to have been the target or subject of sexual misconduct is dissatisfied with the action taken by the Title IX Coordinator or appropriate Vice President, the person may appeal the decision to a Sexual Misconduct Hearing Board. If the accused person is a university employee, the Board will consist of at least three of the Sexual Misconduct Hearing Board. The Sexual Misconduct Hearing Board will be composed of five or more trained faculty and staff members from across the various academic and administrative departments of the University will be appointed by the Vice President for Academic Affairs and the Title IX Coordinator.

If either the employee accused of engaging in sexual misconduct or the person who is believed to have been the target or subject of sexual misconduct is dissatisfied with the action taken by the Sexual Misconduct Hearing Board, the person may appeal the decision to the President in writing within 21 days after the Board's determination is communicated to the person. The other party will have 21 days to respond in writing to the appeal, and the President will make the final determination based upon the record before the Board and the written submissions of the accused and the person who is believed to have been the target or subject of sexual misconduct.

Because the University's obligation to protect its community members from sexual misconduct exists independently of the criminal justice system, the investigatory and hearing procedures (if applicable) will continue notwithstanding any related criminal proceedings. The University may briefly delay its response if necessary to avoid interference with a law enforcement investigation.

**Advisor** – The Reporting Party and Responding Party may be assisted throughout the process by advisors. The advisor may provide support and guidance through the investigation and hearing process. The advisor should be a member of the UM community, although exceptions may be granted by the President or appropriate Vice President (e.g., a Counseling Center staff member or volunteer). Additionally, upon request, an advisor can be appointed from the Sexual Misconduct Hearing Board pool.

## **Employee Sexual Misconduct Hearing Board Procedures**

In a proceeding before the Sexual Misconduct Hearing Board, the following procedures will apply:

1. The Title IX Coordinator serves as convener. The senior member of the panel will serve as chair.
2. A three-member panel of faculty or staff members is selected from the Board pool.
3. The Title IX Coordinator or his or her designee will serve as the presenter. The presenter presents the information gathered during the investigation.
4. Due to the sensitive nature of these hearings, the Reporting Party and Respondent may be kept separate throughout the hearing, appearing before the Board at designated times but able to hear all statements within the hearing.
5. No witness, other than the Reporter or Respondent if either chooses to testify, will be allowed to hear the testimony of other witnesses.
6. Before testifying, each employee witness will be reminded that his or her testimony is expected to be truthful under penalty of termination of employment, or if the witness is a student, subject to the Student Handbook.
7. The Board will call witnesses, consider relevant information, and question the Respondent and Reporter until it has exhausted every reasonable method of ascertaining the facts.
8. An attorney may be present during the hearing. The attorney may speak to the person represented by the attorney, but may not address directly anyone else involved in the hearing other than the Chair. Any comments or questions an attorney has should be directed to the Chair of the Board in a private conversation.
9. The Board must act with complete impartiality. A Board member may be excused from a case in which personal involvement may constitute a conflict of interest. Additionally, Board composition will be shared with the Reporting Party and Respondent at least 72 hours in advance of the hearing. Either party may request a member of the Board be removed.
10. The Respondent is considered not to have violated any policy throughout the hearing until there is a finding that a violation has occurred. The standard of proof is a preponderance of evidence that a violation occurred. The finding must be supported

by a majority vote of the Board.

## **Rights of the Reporting Party and Respondent**

The Reporting Party and Respondent will be afforded the same rights outlined in the student complaint section listed above.

## **Sexual Misconduct Hearing Board**

As noted in the policy above, the Sexual Misconduct Hearing Board will often hear cases regarding alleged violations of this policy. The Board is comprised of the following members, selected and appointed as outlined below:

Five or more trained faculty and staff members from across the various academic and administrative departments of the University will be appointed by the Vice President for Academic Affairs and, the Title IX Coordinator.

Each year, new members of the Board will undergo training in the various tenets of the Title IX Policy and procedures employed to investigate and hear allegations regarding possible violations. In addition, continuing members of the Board will attend review sessions to ensure they remain aware of any changes to the Policy and are prepared to serve when called upon. Emphasis will be placed upon protection of confidentiality, appropriate and relevant questioning, effective deliberation, reaching conclusions, and other vital topics in all training and review sessions for the Board.

