

Troy University

2008-2009

Student Handbook

Academic Planner



Revised and Effective... August 1, 2008

This handbook for students is a compilation of Troy University rules, regulations, policies, and procedures pertaining to all students and student organizations. The handbook is published annually by the Office of Student Services. All rules, regulations, policies, and procedures referred to and described herein are subject to review and evaluation and to change without notice. Although the publisher of this Oracle has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors or errors occasioned by honest mistake.

Troy University

Excellence is an enduring tradition at Troy University, but so too is a unique ability to adopt a name that best fits the needs of its students. TROY has customarily kept pace with an ever-shifting world through a variety of name changes. Since it was founded more than a century ago, the University, under many names, has continued to be a leader in academics, athletics, and affordability.

Established in 1887, TROY was originally referred to as **Troy Normal School**. The idea of the normal school came from a modification of an English school system that included two years of post-secondary education. The primary objective of each normal school in the South was to fulfill the higher education needs and ultimately the career goals of the residents of the area. Specifically, Troy Normal School provided the citizens of Southeast Alabama with the opportunities associated with completing a teaching certificate.

Building on its Normal School beginnings, TROY realized a steady course of growth and was officially renamed **Troy State Teacher's College** in 1929. This adaptation was due to the changing needs of its students and the communities and regions it served. Troy State Teacher's College offered a four-year curriculum which attracted higher-quality students to the institution opening paths beyond southeast Alabama. It was under this name that TROY was first accredited by the Southern Association of Colleges and Schools.

TROY soon saw the need to offer more than a teaching degree and in 1957 the University was renamed simply **Troy State College**. The first non-educational degree was offered in the 1946-1947 *Bulletin* as a result of the increase attendance after World War II. The University began pre-professional programs, including medical technology, as well as a degree in business. Shortly after the integration of these degrees came the development of a Master's Degree with graduate coursework beginning in 1957.

As TROY continued to grow, another change occurred in December, 1967. On that date, Troy State College became **Troy State University**. It was under this name TROY began to shine. The University took the moniker "TSU" and quickly took the shape it is known for today. It soon added additional campuses in Alabama and world-wide growing to serve more than 18,000 students. Also, interest in athletics rose to an all-time high with the move to Division I football the capstone event in 2001.

On April 16, 2004, the Board of Trustees voted unanimously to drop the word "state" from the University name. The trustees said the new name, **Troy University**, more accurately reflected the University's world-wide mission as TROY operates more than fifty teaching sites outside Alabama in seventeen U.S. states and eleven nations without state of Alabama appropriations.

The University's name may have evolved, but TROY has shown over one hundred years of progress and dedication to its students, faculty, alumni, and fans. That progress shows no sign of slowing down. There has never been a better time to be a TROY TROJAN!!!

Oracle

Table of Contents

Financial Aid	page 7
Policies and Procedures	page 11
Standards of Conduct	page 42
Troy Campus Information	page 55
Important Numbers.....	page 57
Enrollment Management	page 59
Financial Affairs	page 59
Recreation Management.....	page 62
Student Involvement/Leadership	page 63
Student Development	page 64
Housing and Residence Life.....	page 64
Campus Dining Services	page 67
Auxiliary Services	page 68
University Police Department	page 70
Center for International Programs	page 73
Library	page 73
Instructional Support Services.....	page 74
Student Organizations	page 75
Montgomery Campus Information	page 89
Dean's Message	page 90
Important Numbers.....	page 91
General Information and Services	page 92
Dothan Campus Information	page 99
Important Numbers.....	page 100
Offices and Services	page 100
General Information	page 102
Clubs and Organizations	page 104
Phenix City Campus Information	page 107
Important Numbers.....	page 109
Offices and Services	page 109
University College Information	page 113
Important Numbers.....	page 114
Student Planner	page 119

Chancellor's Message...

Welcome to Troy University. Whether you are a recent high school graduate on the threshold of your college career or a working adult earning a graduate degree, you will find your Troy University experience exciting and rewarding.

TROY is internationally known for outstanding academic programs supported by excellent student services, a combination which ensures the best value for your tuition dollar. We take pride in our personal approach, knowing students by name and not by number.

As you begin your TROY career, I encourage you to get involved in some aspect of student life. Research shows involved students perform better academically than those who are not engaged in some aspect of campus life. Regardless of which TROY campus you attend, you are encouraged to support our Trojan athletic teams—they have brought great credit to Troy University!

In closing, let me personally thank you for choosing Troy University. I am proud to welcome you to the Troy University Family!



Sincerely,

A handwritten signature in black ink that reads "Jack Hawkins, Jr." The signature is fluid and cursive, with a large "J" and "H".

Jack Hawkins, Jr., Ph.D.
Chancellor

Senior Vice Chancellor for Student Services & Administration Message...



Welcome to Troy University! We are pleased that you selected TROY in meeting your educational needs. Our collective and shared role in student services is to expand your environment for learning and to guide your development for future leadership in a global marketplace.

We challenge you to become active learners by being involved on campus in one of many organizations available to you. Such involvement provides an opportunity in meeting other students, in supporting the larger campus community and in adding fun as well as cherished memories to your college experience. Truly, these associations sharpen your individual talents and contribute to a vibrant campus setting.

Our leadership role provides you a voice with our academic colleagues and university staff when issues arise impacting student life. We remain attuned to your needs through engaged servant leadership and by providing a safe and secure environment.

As servant leaders, we help students develop those timeless qualities of integrity, solid character, moral courage, commitment and discernment in meeting the dynamics of a changing world. In essence, we facilitate students in becoming lifelong learners and accountable adults who will continue to build our society and nation in an ever smaller global community.

Simply, we are here to help you succeed. The challenge is up to you to be active learners and participants in the life of Troy University. May your experience be one of growth and enrichment built on solid values, preparing you for the future ahead!

Sincerely,

A handwritten signature in black ink that reads "Richard J. Federinko". The signature is fluid and cursive, with the first name being the most prominent.

Richard J. Federinko, Ph.D.
Senior Vice Chancellor
Student Services & Administration

Financial Aid Information



Troy University

Student Financial Aid

Troy University, Adams Administration Bldg. 133, Troy, AL 36082 1-800-551-9716 ext. 3186 www.troy.edu/financialaid; Troy University Dothan Campus, P.O. Box 8368, Dothan, Alabama 36304, Malone 219 (334) 983-6556 ext. 1-255; Troy University Montgomery Campus, 231 Montgomery Street, P.O. Drawer 4419, Montgomery, AL 36103-4419, (334) 241-9520, Whitley Hall Room 208; TroyUniversity Phenix City Campus, One University Place, Phenix City, AL 36869 (334) 297-1007. The Troy campus Financial Aid office processes financial aid for all campuses. Montgomery and Dothan campuses also process aid. Phenix City offers VA and scholarship service only.

Although it is primarily the responsibility of the students and their families to pay college costs, this is not always possible. In such cases, the student should apply for financial aid to supplement family resources in the Student Financial Aid Office.

The Student Financial Aid Office strives to help students meet their educational costs that exceed the parents' contribution and other resources. Numerous Federal regulations determine a student's eligibility for financial aid. Staff members assist students and their families in understanding those regulations, but the university often has little opportunity to make exceptions to regulatory guidelines.

Grants: Grants available at Troy University include the Pell Grant, Supplemental Educational Opportunity Grant and State Grants. Grants do not have to be repaid.

Loans: Loan programs in which Troy University participates include the Perkins Loan, the Stafford Subsidized and Unsubsidized and parent loans. Loans must be repaid.

Scholarships: Troy University offers Academic and Leadership Scholarships, Air Force and Army ROTC Scholarships. Additional scholarships are available in nursing, athletics, music and performing arts. Other scholarships are made available through various clubs, businesses and organizations.

Student Employment: The university provides employment for students through work-study and work-shop programs. The Federal Work-Study Program is a federally funded, need-based student work program awarded and administered by the Student Financial Aid Office. To be eligible for work-study, students must apply for financial aid and show financial need. Work-shop is part-time employment up to 13 hours per week in various departments on campus. All work-shop positions must be approved through the Office of Human Resources and follow the procedures required by that department.

Other Sources of Aid: Additional student aid may be obtained through Veterans benefits, Marine officer programs, vocational rehabilitation and Alabama Benefits for Children of the Blind.

Deadline: Applications for each academic year are available on February 1. Students applying for assistance prior to March 1 will be given priority in the allocation of funds available for the coming academic year. Students applying after that date may receive assistance if funds are available. Students must reapply each academic year.

Additional Information: Students enrolling less than full-time will have their financial aid awards reduced or canceled according to the number of hours taken. Students on loans must maintain halftime status.

Financial Aid Disbursement: Effective Fall 2003, the transmittal of financial aid will be made on the day after the drop/add period if the award letter has been returned to financial aid at least 10 days prior. Students will be able to receive refunds no later than twelve (12) days after the start of classes for the term. Students are expected to enroll with sufficient funding to purchase books and to survive for a minimum of two weeks after the beginning of the term. If book vouchers are available, they are issued by the bookstore.

Troy University reserves the right to adjust any aid if there is any change in academic or financial status of the aid recipient or to prevent institutional liability.

Applications for financial aid may be obtained by contacting 1-(800)-4-FED-AID. Please use our web site www.troy.edu/financialaid to apply on line, to download forms, or to contact us.

Confidentiality: Students' family financial information and the type and amount of a student's aid are held in confidence. Student Financial Aid Office ensures the confidentiality of all student records in accordance with the Buckley Amendment – the Family Education Rights and Privacy Act of 1974. (FERPA).

Policies and Procedures



Troy University

Policies & Procedures

Troy University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree, the bachelor's degree, the master's degree, and the education specialist degree.

Troy University is composed of institutions located in Troy, Montgomery, Dothan and Phenix, Alabama. Additionally, there are site locations throughout the United States and abroad. This publication contains information that is applicable to all students on all Troy campuses. The use of the term "University" is applicable on all campuses.