## **Disciplinary Sanctions**

The following sanctions may be imposed upon any member of the community found to have violated the Sexual Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in the Student Handbook & Employee Handbook. The following are the typical sanctions that may be imposed upon individuals or organizations singly or in combination:

Student Sanctions (listed below and defined in Student Handbook)

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

Employee Sanctions (listed below and defined in Employee Handbook)

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

#### Sanctioning for Sexual Misconduct

- Any person found responsible for violating the No Harassment policy regarding Non-Consensual Sexual Contact (where intercourse has not occurred) will likely receive a recommended sanction ranging from probation to expulsion (student) or suspension and/or pay penalty (employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.\*
- Any person found responsible for violating the No Harassment policy regarding Non-Consensual Sexual Intercourse (where sexual intercourse has occurred) will likely receive a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*
- Any person found responsible for violating the No Harassment policy regarding Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion (student) or warning to termination (employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## Student Care

### Psychological Care Policy

The University of Mobile is an academic institution equipped to meet many of the needs of diverse college students. Throughout each semester, students at the University of Mobile may present a range of psychological difficulties that require staff assistance or staff intervention. Students experiencing psychological difficulties are expected to take personal responsibility to manage their behaviors and seek appropriate treatment as necessary. In addition to the care students might receive from counseling services, there are times when a student might need to spend time away from the campus, either voluntarily or involuntarily.

## Short Term Absences

In some instances, a student may experience a psychological difficulty, family distress or a need for extended time for bereavement. In these cases, the student has the responsibility to contact the University's counseling services to coordinate absences with the student's faculty/staff members. This notification does not relieve the student from their responsibility to arrange to complete missed work and should not be considered an excused absence. Students should be reminded to consult faculty or syllabi regarding absence policies, and to communicate with faculty to minimize impact on grades. Students should be advised to check in with counseling services to confirm their return to UM.

## Serious Psychological Difficulties

UM is concerned about the well-being of all students. Any behavior, including non-privileged verbal statements, that tends to demonstrate a desire of a student to inflict harm upon him or herself or others is considered a serious matter. Such behavior demonstrates that the student's well-being may be in jeopardy and interferes with the educational efforts of other students and with University of Mobile's mission to educate all students.

Any student who:

1. states (via any source including verbal, written note, text, social media, email, or any other form) an intent or desire to harm himself or herself or others, or becomes disruptive
2. attempts to harm himself or herself, or others
3. harms himself or herself, or others
4. has within their possession any item or substance that causes concern for potential harm

may be considered for temporary or permanent removal from University of Mobile residential facilities and/or University of Mobile academic and extra-curricular programs until cleared to return by the Dean of Students or designee. This potential action is **not disciplinary in nature** and the fact that such action has been imposed will not be entered in the student's educational records. However, if a student violates community standards or fails to comply with the terms of the clearance procedure, the student may be subject to disciplinary action in accordance with student disciplinary policy. If a student, faculty or staff member observes a student with the above-stated behavior, the person observing such behavior should report to the University Counselor who will confer with the Dean of Students. The student experiencing difficulties will be notified of behaviors observed. An assessment will be conducted to determine if action will be taken, and the student will receive written notification of the decision. The assessment will consist of:

- A. Observations of conduct, actions or statements that indicate safety or code of conduct issues.
- B. Statement from the student explaining his/her conduct, actions, or statements.
- C. Consultations with qualified healthcare professionals (the University Counselor or referral) who can assist the school in judging
  - a. The nature, duration, and severity of risk of immediate harm to self and/or others.
  - b. The student is able to adequately care for self.

- c. The student is able to function both socially and academically.
  - d. Whether reasonable modifications of policies, practices, or procedures can mitigate the risk.
  - e. The level of risk associated with disruption to the community or normal functioning of the college.
- D. Determination by school officials if the student is qualified to take classes, remain in the dorms, and/or participate in UM related activities.

A student who fails to complete the consultation with a qualified healthcare professional, in accordance with these standards and procedures and give permission for the results to be shared with appropriate officials may be considered for further action including involuntary withdrawal or referred for conduct sanction.

A student who is temporarily removed from University of Mobile residential facilities and/or University of Mobile academic and extra-curricular programs, voluntarily or involuntarily, and wishes to be considered for reinstatement, must provide a safety plan for their return. This plan should be developed with the University Counselor and include a description of specific goals, meetings and supportive steps the student will implement to help reduce the risk of another serious psychological episode, serious chronic psychological difficulties, or dangerous or excessive disruption to the community and normal functions of staff and faculty. The original assessment and newly developed safety plan will be taken into consideration by the Behavioral Assessment and Intervention Team [BAIT] to determine the student's residency and continuation in our academic and extracurricular programs. The student must receive written clearance by the Dean of Students prior to returning to campus.

The Dean of Students or an appointed representative may, at any time during this procedure, contact a parent on record or consult with the University counselor or other university official.

This procedure will be in effect if it is believed that a student meets the criteria set forth in this policy. If a student subject to conduct proceedings indicates they have a mental/behavioral disorder, that student will be required to complete a psychological assessment with the University counselor.

## **University-Initiated Procedures**

If a student is a direct threat to self or others, or significantly interferes with the education or the rights of others, the Vice President for Student Life, in coordination with the Behavioral Assessment and Intervention Team [BAIT], may initiate these procedures. The University Counselor is empowered with the discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this procedure. The first step will be to complete an assessment as stated above. Based on the results of the assessment, the following actions may be taken, but these do not preclude other actions based on a specific situation:

1. Continue at the University with no restrictions. The University may take no action if it is decided, based on the assessment, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student

to be advised of accommodations and supportive services that are available. In cases where there are conduct actions pending, those actions should go forward.

2. Continue in University pending further proceedings. The university may require that the student meet certain conditions regarding behavior over a specified period of time if he/she is to remain enrolled. Such conditions could include, for example, stopping classroom disruptiveness, or continuing only if the student avails him or herself of supportive services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred.
3. Remain enrolled at the University subject to conditions but with eligibility for University-owned residential agreement reviewed. Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by a student's behavior, the housing agreement may be terminated.
4. Suspension or dismissal. If there is a pervasive pattern of disruptive or threatening behavior, or behaviors that are assaultive, which present an imminent risk of injury to others, the student may be suspended or dismissed. In urgent circumstances immediate measures may be taken to suspend a student, but will be closely followed by an assessment, including an opportunity for the student to present his/her position and any information the student would like to be considered.

## **University Related Programs and Activities**

If a faculty or staff member has concerns regarding a student's emotional, psychological, or behavioral stability relating to participation in a University related program or activity, the faculty or staff member may refer the student to the University Counselor. As a qualified health care provider the University Counselor will complete an evaluation and outcomes will be reported to the Dean of Students, faculty, or staff member on an as-needed basis. An effort will be made to preserve confidentiality when possible while also maintaining community standards. The Dean of Students, University Counselor, and faculty or staff member will confer to make a final determination regarding the student's ability to participate.

## **Nondiscriminatory**

All determinations will be made and all policies will be applied in a nondiscriminatory manner based on observation of a student's conduct, actions, and statements, and in consultation with a professional qualified to interpret the evidence.

## **Student Conduct, Care, and Responsibilities**

### **College Citizenship**

All who work, study, and learn at the University of Mobile do so voluntarily. When a student applies for admission to the University of Mobile, that student agrees to respect and abide by the college's principles of conduct and community standards as well as federal, state, and local laws, and to comply with those standards and laws in the interest of orderly community living.

Many University of Mobile student community standards are based upon Biblical precepts or absolutes as represented in the University Statement of Christian Affirmation (as published in the University of Mobile catalog); while some expectations are simply held to be prudent in nature. These standards reflect a desire on behalf of the University to assist students in conducting themselves in a manner that reflects evidence of Christian principles and high moral character. Students are expected to:

1. Show respect for authorities, private property, self, and the rights of others
2. To exercise stewardship over their resources, abilities, as well as their mind, body & soul
3. To care for others as they do for themselves.

As members of the University community, students enjoy the rights and bear the responsibility of full citizenship. This citizenship is based on a shared commitment to integrity, respect, stewardship, and safety & security. As citizens, students are subject to sanction or revocation of citizenship when their actions infringe on the rights of others, compromise their own self-worth, or the integrity of the University community and its commitment to Christian values, and/or when safety and security are threatened or violated.

Each student is expected to adhere to the rules, regulations, and standards set forth in the student handbook, University catalog, any addendums, or other related publications. Observations, reports, associations or any information posted to the internet can be used to evaluate a student's conduct. Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others.