Student's Role and Participation in Institutional Decision Making

The administration of Troy University supports student participation in institutional decision making. The Student Government Association (SGA) is an active and vital organization which serves as a link between the student body and the administration. The SGA (of which all students are members) serves as the governing body for student issues and performs many other valuable functions for students. Students are actively integrated into the university decision-making process through representation on university standing committees, membership on the Student Services Judicial Committee and the University Activities Council, representation on the University Board of Trustees, generally on University ad hoc committees, and on various advisory committees in some academic schools and departments. Student representatives to committees are recommended by the SGA and names are submitted through the Senior Vice Chancellor for Student Services to the University Chancellor for appointment. The SGA President represents the student body by serving as a nonvoting member of the University Board of Trustees. The Senior Vice Chancellor for Student Services serves as co-advisor to the SGA, thereby providing an open channel of communication to the administration on a daily basis. The student voice is an active component of the university's decision-making process.

Nondiscrimination Policy

Troy University is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, or disability, in any of its programs including admissions of students and employment. The university complies with Title IX of the Education Amendments of 1972. Inquiries concerning the application of Title IX may be referred by employees to the Director of Human Resources at telephone number (334) 670-3554.

Family Educational Rights & Privacy Act (FERPA)

Troy University compiles and maintains information about students which facilitates educational development of the student and effective administration of the university. To better guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20 U.S.C. 1230, 1232), Troy University has adopted the following policies and procedures:

1. General Policy

Troy University shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined in paragraph 4 herein, without the written consent of the student, to any party other than the following:

- a. Other school officials and teachers of this university who have been determined by the university to have legitimate educational interests. A school official is:
 - A person employed by the university in an administrative, supervisory, academic or research, or support staff position.

- A person elected to the board of trustees.
- A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his/her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- a. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student may receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record.
 - b. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes.
 - c. In connection with a student's application for, or receipt of, financial aid.
 - d. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 - e. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - f. Accrediting organizations in order to carry out their accrediting functions.
 - g. Parents of a student who is a dependent for income tax purposes. Non-custodial parents are allowed under law.
 - h. Pursuant to a lawful subpoena or court order.
 - i. Other appropriate persons in an emergency to protect the health or safety of the student or others.

Students shall have access to all such information in accordance with the procedure outlines in this statement with the exceptions specified in the following paragraph 2.

2. Definition of Educational Records

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university or by a person acting for the university. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

- a. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
- b. Records of campus security, except in those instances where they have been transmitted within the university for administrative purposes.
- c. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in

connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment or who could not be involved officially within the university, but such records are available to a physician or appropriate professional of the student's choice, if requested by the student.

3. Definition of Student

For the purpose of this policy, "student" means any person who has been enrolled in and is attending, or has attended, any course offering of Troy University. It does not include prospective students.

4. Directory Information

The following categories of information with respect to each student have been designated by the university as directory information which may be made available to the public, absent a student's written request that any such information should not be released without the student's prior consent. A copy of the form to request withholding information is available in University Records, Adams Administration Building or from the campus where the student is in attendance.

- a. Student's name, address, telephone number
- b. Date and place of birth
- c. Name and address of parents (or guardian, husband, wife, as appropriate)
- d. Religious preference (optional), whether or not a veteran, marital status
- e. Last term attended Troy University, if any, and the most recent previous institution attended
- f. High school of graduation and year of graduation
- g. Part time employment, if any, and name of employer
- h. Major and minor fields of study, degree desired, and classification (freshman, sophomore, junior, senior)
- i. Participation in officially recognized activities and sports
- j. Degrees and awards received (i.e., Dean's list, Who's Who, etc.)

5. Location of Records

The university has designated the following officials or their equivalents at respective campuses as responsible for student records within their respective areas of responsibility:

- a. Senior Vice Chancellor for Student Services
- b. Provost
- c. Vice Chancellor for Financial Affairs
- d. University Registrar and Associate Registrars
- e. Deans of various schools within the university.

These officials shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records within such records official's area of responsibility, which listing shall indicate the location and general content of the records. Any student request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student shall be directed to the appropriate records official. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student and, if an agreeable solution is not reached, the records official will refer the student and his/her challenge to the university hearing officer, who shall set a hearing within 10 days thereafter for final decision.

6. Access of Student Records to Student

The student is accorded the right to inspect and review, in the presence of a university staff member, any records, files and data directly related to the student. To inspect his/her personal folder or file, a student shall submit a written request to the appropriate records official signed

by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

7. Limitations on Access

The right of inspection of personal information described in paragraph 6 above does not include:

- a. Financial records of the parents of the student or any information contained therein.
- b. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
- c. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

8. Challenging the Contents of the Records

If, after inspecting his/her record, a student wishes an explanation or to challenge any part of the contents of such record, then the student shall submit a written request for a hearing in the same manner and under the same procedures as provided by paragraph 5. The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained or that it should be deleted or revised or he/she may refer the matter to the hearing officer who shall set a hearing within 10 days thereafter for final decision. In the event any part of the challenged item is retained, the student shall be allowed to place a written examination thereof in the file. A written decision shall be delivered or mailed to the student within 10 days from the date such hearing is concluded, either by the records official or the hearing officer.

9. Waiver of Access

A student or a person applying for admission may waive his/her right of access to confidential statements concerning that student's application for admission, financial aid, employment, honorary recognition or any other benefit made available by Troy University. The student may sign and return the waiver or may request a list of the names of persons who will be asked for recommendations as to such application prior to signing and returning such waiver or the student may decline to waive the right of access. No such application shall be conditioned upon or prejudiced by the student's failure or refusal to sign such waiver.

10. Providing Records to Third Parties – Content of Consent

The policy of Troy University is to refuse access to student records to third parties without the written consent of the student except as provided in paragraphs 1 and 4. Any records pertaining to a student, which are not excluded by the provisions of paragraph 2, shall be released upon receipt of that student's written request, directed to the proper records official, specifying the records to be released, the reason for such release, the person to whom the records are to be released, and whether a copy thereof is also to be furnished the student.

11. Transfer of Information by Third Parties

Any information released under paragraph 10 shall be expressly conditioned upon the understanding that the party to which the information is being transferred will not permit any other party to have access to such information without the consent of the student. Such conditional understanding shall be in writing, and included in or attached to each release of information.

12. Record Access

Troy University shall maintain a record, kept with the education records of each student, which will indicate all parties (other than those specified in paragraph 1.a.) which have requested or obtained access to a student's education records. This record will indicate specifically the legitimate interest that each such party has in obtaining this information. Such record of access shall be available only to the student, to the school official and his/her assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of paragraph 1.a. and 1.c., as a means of auditing the operation of the system.

13. Destruction of Records

Troy University retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student shall be granted access to and copies of his/her records, which are not excluded by the provisions of paragraph 2, prior to the destruction of such records. Absent such a request on file prior to destruction, no copy of records to be destroyed need be furnished the student.

14. Cost of Copies

Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service. At present, the cost is \$1.00 per page for unofficial documents and \$5.00 for official documents.

Parental Notification Letter

In accordance with (FERPA) Family Educational Rights and Privacy Act, the university must have **parental and student consent** to allow the university to release student information to the parents and/or legal guardians. This information includes grades, billing information, schedules and judicial files. Questions concerning the Family Education Rights and Privacy Act may be referred to the Student Services Office on each campus.

Social Security Number

Disclosure of a student's Social Security number is voluntary and not mandatory. A student's Social Security number is solicited pursuant to the authority delegated to the officers of Troy University by the Board of Trustees thereof under Alabama Code, Title 52, SS 509 (116) - 509 (128c) and will be necessary if the student is employed by the university, including employment through a student financial aid program. When provided, the Social Security number will be used as the most efficient means of identifying the student and eliminating confusion over similar names and names changed by marriage. No right, benefit or privilege provided by law will be denied to a student if they refuse to disclose their Social Security number. In addition, Troy assigns an identification number to each student through the University's computer system. These numbers are used to identify individual students on class rolls or other verification documents.

Release of Address Information

Troy University shall not release address labels, in either print or electronic format, of students, prospective students, or employees, to off-campus organizations. When Troy University has entered into a business agreement with an organization, the addresses may be made available as part of that agreement, at a cost set by the university. On-campus organizations and departments may obtain address labels, at a cost set by the university, for purposes related to their routine operation and which are consistent with the university's educational mission. Written requests for address labels, including a copy of the material to be sent, must be approved by the Senior Vice Chancellor for Student Services or his designee.

Policy and Procedures Regarding Student Medical History Record

1. Students attending on-campus course(s) with the Troy campus (T01 location) of Troy University are required to complete the Student Medical History Record and present verification of required immunization dates before registering for classes. Two doses of measles, mumps, and rubella (MMR) vaccine are required for students born after December 31, 1956. In the event that a student cannot provide required medical documentation at the time of registration, Student Health Services may issue a temporary medical clearance which enables a student to register for classes with the understanding that he/she must provide required medical records within two weeks following registration. Students who do not provide missing documentation will have a restriction placed on their account and will be unable to register for future terms with the Troy campus until required information is provided to Student Health Services. The MMR vaccination can be administered at Student Health Services for \$15.00.
2. International students applying to Troy University and seeking a student VISA, regardless of home location, will be required to complete the Student Medical History Record as above with verification of two doses of MMR vaccine and in addition, submit evidence that active tuberculosis is not present. A negative (less than 10 mm) Mantoux test or a negative chest x-ray within one year of application will constitute acceptable evidence. Mantoux tests are available at Student Health Services for \$18.00. All students with positive results will be referred to Troy Regional Medical Center for a chest x-ray at the student's expense.

Policies and Procedures for Disability Services

It is the policy of Troy University to provide accessible programs, services, activities, reasonable accommodations, and a harassment-free environment, for any student or employee with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990. To provide the best possible services to students, employees, and visitors, Troy University has designated the Disability Services Coordinator and the Director of Human Resources on each campus the responsible parties for coordinating accommodations for persons with disabilities. For more information about physical access to buildings or grounds, academic or workplace accommodations, or other ADA related services individuals should contact the Disability Services Coordinator or Director of Human Resources on the specific campus. For information regarding services at Troy main campus, contact the Director of Adaptive Needs at (334) 670-3220; for services at Troy University/Montgomery, contact the Disability Services Coordinator at (334) 241-9587; and for services at the Troy University/Dothan campus, contact the Director of Counseling and Career Services at (334) 983-6556.

Qualification for Services

1. Any student/employee seeking accommodations under ADA/504 will meet with the Disability Services Coordinator/Director of Human Resources to discuss needs. The student/employee may then complete an application for services.
2. The student/employee will discuss his/her needs and responsibilities with the Disability Services Coordinator/Director of Human Resources and sign appropriate release forms.
3. The student/employee will provide recent documentation of a disability from a qualified professional in accordance with the Criteria for Disability Documentation for Troy University. The complete Policies and Procedures for Disability Services and Documentation Guidelines are available on the Troy website.
4. The Disability Services Coordinator/Director of Human Resources will determine whether the student/employee is eligible for services and inform the student/employee in writing of the determination.

Reasonable Accommodations

1. The Disability Services Coordinator/Director of Human Resources will determine reasonable and appropriate accommodations based upon documentation submitted in accordance with Disability Documentation Guidelines.
2. The Disability Services Coordinator/Director of Human Resources will provide an Accommodation Letter for each instructor/supervisor.
3. The student/employee is responsible for discussing implementation of accommodations with faculty/supervisor. Conflicts or disagreements should be referred to the Disability Services Coordinator/Director of Human Resources.
4. The Disability Services Coordinator/Director of Human Resources will insure and maintain confidentiality of all student/employee disability related records and services as required by federal and state law.

Providing Services for Students and Employees with Disabilities

1. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Troy University strives to ensure that students/employees with disabilities have full access to programs, facilities, and employment.
2. All students must meet the same academic standards for admission established by each Troy campus. Faculty may be consulted to assist in determining which academic requirements are essential or fundamental to a major course of study. Such requirements will not be modified, nor will standards by which a student/employee is graded or evaluated be altered. All employees must be able to perform the essential duties of the required position with reasonable accommodation.
3. Troy University campuses strive to eliminate barriers to learning/employment or participation in other institutional activities, and provide the following services for students/employees:
 - Screening of disability
 - Determination of appropriate accommodations
 - Communication with faculty/staff regarding student/employee needs
 - Referral to other available campus and/or community resources
4. Providing reasonable accommodations for student/employees with disabilities requires an individual assessment of need. Accommodations will be determined by the nature and requirements of a particular course or activity and the skills and functional abilities of the student/employee. Appropriate accommodations may include, but are not limited to:
 - Extended time on exams/assignments
 - Permission to tape lectures
 - Readers/scribes/interpreters
 - Enlarged print/graphics
 - Textbooks/training materials in alternative formats
 - Use of a class note taker
 - Use of spell checker/calculator
 - Text telephone
 - Campus housing modifications
 - Modified equipment or devices
 - Flexible work schedules
 - Workplace modifications
 - Access to special events

The University is not required to make modifications that would pose an undue financial burden or violate the code of conduct.

5. Students/employees with disabilities are responsible for identifying themselves to the campus Disability Services Coordinator/Director of Human Resources in order to assure timely provision of accommodations. Students should register with the Disability Services Office and make requests for accommodations prior to the beginning of the term.

ADA Grievance Procedure

In the event that a student/employee is highly dissatisfied with his/her disability services, or has an irreconcilable conflict with an instructor, supervisor, or administrator, he/she may file a complaint in accordance with the established Grievance Procedure for students /employees. The complete process for filing a complaint is available on the Troy University website.

NOTE: The policies and procedures set forth in this document will be periodically reviewed and revised to reflect compliance with existing legislation, amendments to current statutes, or enactment of additional statutes. Each such revision shall supersede, as does this document, all previous publications, or excerpts published or cited elsewhere.

Drug-Free Workplace and Drug-Free School Act*

Drug and alcohol use and abuse are threats to American society. The use of illicit drugs and abuse of alcohol interferes with the rights of everyone to a safe and productive educational environment or workplace. Troy University has both a legal and moral obligation to maintain a drug-free school and drug-free workplace.

The unlawful possession, use, consumption, manufacture, distribution or dispensation of alcohol or controlled substances on Troy University property, in the workplace of any employee of the University, or as any part of any functions or activities by any student or employee of the University is prohibited. In any of the instances above, Troy University will act swiftly to prevent recurrence of such actions.

* The Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226) and The Drug-Free Workplace Act of 1988 (PL 100-690).

Alcoholic Beverages Policy Statement

Troy University recognizes that the use of illicit drugs and the abuse of alcohol interfere with the rights of everyone to a safe and productive educational environment or workplace. Troy University has a legal obligation to maintain a drug-free school and drug-free workplace. Accordingly, Troy complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol, prescription drugs not prescribed by medical personnel, and/or illicit drugs. Unless otherwise stated by law, each individual retains responsibility for his or her mental or physical state, even if altered by alcoholic beverages or other drugs. Students, faculty, staff, and employees of Troy are hereby notified of the University's alcohol policy and are expected to adhere to the guidelines set forth in this policy.

Summary of State and Local Laws regarding Alcohol

All campus leaders (faculty, staff, students) must ensure compliance with the following laws of the State of Alabama and the City of Troy:

1. Possession, use or purchase of liquor, beer, or wine by persons under 21 years of age. (Code of Alabama, 28-3-266)
2. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28-3-60:10)
3. Public drunkenness (Code of Alabama, 28-3-260:3)
4. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)

5. Sale of alcoholic beverages on Sunday (Code of Alabama, 28-3-261)
6. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

University Regulations

1. No individual under the legal drinking age of 21 years will be allowed to consume, serve, sell, or possess alcohol on university property.
2. Public drunkenness or driving under the influence on campus is prohibited.
3. The consumption of alcohol by those of legal drinking age will be restricted to the following properties of Troy University:
 - a. The Arboretum Building
 - b. Tailgate Terrace(s)
 - c. Red Wave Executive Suites and Stadium Club located in Movie Gallery Veterans Stadium and other designated viewing suites
 - d. Hawkins Adams Long Hall of Honor
 - e. Private university living quarters where those present are of legal drinking age. Consumption or display of alcoholic beverages in the public areas of residence halls is prohibited.
 - f. In common areas for special events, if approved by the Chancellor or his/her designee. For faculty sponsored events, the designee is the Senior Vice Chancellor/Provost; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Administration; and for all other groups the designee is the Senior Vice Chancellor for Student Services. The consumption of alcohol at other campus locations will be approved by the appropriate chain as just defined.
4. Sponsorship of events promoting or glamorizing the consumption of alcoholic beverages is prohibited (i.e., two for one specials, beer bashes, happy hours, etc.).
5. On-campus advertisements directly promoting consumption of alcoholic beverages are prohibited.
6. Campus organizations must enforce additional group/individual standards, as directed by their national or international organizational bylaws, which may be more restrictive than those established in this policy.
7. The consumption of alcohol during university field trips, off-campus student group activities, and other student-oriented off campus events is prohibited, unless in compliance with applicable laws and regulations (i.e., students are 21-years old, travel abroad where laws on alcohol consumption are less restrictive).
8. University employees are strongly advised not to provide alcohol for students at off-campus locations. Employees choosing to provide alcohol to students do so outside the scope of their employment and assume all risks.

Policy Violations

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice Chancellor for Student Services, with the university's judicial officer acting as the initial contact for such violators. Enforcement of the alcohol policy for faculty resides with the Senior Vice Chancellor for Academics/Provost and for staff with the Senior Vice Chancellor for Administration and Finance respectively. Violations in these areas will be handled by the University Personnel Advisory Committee. Enforcement on other campuses will be with the respective officials in the reporting chain of the officials previously cited.

Violations of the Troy University Alcohol Policy will be handled as follows:

University Organizations

First Time Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action.
- B. Will be fined \$200*

Repeat Offenders, within an academic year:

- A. Will be referred to the university judicial officer for appropriate disciplinary action to include possible revocation or recognition as an approved organization.
- B. Will be fined \$500*

Students

First Time Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action, in accordance with the Standards of Conduct as outlined in The Oracle, to include community service, alcohol assessment and/or counseling, or suspension.
- B. Will be fined \$75.*

Repeat Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action to include community service, alcohol assessment and/or counseling, or suspension.
- B. Will be fined \$150*.

Faculty/Staff

Violations of the alcohol policy by faculty/staff will be handled by the University Personnel Advisory Committee.

* Money collected from fines for alcohol policy violations will be used specifically for alcohol education programs. If it is determined that the student does not have the ability to pay the monetary fine, the student will be required to work the fine off through school services, to be determined by the Judicial Officer.

Services Provided

Troy provides free, confidential counseling for students having drug or alcohol abuse problems within the SAVE Project/University Counseling office or through similar programs on other campuses. Referrals for extended treatment may be made to community counseling and local treatment programs.

“Smart Choices” is a campus sponsored alcohol awareness program designed to alert students to the problems associated with alcohol abuse. Staff members are available to provide a variety of programs and presentations for campus organizations and classes. “Smart Choices” is housed in the Student Development/Counseling office.

Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Troy Student Development/Counseling office for further information.

Policy Distribution

The alcohol policy is made available to students, employees, and the general public through the following means:

1. The Oracle, the student handbook, published and distributed through the Senior Vice Chancellor for Student Services office
2. The Bulletin, published and distributed through the Provost’s Office.
3. The Faculty Handbook and The Staff Handbook, published and distributed by the Human Resources department.
4. Appropriate publications on each campus.

Policy Review

The university's standing committee, The Substance Abuse and Prevention Committee, will annually review the university's alcohol policy across the campuses to assess its effectiveness. Recommended revisions will be presented to the Senior Vice Chancellor for Student Services.

Hazing Policy

Hazing is defined by Section 16-1-23, Code of Alabama (1975), and by such section as may be amended from time to time. Additionally, for the purpose of these standards, hazing is any action taken or situation created, whether on or off organizational premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule to any person, **whether or not such person has consented to participation in the activity**. Such activities and situations include but are not limited to paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts, morally degrading or humiliating activities, blind-folding, branding, calisthenics, running, forced consumption of food, alcohol, drugs, or any other substances and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Troy University. No organization shall allow any of its pledges/associates, members, or other persons to participate in any hazing ceremony, activity or practice. Hazing in any form is absolutely prohibited at Troy University. For enforcement purposes, this policy applies to both individuals and organizations.