## **Violation Of Law And University Discipline**

The University reserves the right to review actions taken by civil authorities regarding any student or student organization. If a student is arrested for a criminal violation, that student must report the arrest to the Office of Student Life within seventy-two (72) hours of release; athletes must also report the arrest to the Athletic Director. University disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the University, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be considered by the University in determining whether a student will be eligible to continue his/her enrollment in the University and if so, under what conditions.

## **University Standards And Off-Campus Behavior**

Students are responsible for displaying conduct and behavior that reflect favorably on them, the University, and the community. Accordingly, the University reserves the right to take disciplinary action in response to behavior off campus that violates University standards and policies or adversely affects the University community and/or the pursuit of its objectives. The University also reserves the right to take disciplinary actions for violations of University standards by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

## **Reporting Misconduct**

Students are strongly encouraged to go to one another in brotherly love and speak the truth. However, if a student is fearful or uncomfortable approaching the offending student, he or she should report the suspected violation to the Dean of Students.

Though anonymous complaints are permitted, doing so may limit the University/College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and/or to the Department of Public Safety.

Students who are actively struggling with issues and behaviors that violate community standards or University policies are encouraged to seek support and help. They will be required to participate in an accountability contract and/or seek professional assistance rather than proceed through the judicial process. Students who request help will be asked to abstain from behaviors that violate University policies. If violations continue while engaged in the accountability contract or professional assistance, the student will be subject to disciplinary action. Student leaders that seek support may have reasonable and applicable expectations and boundaries set while they seek assistance.

The violations listed in this handbook are not comprehensive in nature. The University faculty and administration reserve the right to confront and/or address other behaviors that are viewed by the University as dangerous, destructive, or inconsistent with the University of Mobile mission and related statements of philosophy.

## **Authority for Student Conduct and Student Discipline Process**

Students at the University of Mobile are provided a copy of the *Student Handbook* annually in the form of a link on the University website. Hard copies are available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions of the *Student Handbook*.

The *Student Handbook* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University affiliated student organizations. For the purposes of student conduct, the University of Mobile considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University of Mobile. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility.

The *Student Handbook* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These

postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

As stated previously, many of the principles and standards outlined in the Student Handbook are based on biblical principles and standards. So too is the University's student discipline process. The following philosophy and principles serve as a framework for the University of Mobile's student discipline process. In this process student's are viewed as valued individuals (Gen 1:26) and maturing adults not children (1 Cor 13:11). Disciplinary sanctioning is viewed as a teachable moment and an opportunity for redemption and restoration (Prov 5:23, Prov 12:1). To avoid discipline is actually more harmful to the individual in need of discipline (Ps 94:12, Prov 5:23, Prov 13:34, Prov 23:13). Discipline stings, but is healing and redemptive in purpose (Job 5:17-18). Discipline is best done in relationship (Prov 3:11). Discipline should be appropriate to the person and the circumstances (Eph 6:4). Discipline should be informed by holiness and grace (Ps 6:1, Eph 4:15). The person facilitating student discipline must first appeal to standards, expectations, and authority and only then ultimately to obedience to God (Rom 13:1-7). The person facilitating student discipline must be familiar with grace (1 Cor 6:9-11). The person facilitating discipline is under authority (Rom 13:1). Ultimately, discipline is complimentary to the gospel as a loving act of accountability that aims at redemption.

The guidelines for behavior outlined in this handbook, the University catalog, and any other student related publications, outline the student discipline process. The Dean of Students and his or her designees with assistance from the Faculty Disciplinary Committee will be responsible for conducting investigations, gathering evidence, and enforcing all University rules and regulations related to student behavior. The Dean of Students (or designees) is responsible for administering the student discipline process as it relates to any allegations or complaints involving University students. For certain offenses, the authority to conduct a hearing and recommend sanctions may be delegated to Faculty Discipline Committee or other appropriate University of Mobile officials. When disciplinary action is necessary in response to behavior not specifically listed in this handbook, The Dean of Students (or designees) is responsible for interpreting the spirit of this handbook and the University's philosophy. Residential Life Area Coordinators typically administer sanctions for the first offense of a residential policy.

## **Parental Notification**

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

## **Student Disciplinary Process**

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University rules.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

1. When a violation of community standards occurs, a Campus Safety Officer, Student Life Staff member, or Resident Life Staff member will document the incident.
2. The Dean of Students(or designee) will schedule a meeting with the student(s) involved to discuss the alleged violation, gather additional information, hear the Student Life Staff and explain the student discipline process.
3. If there is enough information to support the conclusion that it is more likely than not that a policy violation occurred, the staff member will assign appropriate sanctions. Notice of the sanctions will be provided to the student and kept on file. If a student chooses not to be present at the meeting, a decision will be made without his or her input.

## **Disciplinary Sanctioning**

Penalties imposed must bear a reasonable relationship to the violation. Possible sanctions are listed below under Disciplinary Sanctions For Misconduct. Disciplinary records are maintained for students on a continual basis. Violations of the University of Mobile community standards are cumulative and are carried over from year to year. A student's complete discipline record will be considered when deciding sanctions. Information regarding a student's involvement in a violation of the standards of conduct may be shared as needed with other University departments or offices. Students attending the University who receive sanctions related to their conduct may become immediately ineligible for all or a portion of UM funded scholarships or grants. If a student subject to conduct proceedings indicates they have a mental/behavioral disorder, that student will be required to complete a psychological assessment with the University counselor.

## **Disciplinary Sanctions for Misconduct**

Violation of University policies, including the University of Mobile Community Standards, may result in the imposition of one or more of the sanctions listed below. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. Sanctions that may be imposed are not limited to those listed.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or University community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense.

One or More of the Sanctions Listed Below May Be Imposed for Student Conduct Violations:

- **Reprimand:** An informal warning that continuation or repetition of inappropriate behavior may result in a more severe sanction. A reprimand is not subject to appeal.
- **Disciplinary Warning:** An official written notification that a student's behavior is in violation of University regulations or standards, with clarification of expected behavior in the future. Further misconduct may be treated with more serious sanctions. A warning is not subject to appeal.
- **Referral for Counseling:** Students may be referred for counseling, either on-campus or to an appropriate professional agency, at the expense of the student. Progress reports are to be provided as requested by the Dean of Students.
- **Campus Service:** When deemed appropriate, the University official may require the performance of a specified number of campus service hours either on or off campus.
- **Fines or Restitution Fines:** ranging from \$25.00-\$500.00 may be levied for policy violations. Fines or restitution are payable to the University by the date specified by the University official. When deemed appropriate, the University official may require restitution for damages done or other payment for expenses incurred as a result of the student's actions.
- **Educative Sanctions:** Tasks, assignments or experiences which a student is obligated to complete. Examples are: letters of apology; research on an issue related to the offense; attending a workshop, accountability sessions, lectures or other meetings. Failure to comply may result in further sanctions such as suspension, denial of the privilege to re-enroll, or dismissal.
- **Disciplinary Probation:** Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to violate any institutional regulation(s) during the probationary period. Disciplinary probation implies that the individual's standing within the University is in jeopardy and that further negligent or willful violations will normally result in immediate suspension or expulsion.
- **Disciplinary Probation with Restriction:** In addition to Disciplinary Probation listed above, Disciplinary Probation with restriction involves the imposition of specified restrictions and/or prohibits the student from participation in designated activities for a stated period of time. Such privileges include but are not limited to visitation, employment, parking, involvement in clubs, organizations, extracurricular activities, athletics, performance groups, internships (including student teaching), or other privileges appropriate to the violation. The extent of the restrictions and the length of the period of restriction is determined by the magnitude of the offense. A record of the loss of privilege will be maintained by the Dean of Students. Additional infractions of the University rules and regulations during a period of restriction may lead to probation, suspension, or dismissal.