Student Grievances

Student grievances are handled through one of two procedures depending on the nature of the grievance. If the matter is academic in nature, the student should follow the stated grade grievance procedures.

If the matter is non-academic or grade related, the student should address the concern with the appropriate department head. After that, all student grievances that are non-academic related should be brought to the Senior Vice Chancellor for Student Services Office or his/her designee. Should a student not know where to file a grievance, the student should contact the Student Services Office on their respective campus.

Student Proprietary Rights to Coursework

Academic work submitted by students in partial or full completion of course requirements (research papers, reports, photography, electronic discs, etc.) remain the property of the student. Student permission must be granted if faculty members decide that student work may be used in other venues. Should students request the return of their previously submitted coursework, faculty members will make every effort to comply with such requests.

Use of Student Images

Troy University reserves the right to utilize images of students in marketing materials. This includes still photos taken by the University photographer or contract photographers and video images. Images shall be those taken on University property or at any University-sponsored function.

Identification Cards

Validity, Possession and Usage: Identification cards are mandatory and valid only to the person issued. This card must be carried at all times while the student is on campus and presented to any university official or duly constituted authority upon request. Refusal to identify oneself to an official of the university or any misuse of the ID card constitutes grounds for serious disciplinary action.

Return: This card remains the property of the university and must be turned in to the Business Office upon withdrawal.

Replacement: Your ID card has been issued to you as a four year ID card. Loss or theft of your ID card should be reported immediately to the ID Center on your campus. The replacement cost of \$15.00.

To help insure that ID cards are not duplicated, a new student must have made an ID card or picked up their ID card by the fourth week of the student's first semester or term. If a student fails to follow this procedure, a fee of \$15.00 will be assessed at the time an ID card is requested.

Troy University Facilities and Services Agreement Policy

The following contains the policy of Troy University (TROY) regarding usage of its facilities by outside individuals, organizations and groups.

Section 1: Background. TROY has the exclusive right to determine whether to allow an individual or organization (the "User") to use its facilities. The decision to approve or disapprove facilities usage will be based on whether or not the planned event and activities are in the best interest of the University. This decision shall be based on the following factors:

- Will the event support TROY's academic mission?
- Will the event be disruptive to TROY's educational activities?
- Will the event enhance TROY's image?
- Will the event promote student involvement and/or interest?
- How likely will it be that the event will damage TROY's facilities or equipment?
- Will the event likely result in controversy or public attention that may harm TROY's reputation or image?
- Are there other compelling reasons surrounding the event that should be considered in making the decision to approve or disapprove use of the facilities?

Section 2: Generally Disallowed and Allowed Uses. TROY does not allow use of its facilities for any political campaigning, fund raising, or other politically connected events, except those events specifically sponsored by TROY student organizations. Student-sponsored events must be approved by the Student Involvement Office prior to activities being held in TROY's facilities or on TROY's campus grounds.

TROY does not allow solicitation or product promotions in its facilities or on campus grounds, except when specifically approved by the University for the benefit of students, faculty, and/or staff.

TROY campus locations may allow usage of its facilities to a User if the planned event and activities of that User are in the best interests of that campus or the TROY.

Section 3: Requirements for Usage of Facilities by User. Any User must comply with TROY's rules and regulations in any allowed usage of university facilities. Each campus has its own unique facilities and must be reserved using the reservation form from that campus. These forms are available on line at www.troy.edu

A User must pay all charges in full for usage of the facilities as determined by the specific campus site. Payment may be made by check, money order, or with a billable purchase order (which will be invoiced by the specific campus site). This payment must be made at the time of reservation. No reservation will be confirmed until payment is received. Any exceptions to the payments policy must be authorized by a Senior Vice-Chancellor or the Chancellor.

Section 4: Responsibility for Damages. A User will be fully responsible for payment of any damages that occur to the facilities or equipment caused by, or attributable to, that User's sponsored activity, that User's use of the facilities, or the actions of that User's employees, participants, guests and invitees.

Section 5: No Usage of TROY's Name or Identification. A User shall not use the name of the TROY (or any variation of that name) or identification of any TROY campus site in any advertisement, brochure, mailer, or similar item in a manner that infers or suggests that TROY is a sponsor/ co-sponsor of the event or is in any way affiliated with the User (unless approved by the specific TROY campus official). Any and all marketing materials, advertisements, brochures, announcements, or other publicity that references TROY or other campus sites (i.e., directions, press releases, etc.) **must** be submitted in draft form to the specific campus official prior to use by the User in order for the official to determine that such references to TROY are accurately reflected. This draft may be faxed for expedited approval. TROY reserves the right to disapprove usage of its name (or any variation of its name) and other TROY identification in any such materials and publicity or in any public release.

Section 6: Right of Cancellation by TROY Officials. Circumstances may arise requiring a specific TROY campus site to cancel, change, or modify use of requested facilities by a User and requiring the TROY site to cancel the agreement for the allowed use of the facilities by the User.

- (a) **Cancellation or Substitution of Requested Facilities.** A specific TROY campus site expressly reserves the right to cancel any User's usage of the facilities or to substitute other facilities at its site for the facilities requested by the User whenever deemed to be in the best interest of that TROY campus site or as necessitated by circumstances, to be determined in the sole and absolute discretion of the TROY. In any such situation the TROY will attempt to assist the User by providing reasonably equivalent, substitute facilities on TROY properties or to assist the User in locating alternative facilities in the local area to meet the User's needs. The TROY shall have no responsibility or liability for providing substitute facilities on the TROY properties or for locating alternative facilities for User. If User is required to use, or elects to use, alternative space in the local area for the event then all amounts paid to the TROY by the User for the requested facilities will be refunded.
- (b) **Cancellation of Agreement by the TROY.** In the event sufficient funding or support is unavailable to the TROY campus site for the performance of its agreement for the allowed use of the facilities by the User, as determined in the TROY sole and absolute discretion, the User will be notified in writing of the TROY election to cancel the usage agreement at the earliest opportunity and all amounts paid to the TROY by the User in such situation for the requested facilities will be refunded.

Section 7: Responsibility for Event Sponsored by User. A User will be solely responsible for organizing, financing, advertising, and conducting the event and activities stated on the reservation form at the specific campus site, and the TROY in no way shall be sponsor or supporter of the event and associated activities (unless agreed to in writing).

Section 8: Food-Services Requirements. Any and all food-services requirements of the User for the event must be obtained exclusively from the food service contractor specified by the specific campus site. Any arrangement and agreement for food services will be exclusively between the User and the Contractor. The TROY shall not be a party to the arrangement and agreement for such foodservices requirements and shall have no responsibility for the food services provided by the Contractor. Waivers to allow use of other food services contractors must be approved by each specific campus site official.

Section 9: Control of Requested Facilities; Indemnification of the TROY, Etc. All employees, participants, guests and invitees of the User shall be under the direct supervision and control of the User and shall be the responsibility of the User. Nothing contained in the agreement requires any campus site in the TROY to relinquish control of any of its facilities to the User (including the facilities specifically requested for usage by the User). A User is to expressly acknowledge that the TROY retains the full and complete right to require that User, or any of that User's employees, participants, guests and invitees, to leave campus premises if circumstances justify such action. The TROY assumes no responsibility for loss or theft of personal property, or damage to personal property of the User or any of the User's employees, participants, guests and invitees. A User shall be liable for, and shall reimburse the TROY for, all damages to persons and property on account of that User's use of the requested facilities. A User must indemnify and hold harmless the TROY, its officers, agents and employees, against any and all liabilities and claims for loss, injury or damage (including attorney's fees and costs) to persons or property, including claims of employees, participants, guests and invitees of that User, arising out of, or resulting from, activities conducted by that User or any of its employees, participants, guests and invitees in, on or about the requested facilities and TROY buildings and other properties. The TROY assumes no liability whatsoever for any property placed in the requested facilities or in any of TROY buildings or other properties by the User or any of the User's employees, participants, guests or invitees.

Section 10: Changes to Facilities Reservation Forms. Any additions or changes to the facilities reservation forms are subject to such additional charges then in effect in accordance with the TROY specific campus (then-prevailing) schedule of charges for any such items. A User agrees that all additions or changes must be made no less than three (3) business days before the event. TROY campus sites cannot commit to accommodate additions or changes requested within three (3) business days of the event and any attempt to accommodate such request by TROY campus sites will only occur in TROY's sole discretion and if circumstances otherwise permit.

Section 11: Entire Agreement. The facilities and/or reservation form agreement(s), specific to each TROY campus site, constitute the entire agreement between TROY and the User. No prior written or oral commitments shall be binding on either party.

Section 12: Termination by TROY. The TROY may terminate the facilities reservation agreement entered into with a User, without penalty and at any time, for breach by that User of any of the terms of that agreement and, in such event, the TROY may retain, as liquidated damages to cover University's expenses, all amounts paid by the User.

Section 13: Termination by User. A User may terminate the facilities and reservation agreement before the scheduled start date of the event, but not later than three (3) business days prior to the event. If the agreement is terminated within the three (3) business days of the event, the User must pay all charges assessed for the event.

Section 14: Meaning of Business Day. As used in this Policy, the term "business day" shall mean any day which is not a Saturday, Sunday, or recognized legal holiday in the state of Alabama.

Section 15: Headings. All headings contained in this Policy are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.

Section 16: Signing and Delivery of Documents. A User must sign and submit to the specific TROY's campus site the facilities and reservations agreement, which shall thereafter become effective upon the signing and delivery of the agreement to the specific TROY campus site.

Selling or Peddling on Controlled Property

Selling or peddling on controlled property is prohibited. University controlled property is defined as, "All facilities operated for the benefit of Troy University students, such as buildings on campus, fraternity houses, and residence halls."

Solicitation

Commercial advertising consists of any commercial solicitation by any individual, organization, or agency not affiliated with the Student Government Association or Troy University is prohibited. (See "Advertising, Distribution of Literature, Notices, And Other Printed Material" in this handbook. The same regulations apply to commercial enterprises.)

Use of Institutional Name

No student organization or individual student may use the institutional name in the solicitation of gifts or in buying or selling merchandise, either on or off the campus, without written permission from the Senior Vice Chancellor of Student Services or designee. Organizational leaders and faculty advisors are directed to consult the Troy Graphics Standards Manual before making requests to use the Troy name and/or graphics of the University.

Administrative Summons

Summons, or requests for students to report to an administrative office, should be promptly carried out. When the request to report at a specific time conflicts with a student's class schedule, notification of class absence for such purpose will be issued by the Office of Student Services on the specific campus. Refusal to respond to a summons or request to report to an office is contrary to university policy and subjects the student to disciplinary action.

Unauthorized Student Group Gatherings

Any and all students and/or persons participating in an unauthorized group meeting on the campus which creates a disturbance or results in destruction of university or personal property, or brings discredit to the university, shall be subject to disciplinary action and possible civil action.

Participants are defined as those persons actively engaged in the action and those drawn to the scene, out of curiosity, as spectators and who refuse to disperse after warning. Any student that can be identified personally by university officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

Speech and Demonstration Policies

Troy University recognizes and supports the rights of students and employees to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. In order to maintain safety, security and order, and to ensure the orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Troy University reserves the right to limit such activities regarding time, place, and manner of such activities. The specific location for these activities shall be determined by the Student Services Office on each campus. Please consult the specific section for the campus in question. In general, the amphitheater adjacent to the Trojan Center maybe used for such events on the Troy campus.

Administration, Enforcement and Appeals

The regulations/policies shall be administered and enforced by the office of the Senior Vice Chancellor for Student Services and such other university officials as shall be designated. Visitors to the campus and all others violating these regulations regarding registration, time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from the campus, without further warning, by appropriate university officials, and may be subject to appropriate legal action. Additionally, students and student organizations violating these regulations will be charged with violating the Standards of Conduct and may be disciplined, up to and including suspension and expulsion from the university.

Visiting Speaker/Notices Printed Materials Policy

Troy University has established policy and procedures regarding invitations to and the appearance of outside speakers on the university campus. In the interest of orderly administration and to insure effective public relations, adequate preparation and reservation of facilities as well as proper maintenance of the campus, the following procedures have been established by the university.

An outside speaker (one who is not a registered member of the student body, faculty or staff of this university) may be invited to speak on campus only by university recognized student, faculty or staff organizations.

The faculty member or officers of an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses, including any damages to university property during the course of the event, and preserving the peace and dignity of participants of the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary action.

Individuals who are not associated with the university as a student, staff or faculty member and who wish to speak without organizational sponsorship must provide notice to the Senior Vice Chancellor for Student Services or designee. An area for campus expression and demonstrations is designated on each individual campus. On the Troy campus, the area designated is the concrete area in the amphitheater, on the west side of the Trojan Center.

Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a written request to the Office of Student Services. Such requests shall be completed to furnish all information required thereon. Upon receipt of the request form, properly completed and executed by the authorized officer and the faculty advisor of the organization, the Student Services Office shall determine the availability of adequate facilities for such event. The proposal shall be reviewed to determine whether university regulations have been fulfilled. A copy of the request shall be returned to the sponsoring group, showing the findings and action taken thereon. Said request will be acted upon by the Student Services Office within a maximum of one week of the time of the receipt of the request.

All notices and printed material pertaining to the speaker or scheduled event shall:

- Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the university.
- Be posted only on bulletin boards situated inside the buildings on campus. Any locations for posting such material other than on bulletin boards must be approved by the Student Services Office, who shall be primarily concerned with the prevention of any temporary or permanent damage to university property or the appearance thereof.
- Be distributed on campus only at tables or booths provided for such purpose inside the buildings on campus. Any locations for distributing such material other than the customary places must be approved by the Student Services Office, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.
- Be removed by the sponsoring organization within 24 hours following the scheduled event.

The university will not tolerate any speech on campus which presents a clear and present danger to the persons and property within the campus community. The privilege of any speaker to speak on campus will be denied if it reasonably appears that such speaker would advocate:

- Violent overthrow of the government.
- Willful destruction or seizure of school property.
- Disruption or forceful impairment of education functions.
- Physical harm, coercion, intimidation or other invasion of lawful rights of the school officials, faculty, or students.

If a recognized organization fails to obtain the approval of an invitation which it wishes to extend to a speaker, it may appeal, through the Senior Vice Chancellor for Student Services, to the Executive Committee of the university.

The sponsoring organization shall make it clear, at the time the speaker is introduced at the scheduled event, that the views expressed by the speaker are not necessarily those of the university.

Notices Through The Mail

Notices or any other correspondence will be addressed to students at the last address posted on the records of the university. Such correspondence deposited in the United States mail, postage prepaid, shall be presumed to have been received and read by the students. The University is not responsible for mail which is undeliverable per the address on the student's record.

Food and Beverages in Classrooms

Food and beverages are allowed in classrooms at the discretion of individual faculty members. Further, faculty members allowing food or beverages in classrooms needs to stress to their students the importance of being careful not to spill food and drinks and of properly disposing of cups, wrappers, etc. Abuse of this policy could result in reassessment and/or greater restrictions.

Cellular Phone Use in the Classroom

There may be times when students need to be accessible to work and family members via cellular phones. Students are requested to be mindful of others and the learning environment when bringing cellular phones in the classroom. The silent mode or the ringer-off is the preferred cellular status while in the classroom. A student may wish to inform the instructor if the student may be receiving a call during a class. It is, however, the instructor's responsibility to keep the learning environment at an optimum level, and it is at the instructor's discretion to permit and limit cellular phone use in the classroom.

Policy Regarding Children on Campus

All children on campus must be accompanied by an adult at all times. For safety and security reasons, a child not accompanied by an adult on campus will be treated as a lost child. All personnel, including students, are prohibited from bringing children to the campus and leaving them unattended at any location. If an unaccompanied child is observed on campus, the first priority will be to locate the parent or guardian and return the lost child to his or her custody immediately. The parent or guardian will be advised of this policy for compliance. Adult supervision will be provided from the time the lost child is found until the university police or other University official(s) locate the parent or guardian. If an emergency arises and a child must be brought to class or work, the child must be accompanied at all times by an adult. The adult must obtain prior written approval from the appropriate university official (faculty, supervisor, etc.).

Building Security Policy

All buildings are locked at certain hours each day. No student may enter any building for any purpose after closing hours unless accompanied by a faculty member, or unless the student has written permission by the person responsible for the building.

Immunization Against Disease During An Outbreak/Epidemic

During an epidemic or a threatened epidemic of any disease preventable by immunization on a campus of the University, and when an emergency has been declared by appropriate health authorities of this state, the Chancellor of the University is authorized, in conjunction with the appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any facility of the University until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or the threat no longer constitutes a significant public health danger.

Technology Use Policy

Use of the University's various technologies (computers, telephones, etc.) are a privilege available to those who abide by this Technology Use policy. All users are obligated to use technology resources in a responsible, legal and ethical manner.

The University respects each individual's right to privacy in electronic formats and expects all users to respect the privacy of others.

Users must abide by all applicable copyright laws and licensure agreements. The University shall take disciplinary and/or legal action, as appropriate, against individuals who violate this policy. Violators will be billed for any illegal use of technology and for damages caused by misuse. Violators will be temporarily or permanently suspended from technology facilities and will be prosecuted for statutory violations.

- Users of University computing resources must comply with federal and state statutes and laws, University rules and policies, and the terms of applicable contracts including software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity, child pornography, the Electronic Communications Privacy Act, the Computer Fraud and Abuse Act (which prohibit "hacking", "cracking", and similar activities), the University's Student Code of Conduct, and the University's Harassment Policy.
- Computer software is a form of intellectual property controlled by licenses that spell out clearly how it may be used and distributed. All members of the University community (faculty, staff, students, and community patrons), must adhere to all license provisions regulating the use and distribution of computer software. Use or distribution of software in violation of license provisions may subject the violator to criminal and civil penalties, as well as to civil liability to the licensor. Any violation of licensing agreements, such as copying, distributing, or otherwise sharing of software in violation of the license agreement is prohibited.
- A computer network provides a powerful tool in the educational arena by enabling communications and learning among people who are engaged in the education process, but are separated by time, distance, language, or other traditional communication barriers. A computer network also enhances and helps to equalize the resources available for scholarship at colleges and universities worldwide. However, the unlawful or inappropriate use of these tools infringes on both the integrity of the system and on the rights of others. In that light, the University expects all members of its community to use electronic communications in a responsible, considerate, ethical, and beneficial manner. All users are expected to:

- Respect the rights of all users on the system
- Comply with all copyright and fair use laws and regulations
- Comply with any and all applicable instructions issued by faculty and network administrator(s)
- Use computer network resources (including time on-line and storage) only for purposes directly related to their role at the University
- Refrain from transmitting defamatory utterances concerning a person, organization, or institution that may subject the individual or University to civil liability damages
- Anything that is not in keeping with the interests that support the mission of the University and increases the expense of information technology resources is prohibited. This includes the prohibition of the use of University property for private gain as defined by Alabama state law [see i.e. Alabama Code §§36-25-5(a) and 36-25-27(a)].
- The installation of ad-hoc networking devices on university property is prohibited. Included among such devices are wireless access devices. Concern over wireless communications in the residence halls and campus is mostly about security, speed and interface among wireless access points. There is a lot of risk in using an unsecured wireless network. Using a wireless router in the residence halls *has already* caused users to become restricted from using the network because other students connect to their unsecured router instead of the campus network. Any activity that an individual knows or should know is wasteful of computing resources prohibited. This may include activities such as:
 - Sending advertisements for commercial enterprises
 - Sending mass mailings or chain letters
 - Obtaining unnecessary output
 - Maintaining unnecessary or excessive file storage
 - Creating unnecessary multiple jobs or processes
 - Creating unnecessary network traffic
- As with all University resources, the University bears the responsibility and has the authority to allocate, limit or prohibit access to computer and network resources in order to ensure their most effective and economical use.
- Any action that may destroy, endanger, or divert another's research or writing is prohibited. In addition, University policy prohibits users from gaining access to, using, reviewing, changing, transmitting or deleting another user's files or software without the express permission of the user. Introduction of destructive software such as programs known as computer viruses, Trojan horse or worms into any computer, program, system or network is prohibited. "User" does not apply to the University personnel managing or administering the technology of the institution or the system.
- Among the most valuable and most sensitive of the University's computer resources are the personal work and storage spaces assigned to users. The University treats electronically stored information, including personal files, as confidential and permits examination or disclosure of their contents only when authorized by the owner of the information or when required by local, state, or federal law. Under Alabama Code §13A-8-102, it is a crime to attempt or to achieve access to, communication, examination, or modification of, to destroy, disclose, use, or take data, computer programs or supporting documentation. In plain words, state law prohibits both the use, transmittal, change, or deletion of another user's files or software without permission and the introduction of destructive software, such as programs known as computer viruses, Trojan horses or worms into any computer, computer system, or network.
- Anything that may hinder a free and open atmosphere of electronic discussion is prohibited.
- Cruelty, obscenity, crudity, and offensiveness, for the sake of offensiveness, have no place in

the public discourse of a University community. As members of the University community, we are all responsible to one another and to the thinking and thoughtful community of which each of us ought to be a valuable part. Each of us must be considerate of other users of University computer resources and facilities.