- **Disciplinary Suspension:** Separates the student from the University for a specified period of time, prohibits attendance at any classes, social events or other functions, and visiting University grounds or buildings unless by written permission. The University may interim suspend a student pending the completion of an investigation and resolution, particularly when in the judgment of the Dean of Students the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the student whose behavior is in question. During an interim suspension a student or employee may be denied access to University housing and/or the University campus/facilities/events. A suspension will be recorded on the student's transcript until suspension expires. Suspensions may be indefinite.
- **Suspension from Residential Housing:** Under certain circumstances it may be permissible to remove a student from residential housing on a permanent basis or as an interim suspension pending the completion of an investigation and resolution. Reasons for residential housing suspension include but are not limited to persistent neglect of university housing policies and/or an existing or perceived threat to safety or well-being of individual members of the campus community or the campus community in general. Suspensions may be indefinite.
- **Revocation of Institutional Gift Aid:** In certain circumstances, particularly those that jeopardize the integrity or reputation of the University, all or a portion of a student's UM institutional aid may be revoked.
- **Denial of Privilege to Reenroll:** This sanction places the student on indefinite disciplinary probation, may allow for the completion of the current semester but prohibits enrollment for subsequent semesters without permission from the Dean of Students.
- **Disciplinary Dismissal:** Any student who receives disciplinary dismissal will be permanently excluded from the University of Mobile. Once a student has been dismissed, he or she is not eligible for readmission. Disciplinary dismissal is permanently recorded on the student's academic record maintained by the Registrar's Office.

## Student Rights

A student accused of a violation of University regulations has the following rights:

- The student may have a person of choice from the University community to advise or assist in any hearings. However the advisor must be a member of the University of Mobile community (i.e., faculty or staff) and may not speak in the meeting on behalf of the student. The advisor may provide support and guidance through the investigation and hearing process. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present.
- Neither legal counsel nor parents may represent students or attend disciplinary hearings. However, students may request notes from the hearing or may request a post-hearing meeting with parents and University officials conducting the hearing to discuss the proceedings and the outcome. In cases involving harassment or sexual assault, please refer to the Title IX policy and procedures outlined above.

- The student can request a written statement of charges.
- The student can offer personal testimony and witnesses on his/her own behalf.
- The student may exercise his or her right to appeal sanctioning decisions as outlined in this handbook.

## Appeals

A student wishing to appeal the discipline sanction decision must do so in writing via a written letter and via the Disciplinary Sanction Appeal Form **within 24 hours of the original sanctioning decision**. These documents should be submitted to the Dean of Students (or designees) and will be reviewed by the appropriate member of the student discipline process. All sanctions remain in effect until otherwise noted as a result of the appeal. It is the student's responsibility to ensure that the all appeal documentation was received.

Appeals will normally be considered only when:

- there is relevant new information that was not available at the time of the original hearing and the introduction of the information could substantially impact the original finding;
- there was a substantial procedural error that may have significantly affected the decision;
- if the sanctions are substantially disproportionate to the severity of the violation.

### Guidelines for Writing a Letter of Appeal

The letter must include:

1. Names of the parties involved
2. Clear statement of the nature of the appeal consisting of one or more of the reasons listed above.
3. A narrative of the incident including:
  - (a) Why it occurred
  - (b) How it occurred
  - (c) Where it occurred
  - (d) Who was present
  - (e) The information on which the appeal is based
4. The desired outcome

Upon receipt of a student appeal, the Vice President of Student Life (or designees) will forward the written appeal along with any other appropriate information to the Faculty Discipline Committee that will review the request for appeal. The Vice President of Student Life (or designees) will notify the student in writing of the decision. If the appeal cannot be considered within one week of the appeal request, the Vice President of Student Life (or designees) will notify the student. Decisions of the Faculty Discipline Committee may be appealed to the President of the University within 24 hours of the Faculty Discipline Committee decision. A decision of the President is not subject to further appeal.

## Community Standards

Any student who commits, aids or attempts to commit any of the following acts of misconduct may face disciplinary action through the University's judicial system.

## **Community Standard: Integrity**

- Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
- Cheating, plagiarism, or other forms of academic dishonesty.
- Unauthorized access to any University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any college/university building or failing to timely report a lost University identification card or key;
- Violation of the visitation policy as outlined in the Residential Living Policies and Procedures above.
- Tampering with the election of any University recognized student organization.
- Living off campus while not meeting the off-campus eligibility requirements. Students found to be living off campus that do not meet the proper criteria may be subject to disciplinary action and held financially responsible for the semester housing charge.
- Illegal downloads: movies, music, software, etc.
- Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables;
- Violation of federal, state, or local law on University premises or at a University sponsored or supervised activity.
- Dressing inappropriately. Students are expected to be neatly, modestly, and appropriately dressed at all times. Clothing with obscene pictures or messages and clothing with advertisements for products not in keeping with the University's philosophy are not appropriate. Shirts and shoes are required in all University buildings and at all University sponsored or approved functions. Responsibility for dress is placed upon each student. Faculty and staff members may determine whether a given mode of dress disrupts the learning environment.
- Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to, damaging or altering records or programs; furnishing false information; invading the privacy of another user by using files, programs, or data without permission; engaging in disruptive and annoying behavior; and any unauthorized use of computer hardware, software, accounts, passwords, or keywords.
- It is considered a misuse of computers to view, obtain, or send pornographic material.
- Any incident that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of community standards.