- For your information, use of campus e-mail, the Internet, or networks for the following purposes have been subject to criminal, civil, and/or university sanctions at other institutions:
 - Threats against persons or property;
 - False information about academic or administrative policies or issues;
 - Messages deemed offensive to the receiver because of their pointlessly hateful, obscene, harassing, or libelous content.

The foregoing does not include all the kinds of conduct that have been challenged as illegal or inappropriate in a university setting. A good rule of thumb is to refrain from saying anything on any network or computer system that you would not say face to face to another person.

Hurtful or offensive words spoken face to face or by telephone leave no written evidence to use against you, but hurtful or offensive words typed on a network or computer system can leave a permanent record that can, depending upon their content, support criminal or civil liability, damage your professional reputation or diminish your stature in the eyes of those whose respect you would like to keep or earn. You should be aware that e-mail files have been ruled to be “discoverable” in a court of law, which means that your privilege of confidentiality is certainly not absolute, but may be overridden by court order.

1. Anything that makes the University or an individual criminally or civilly liable is strictly prohibited. Any act or omission that may subject an individual or the University to criminal penalties or civil liability is prohibited. The individual responsible for the act or omission may be required to reimburse the University for the full amount of the expense incurred. Each individual must be aware of any state or federal law that imposes civil or criminal liability. If state or federal law prescribes certain consequences for certain conduct, you and the University may suffer those consequences, even if not described herein.
2. The University may employ various measures to protect the security of its computing resources and the privacy of its users. Access to the computers and to the information technology networked environment within the University is a privilege extended in good faith to students, faculty, staff, and community patrons. To protect the system and the right of all users, inappropriate use of the system will not be tolerated. In addition, while the University does not condone the routine inspection of electronic files, it does reserve the absolute right to place restrictions on the use of its computers and network systems and to establish policies and procedures to ensure that systems operate effectively and legally. Users should be aware, therefore, that the University cannot guarantee security and confidentiality. Users should therefore engage in “safe computing”. It is the responsibility of each user to protect his/her user identifier (ID) and password from unauthorized use by other individuals. Each user is responsible for the activities that originate from his/her system while logged onto the network. Users may not lend their network/Internet account and/or password to other users. Any user who has reason to believe that his/her password or ID has been or could have been obtained by another individual must report this to an administrator of the University immediately. All members of the University community are responsible for ensuring that their handling of information about individuals is consistent with the University’s policy on privacy of information. The privacy of individuals must be protected, regardless of the form or location in which the information is stored, including computer media. Access to personal information must be limited to authorized users for approved purposes. Such information must be safeguarded from unauthorized access. Individuals who are authorized to access personal information about others should not make unauthorized disclosure or use of it.

3. Computers and other campus technology are and at all times shall remain University property. The University reserves the right at any time, in its sole discretion, to access, examine, modify, disclose, remove or delete any data, program or document from its computers, system, network or any software program. Such action must be authorized by the University President.

Violations

Penalties may include, but are not limited to, suspension or revocation of user privileges. Such penalties may be assessed for students by their instructors and for all users by the network administrator(s). Decisions may be appealed to the Director of Student and Community Services. Violators may also be billed for illegal use of the computer systems and for any damages caused by such misuse. Violations of this Technology Usage Policy may also constitute violations of other University policies as printed in the handbooks for students, faculty, staff, and adjunct faculty and, as such, violators will be subject to processes and penalties associated with these other University policies as well as applicable local, state and federal laws.

Agreement

By using University computer systems or networks, students, faculty, staff and guests agree to indemnify and hold harmless the University, its employees and agents, from and against any claim, demand, liability, cause of action, or suit for damages arising out of use of University computers, including, but not limited to, any loss of the individual's data stored on the network.

Users must acknowledge their understanding of this general policy as a condition of receiving an account and using the University network to access the Internet. Users will receive a copy of this policy and, upon request, have the opportunity for explanation and discussion thereof prior to receiving their password. Policies will also be posted in University computer labs and may be accessed on-line.

All University computer system and network users will be deemed to have agreed to this Technology Usage Policy upon entry into the system by use of their password and ID on each occasion of said use. The University hereby expressly and explicitly disclaims any liability and/or responsibility for violations of this policy.

Internet Service: Troy University is meeting the technological challenges of the 21st Century by providing its students, both on and off-campus, campus organizations, faculty and staff with E-Mail accounts and access to the University website, University information network and the Internet. This is available through direct network hook-up and provides educational and informational services.

POLICY ON HARASSMENT

I. Statement of Philosophy

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff, and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment by anyone (whether in the classroom, the office, at a University sponsored function, or within any University environment) will not be tolerated.

II. Definition of Harassment

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, sexual orientation, color, pregnancy, disability, or veteran status. It can include comments or conduct by a person in a position of authority that is

intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status, or job. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome. Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, imposition of academic penalties, hazing, stalking, shunning or exclusion related to the prohibited grounds.

III. Sexual Harassment

For purposes of Troy University's policy, sexual harassment is defined as any type of sexually oriented misconduct that is unwelcome or inappropriate. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature when:

1. Submission to such conduct is explicitly, or implicitly a term or condition of a student's or employee's academic success or employment; or
2. Submission to or rejection of such conduct is used as the implicit or explicit basis for employment or academic decisions affecting the student's or employee's educational and/or work experience; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's or employee's employment or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to:

1. demanding sexual favors in exchange for favorable evaluations, assignments, promotions, continued employment, grades, letters of recommendation or similar promises;
2. subtle pressure for sexual activity;
3. continued or repeated sexual jokes, kidding, teasing, epithets, flirtation, advances, or propositions;
4. derogatory or demeaning comments about gender, whether sexual or not;
5. harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual;
6. verbal abuse of a sexual nature;
7. graphic verbal commentary about an individual's body, clothing, sexual process, or sexual deficiencies;
8. sexually degrading or vulgar words to describe an individual;
9. leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures;
10. the display in the workplace or an academic environment of sexually suggestive objects, pictures, posters or cartoons;
11. introduction or utilization of inappropriate sexual material in an academic setting;
12. name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex;
13. the display of sexually suggestive graffiti;
14. asking questions about sexual conduct or sexual orientation or performances;
15. offensive, repeated requests for dates, even if made after work; and
16. continued advances of a sexual nature which are rejected, even after the parties break off a consensual relationship.

IV. Individuals Covered Under the Policy

Troy University's comprehensive harassment policy covers all employees, students, applicants, and others conducting official business with the University.

V. Procedures

A. Reporting a Complaint

Troy University encourages any person who believes he or she is a victim of harassment to try to resolve the problem informally with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint. The University also encourages those witnessing harassment to report such behavior.

The University recognizes that an individual may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, the University provides the following reporting avenues:

1. A student may report a complaint to any member of the University's Harassment Response Team or the Student Services Office. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
2. A faculty or staff member may report a complaint to the appropriate supervisor, dean, director, or vice chancellor who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the campus Director of Human Resources. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources.
3. University visitors may report a complaint to the campus Office of Human Resources or call the Troy campus Office of Human Resources at (334) 670-3710.
4. At University College locations, the procedure for reporting will follow the same guidelines as 1. and 2. above with coordination through the Site Director (unless the Site Director is the accused or the accuser).
5. At the Phenix City campus, the procedure for reporting will follow the same guidelines as 1. and 2. above.

The Harassment Response Team members shall consist of seven members, which will include both males and females of various ages, classified personnel, professional staff, tenured and tenure-track faculty. When investigating a claim, the Harassment Response Team Chair shall appoint at least two members of the Team to conduct an investigation.

B. Confidentiality

The University recognizes the privacy rights of both the complainant and the accused in a harassment situation. Any allegation of harassment brought before a member of the Harassment Response Team will be handled discretely. Reasonable effort will be made to protect the privacy of the parties involved; however, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings, which may arise out of or relate to the harassment complaint. Participants in an investigation are authorized to discuss the case only with those persons who have a genuine need to know.

C. Filing a Complaint with the Harassment Response Team

The University encourages any person who files a complaint to do so promptly. The University also understands the complainant's reluctance to file a complaint and assures the complainant that late reporting will not in and of itself preclude remedial action by the University. However, all cases must be reported to the Harassment Team within 180 days of the alleged harassment.

All complaints made to a member of the Harassment Response Team will be immediately put into writing, whether or not the complainant wishes to pursue the matter further. The written

report of the complainant will be read, approved, and signed by the complainant. At this point, the complaint will be pursued further. Depending on this decision, one of two procedures will be followed:

1. If the complainant does not wish to continue with the complaint, the Harassment Response Team member will notify the accused that a complaint was filed. The accused will have the opportunity to respond to the allegations in writing. Both reports, the complainant's and the accused's, will be retained by the University. At this point, an informal resolution will be sought.
2. If the complainant wishes to continue the complaint and seek sanctions against the accused, the investigation process begins. (See section E)

An individual who believes he or she is a victim of harassment is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the University may be considered privileged, to any extent possible. The University will retain confidential documentation of all allegations and investigations for a period of two years.

D. Protection Against Retaliation

Neither the University nor its employees or representatives will in any way retaliate against an employee or student who makes a report of harassment. Retaliation is a very serious violation of this policy and should be reported immediately. Retaliation against any individual for reporting harassment will be treated with the same strict discipline as the harassment complaint itself. All individuals involved in investigating the harassment, including the Harassment Response Team members and witnesses, are also protected from retaliation.

E. Investigating a Complaint

If a complainant wishes to pursue the complaint, (Section C.2) the investigation will begin. The investigation will be done in a timely manner. The investigation will be handled by the Harassment Response Team member to whom the complaint was reported, with the assistance of at least one other Harassment Response Team member.

The University will notify the complainant and the accused, through the Harassment Response Team member, of the procedures that will be followed to allow for due process. Each party to the complaint will be notified that he or she may seek legal counsel at any time during the process.

In general the process will consist of the following procedures:

1. Interview complainant charging harassment.
2. Have complainant read, approve, and sign written report.
3. Notify accused of complaint. Interview and obtain written report from accused.
4. Interview witnesses to harassment.

F. Resolving the Complaint

The university is committed to investigating and resolving any complaint of harassment brought to the attention of the university. The results of the investigation, having been completed by members of the Harassment Response Team, will be forwarded to the appropriate body responsible for making the disciplinary decisions. (The Harassment Response Team only investigates and compiles information – the Team does not make recommendations for disciplinary action.)

Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused. The parties involved may be a combination of students, faculty, staff, administrators, and individuals under contract by the university, or persons external to the university.

<u>Accused</u>	<u>Appropriate Body</u>
Student	Student Services Committee
Faculty	Provost/Executive Vice Chancellor Dean of College or School One faculty member Human Resources Director
Staff or Administrator	Sr. Vice Chancellor of the employee’s division Two staff employee members from the Personnel Advisory Committee Human Resources Director
Others Associated with the University	Vary depending on circumstances

Any individual involved in a complaint, as either complainant, accused, or witness, will be replaced by an appropriate person chosen by the Sr. Vice Chancellor. In all cases, the individual accused will be allowed due process.

It is the responsibility of each body to determine whether the complaint has merit. Each body may decide that the complaint is without merit and recommend no disciplinary action. Alternatively, it may determine that the complaint is valid and will determine the appropriate disciplinary action. (See Sanctions)

The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

VI. Sanctions

A. Employees

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

B. Students

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Disciplinary probation
- Suspension
- Expulsion

VII. Appeals

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook, Staff Handbook, or Oracle as appropriate.

VIII. Education and Training

The university commits to this policy by:

1. developing and reviewing the comprehensive policy on a timely basis;
2. annually communicating the policy to students and employees;
3. annually training and educating students and employees;
4. confidentiality, insofar as possible in investigating incidents;
5. documenting findings and maintaining records;
6. taking appropriate action when incidents occur.

Vice chancellors, deans, and regional directors will regularly inform those assigned to their respective divisions to become familiar with the Troy University Harassment Policy.

False Accusations

The University recognizes that the question of whether a particular course of conduct constitutes harassment requires a factual determination. The University also recognizes that false accusations of harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of harassment has maliciously, or recklessly made false accusations, the accuser will be subjected to appropriate sanctions.

Severe Weather Emergency Procedures

During severe weather the following precautions and procedures should be followed.

Thunderstorms and Lightning: When a thunderstorm threatens, move to a safe area.

Areas of safety may be a home, large building, or inside an all-metal (not convertible) vehicle. If outside, and you are unable to reach a safe building or an automobile follow these rules of safety:

- Do not stand underneath a natural lightning rod, such as a tall isolated tree in an open area.
- Avoid projecting above the surrounding landscape.
- Get out of and away from open water.
- Get off and away from motorcycles, scooters, bicycles and put down ball bats and golf clubs.
- Stay away from wire fences, clotheslines, metal pipes, and other metallic paths, which could carry lightning to you from some distance away.
- In open areas, go to a low place such as a ravine or valley.
- If you are isolated in a level field and you feel your hair standing on end-indicating lightning is about to strike – drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

Tornadoes and Hurricanes: When a tornado or hurricane warning is given for the immediate vicinity by the Emergency Management Agency, university safety personnel will insure that the following precautions and procedures are taken:

- The residence hall staff and safety personnel will be responsible for verbally notifying all occupants of the buildings.
- Occupants and residents should carry blankets (coats and pillows) and proceed (with the assistance of safety personnel and residence hall staff members) quickly and quietly to interior hallways on the lowest floor of the building and will sit with their backs to the walls.

- At all times occupants and residents should stay away from windows, outside doors and outside walls.
- If a tornado or hurricane approaches, all persons will place their heads down and cover themselves with blankets (coats and pillows).
- Persons should stay in this position until the all-clear signal is given.

Inclement Weather and Emergency Situations: Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, the Office of the Provost on each campus will announce cancellation of classes through the local and regional media as well as through the university's web sites.

Policies Pertaining Primarily to Student Organizations

Administration of Student Organizations (General Policy)

When groups of students wish to have a continuous association, intended to last beyond the term of those immediately involved, causing them to congregate for activities on the campus, requiring from time to time the use of university facilities, and advertising them to the general public as a group centered on the campus, it is proper that they be required to register with the university. All registered associations should be accorded the same privileges and bound by the same obligations. No student organization may carry on any activity on university controlled property unless it has been registered under the procedures herein outlined.

Registration of New Organizations

A group of students wishing to register an organization at Troy University must file the documents listed below with the Office of Student Involvement and Leadership (Troy) or the Student Services Office on other campuses. Those students wishing to form a social Greek organization should request from the Interfraternity Council, Panhellenic Council, or NPHC Council, Trojan Center 215, ext. 3204.

- A completed "Student Organization Application for Registration" listing the organization name, mailing address, and purpose; the name, signature, ID#, address and telephone number of the President, and two other officers; the name, signature, title, campus address and campus telephone number of a full-time faculty or staff member indicating his or her willingness to serve as an advisor to the organization. Signatures of the officers and advisor indicate the group's willingness to abide by the university's policies outlined in the *Oracle* and the Student Organization Handbook.
- The signatures of at least ten university students interested in organizational membership.
- A copy of the organization's constitution and by-laws. The required format is available in the Office of Student Involvement and Leadership (Troy). The constitution must be recognized by the Student Government Association Senate.
- If registration is denied by the Office of Student Involvement (Troy)/Student Services Office (other campuses) or the group's constitution is not recognized by the Student Government Association, the designated president and advisor or the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Dean of Student Services within ten university working days from the date of the denial letter. The decision of the Senior Vice Chancellor is final.
- Registration of an organization results from compliance with these regulations; it does not imply university endorsement of the organization or its activities.

Conditions for Maintaining Registration

Each organization wishing to maintain registration with the university must have on file by the fifth week of Fall semester a “Student Organization Application for Registration.” Registration will be suspended until such time a completed form is received. Notification of subsequent changes in officers by the organization shall be filed in the Office of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) when such changes occur.

Any change or amendment affecting the nature of purpose of the organization as originally approved must also be approved by the Office of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses).

Suspension of Registration Through Inactivity

Registration may be suspended by the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) subject to appeal to the Dean of Student Services:

- When an organization fails to file a “Student Organization Application for Registration” by the fifth week of each semester or
- When the organization does not actively promote the ends and purposes specified in its constitution, as evidenced by membership, meetings, and other activities. Ten members will be regarded as a normal minimum, and an organization may be expected to show cause as to why it should not be suspended when its membership falls below ten. Registered student organizations are expected to comply when requested by the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) to provide a brief report on their year’s activity.

An organization suspended through inactivity may be reactivated by application to the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) subject to appeal to the Dean of Student Services, by a group following the registration procedures.

Suspension of Registration of Cause

Registered student organizations are expected to conduct their activities in accordance with their constitutions, and with the procedures and limits set forth in University “Standards of Conduct” and other policies referred to in this handbook. Any organization which ignores the procedure or exceeds the limits stated herein shall be officially warned by the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses). If repeated or flagrant violations occur following such warning, registration of the organization may be suspended by the Director of Student Involvement and Leadership or the Student Services Office (other campuses). A suspended organization may not hold meetings on the campus, or otherwise request the privileges of a registered organization. Recognition may be restored to a suspended organization by action of the Director of Student Involvement (Troy) or the Student Services Office (other campuses). After suspension for a period of four years, a group may petition for re-establishment in order to register the organization.

Faculty Advisors: Eligibility and Role

All student organizations must have one or more qualified faculty advisors. When the membership reaches 25 or more, the organizations may wish to obtain an additional faculty advisor.

Any faculty member with at least one year’s experience at Troy University may serve as faculty advisor to a student organization. With the approval of the Director of Student Involvement and Leadership (Troy) or Student Services Office (other campuses), faculty with less than one year’s experience may also serve, as may non-teaching members of the university staff whose positions are comparable to full-time faculty members. The Director of Student Involvement and Leadership (Troy) or Student Services Office (other campuses) must be advised and approve of any change in faculty

advisors. A faculty member who agrees to the request of a student organization to serve as its faculty advisor accepts thereby responsibility for encouraging the organization in its purpose and activities, within the limits of the university policy.

Faculty and alumni advisors are responsible for:

- This policy, and other university regulations pertaining to student organizations and speakers.
- The constitution and purposes of the student organization they are advising.
- The activities and projects of their organizations.
- Personal or designated attendance at all functions and meetings.

Policy or program decisions reached at meetings must be reviewed and approved by the advisors. Organization advisors should be called upon to express their views and make suggestions before decisions are reached.

Speakers and special programs sponsored by student organizations must have the formal approval of a faculty advisor, as being in accordance with the standards set forth by the university (See Visiting Speaker Policy.)

Meetings

Recognized student organizations are encouraged to hold their meetings on campus, University facilities will be made available whenever possible.