## **Community Standard: Respect**

- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University of Mobile.
- Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus;
- Posting and/or submitting personal information or photographic images of yourself or

others for display on the internet that may be considered contrary to the philosophy of the University of Mobile.

- Harassment: The intentional infringement upon the rights of any member of the community, including the persistent interruption of a reasonable level of peace and quiet.
- Stalking: a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- Use of cellphones or other electronic devices or computing facilities to obtain or send obscene or abusive messages.

## **Community Standard: Stewardship**

- Damage, destroying, or defacing property or littering on public grounds.
- Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another;
- The unauthorized use or the abuse, destruction, or theft of property of the University or any of its members, guests, or neighbors. This regulation includes the unauthorized appropriation or “borrowing” of common property for personal use. It also includes unauthorized use, abuse, destruction, or theft of property in University care of custody.
- Based on the University’s religious beliefs and foundations, sexual misconduct includes, but is not limited to, the promotion, advocacy, practice, or acts of sexual abuse; sexual assault (see [student care](#) section of this handbook for more information); sexual harassment; incest; adultery; rape; fornication; the possession of pornographic material; sex outside of a heterosexual marriage; promotion, advocacy or on-going practice of a gay, lesbian, bisexual, or transgender lifestyle; identifying oneself as a gender other than the gender assigned by God at birth; same-sex dating behaviors; or public advocacy of sex outside of marriage. Please see the [Sexual Stewardship](#) section of this handbook for more information.

## **Community Standard: Safety and Security**

- Use, possession, distribution, being under the influence or in the presence of alcoholic beverages on-campus or at a University sponsored/sanctioned event or evidence of underage drinking on or off campus.
- Use, possession or distribution of narcotics or controlled substances except as expressly permitted by law. (Also see [drug and alcohol policy](#) in this handbook).
- Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release.
- Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
- Knowingly furnishing false information to a University officer or member of any hearing board acting in performance of their duties, or the failure to provide University personnel with adequate identification upon request.
- Failure to comply with directions of a University official or law enforcement officers.

- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- Operating a vehicle in violation of traffic rules or as to endanger people or property.
- Ejecting any objects from the windows, roofs, or balconies of University buildings.
- Climbing on top of the roofs of buildings or in other unauthorized areas.
- Unintentional discharge or misuse of personal defense devices. The owner is responsible for maintaining control and assuring proper usage of these devices.
- Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health, safety, or security of any person.
- Spoken or written comments that are lewd, obscene or indecent. This includes but is not limited to sexually explicit or derogatory racial/ethnic comments or gestures.
- Possession or use of any weapon on university property or at a university event is prohibited. “Weapons” include, but are not limited to, firearms, BB guns, paintball guns, replica firearms, dismantled/unassembled firearms, tazers, stunguns, dangerous chemicals, any type of explosive or ammunition, edged weapons such as swords, knives, axes, hatchets, or any improvised weapons or weapons of opportunity, including the storage of any item that falls within the category of a weapon in a vehicle parked on University/College property.
- Firearms are strictly prohibited on University premises (regardless of concealed carry licenses). This includes, but is not limited to: pistols, shotguns, rifles, paintball guns, air soft guns, BB/pellet guns, replica firearms, toys which look like weapons, cross bows, compound bows and any other projectile launching device deemed dangerous by University officials.
- Violation of local, state, federal or campus fire policies including, but not limited to:
  - a) Intentionally or recklessly causing a fire which damages University/College or personal property or which causes injury.
  - b) Failure to evacuate a University/College-controlled building during a fire alarm;
  - c) Improper use of University/College fire safety equipment; or
  - d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment, fire extinguishers, smoke or heat detectors while on University property. Such action may result in a local fine in addition to University sanctions;
- Making a false report concerning a fire, bomb, or other emergency.
- Vagrancy on campus, to include unauthorized use of university buildings/ property for temporary or long-term housing, and use of campus facilities for primary hygiene needs.