Advertising, Distribution of Literature, Notices and other Printed Materials

- Advertising consists of the use or distribution of any printed matter or the use of public address systems on the Troy University campuses.
- Request for reproduction of materials such as posters, flyers or notices must be approved by the organization advisor prior to its being reproduced.
- Posters, signs, notices, banners, placards or other forms of advertising are not permitted on trees, utility poles, sidewalks, building exteriors, windows, or put up in any place in a manner that defaces the surface used or makes the removal of the material difficult. Only one item may be placed on each authorized bulletin board. With permission students may display signs and banners at residence halls and athletic facilities in support of athletic events.
- Posters, signs, notices, banners, placards, or other forms of advertising are not permitted inside university buildings except:
 - In designated areas of the Trojan Center or other campus location's designated areas.
 - On bulletin boards not restricted for use by respective schools.
 - First priority for bulletin board space is given to recognized campus organizations.
 - Commercial establishments are restricted to reserved bulletin boards for posting of materials.
- Organizations or individuals proposing to distribute printed materials on the campus must obtain permission from the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses). The purpose of this permission, with the requirements which may accompany it, is to protect the appearance and normal operation of the campus. Distribution must not interfere with classes, infringe residence hall regulations, or be done in a manner that adds to litter on the campus.
- All notices and printed materials must carry the name of the organization or individual responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization. Each organization or individual is responsible for removal of out-dated notices, within 24 hours after the event.

- The distribution of handbills, circulars, etc. among cars (behind windshield wipers) will not be permitted on the campus.
- The use of amplifying equipment, including sound tracks on university property requires the permission of the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses).
- Any student or organization violating the provisions of any of the above items is subject to the provision of the University "Standards of Conduct" and to action by the Student Services Committee.

Fund Raising Policy

Student organizations desiring to promote any money making enterprises should follow these procedures:

- Each money-making enterprise proposal should be submitted to the Director of Student Involvement and Leadership (Troy) or Student Services Office (other campuses) at least one week prior to the proposed activity.
- Organizations shall have no more than two money-making projects per semester. This will include the pledge class, or any other part of the organization.
- No individual student is allowed to engage in any commercial enterprise for personal gains.
- There will be no solicitations in the residence halls or in any other university facility except by permission of the Dean of Student Services on the particular campus.
- Violation of any of the above will result in appropriate action to include a possible \$25.00 fine and restriction of future events.

Social Probation

Social probation means that a student organization is permitted to operate on a Troy University campus on a probationary status. Should future violation of standards of good conduct occur, the organization's status and recognition will be officially reviewed. Social probation is normally for a specified period of time and usually restricts the organization's activities. Social probationary actions and conditions are reported to a student organization's officers, advisors and the national organization with which it may be affiliated.

Policies Governing Social Events

Responsibility

It is expected that all social activities support standards of good taste and refinement. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests.

Only Troy University students and invited guests will be admitted to events. Each organization shall do whatever is necessary to check student ID cards for admission to events. Those people who are not guests of students of Troy University should politely be refused admission.

Sponsoring organizations will make necessary arrangements through the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) for security for off-campus social activities. For on-campus activities the campus police or security must be notified.

Registration

Any university organizations planning a social event must register that event with the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. This is a registration process and does not mean university approval or disapproval.

All fraternity or sorority events, on or off campus, will be registered by the Director of Student Involvement and Leadership ONLY AFTER the faculty advisor has approved them. Organizations other than fraternities and sororities will secure approval from their faculty advisor before submitting forms to the Director of Student Involvement and Leadership. Violation of any of the above will result in disciplinary action to include a possible \$25.00 fine and restriction of future events.

Hours for Events

Week nights are defined as Monday through Thursday.

Week night social events will not extend beyond 12:00 a.m.

Weekend social events will not exceed 1:30 a.m.

Advisors

At least one advisor will be present from the beginning to the close of the event. Events will normally be approved provided the faculty advisor has given prior approval on the standard form. The responsibility of the social event rests entirely with the organization and its advisor.

Serenading – Group Activities

All serenading or other group type activities must have approval from the Office of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) and must comply with stated regulations. So as not to interfere with the rights of other students, serenading is limited to the hours between 6:00 p.m. and 8:00 p.m.

STANDARDS OF CONDUCT

By publication of these “STANDARDS OF CONDUCT,” the University calls to the special attention of students and organizations the standards by which they are expected to abide. Students and organizations should be aware of the STANDARDS and should know they will be held accountable for their provisions.

General

All students enrolling in Troy University assume an obligation to conduct themselves at all times as responsible members of the campus community and in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the university.

Authority For Rules And Regulations

The Board of Trustees of Troy University is vested with the authority to promulgate rules and regulations regarding the conduct of students while enrolled at Troy University by Title 16-56-6, Code of Alabama, 1975. The University Trustees have delegated full authority to the University administration to prepare and administer rules and regulations for the welfare and discipline of its students.

Administrative Responsibility and Authority

The Student Services Division of the University has primary authority for the supervision of student conduct and administration of discipline. The Senior Vice Chancellor for Student Services and Administration and campus staff are responsible for working with students and student organizations to encourage support and compliance with University standards. The Senior Vice Chancellor may delegate specific responsibilities to members of his respective staffs, and in some instances, to student

government agencies. It is permissible for the Student Services Judicial Officers on each campus to handle disciplinary decisions administratively if both the student or student organization and the Judicial Officer agree to an administrative hearing. The Student Services Judicial Officer is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions.

Notification of Parents/Guardians due to an Alcohol and/or Drug Violation

Under federal legislation adopted in 1998, the University may notify parents or guardians of students under the age of 21 who are found guilty of an alcohol or other drug violation. This option will be exercised as necessary to ensure the safety and well-being of all students.

Misconduct Defined

By enrollment at the University, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The "STANDARDS OF CONDUCT" are applicable to behavior of students and organizations on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student or organization may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the "STANDARDS OF CONDUCT", for the commission of or the attempt to commit any of the following offenses:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty or other officers or employees of the University.
2. Forgery, alteration or misuse of university documents, records or identification.
3. Issuance of a worthless check made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence, intimidation, hazing, harassment, or any other act that endangers the health or safety of any person.
5. Destruction, damage, or misuse of university property, public, or private.
6. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
7. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
8. The unlawful possession, use, or distribution of alcoholic beverages, public drunkenness, driving under the influence, or the public display of alcoholic beverages and the use or display of such in public areas of the residence halls and all other public areas of the campus.
9. Participation in any form of gambling.
10. Use, possession, or distribution of firearms, bows, illegal knives, fireworks, any incendiary, or any type of explosive device or material. Only duly-constituted law enforcement officers may possess firearms on campus.
11. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university properties.
12. Lewd, indecent, obscene behavior or expression.
13. Trespassing or unauthorized entry to or use of university facilities.
14. Unauthorized use or attempted use of any services belonging to or provided by the University, including but not limited to, computer, telephone, cable television, copying facilities, or any other such service.
15. Unauthorized possession of a key to any university facility.
16. Interference with the use of or access to university facilities, obstruction or disruption of teaching, research, administration, service, disciplinary procedures, or other activities on university property by either university or non-university person or groups.

17. Failure to promptly comply with directions of university officials or law enforcement officers acting in the performance of their duties as such officials and officers.
18. Entering false fire alarms, or bomb threats, tampering with fire extinguishers, alarms, or other safety or fire-fighting equipment.
19. Any activity which creates a mentally abusive, oppressive, or harmful situation for another is a violation. Use of the mail, telephone, computer and electronic messages, or any other means of communication to insult, threaten, or demean another is prohibited.
20. Conviction of any misdemeanor or felony that adversely affects the educational environment of the University.
21. Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus.
22. Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, that adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance.
23. Any other activity or conduct not specifically stated herein that impairs or endangers any person, property, or the educational environment of the University.

Disciplinary Procedures

Students who are charged with violation of university regulations will receive a fair and reasonable hearing before a judiciary body or administrative officer where the fundamental elements of due process are followed.

University disciplinary procedures assure the student's right to procedural and substantive due process to safeguard the personal and confidential information concerning the student. These procedures may differ from court procedures in the interest of student welfare and confidence. Procedures and rules have been developed to assure a fair hearing and appeal. Incidents of alleged misconduct and the relevant facts may be referred directly to committees for initial action. Prior notice concerning the alleged misconduct or offense and specific university policies or standards that apply are given to the student or students involved. Information and facts are presented before such committees in the presence of the student or students, and they are given an opportunity to challenge these presentations and to offer such information as they deem necessary. The failure of a student to appear at a scheduled hearing will not of itself prejudice his case; neither will it prevent the committee from hearing the case.

The right to proceed with university disciplinary proceedings shall in no way be affected by the filing of criminal or civil charges in any court by any person or any government entity against the accused student or organization. If charges pertaining to a judicial case also result in an off-campus warrant against the accused student or organization, the university will proceed with on-campus judicial action. Exceptions may be made with the approval of the Senior Vice Chancellor for Student Services, based on a written recommendation by the Student Services Judicial Officer at the specific location, when the accused is incarcerated without bail or other circumstances warrant a delay in adjudicating the case on campus.

Sanctions imposed in a case that is also adjudicated by an off-campus agency may be subject to modification based on the outcome of the off-campus case.

Responsibility for Disciplinary Actions

The University delegates specific and general authority and responsibility to faculty, administrators, committees, and councils. The Senior Vice Chancellor for Student Services and Administration and staff provide specific information concerning student rights, procedures, and jurisdiction for specific incidents or alleged misconduct. The major agencies involved in disciplinary procedures are described in the remainder of this section.

Appeals From Actions And Referrals For Action

The University procedures for handling disciplinary matters are based upon the principle of appeal for review by a higher administrative authority or committee. An appeal from a decision may be made by any party to the appropriate appeal board or administrative authority within five days of the decision. The appeal authority may take any action deemed appropriate.

Student Judiciaries and Courts

Certain disciplinary authority may be delegated to student organization judiciaries or courts. Appeals from student judiciary or court decisions may be made through the Office of the Senior Vice Chancellor for Student Services or his designee to the Student Services Judicial Committee on each campus. Student organization courts or judiciary committees are established with specific authorities when constitutions are approved by the University Student Services Committee. Examples of such delegation of disciplinary authority exist in the case of the Student Government Association, the Interfraternity Council, and the Panhellenic Council. (See pertinent Constitutions.)

Mediation

Mediation is a voluntary process. Its aim is to assist the persons in dispute to resolve or settle their issue quickly, informally, cooperatively, and confidentially. Where informal settlement is accepted by both parties, a mediator from Student Services will convene a mediation meeting. The mediator does not act as an advocate for either side but as a facilitator. The mediator's role is to assist both parties to explore the issues that led to the complaint, identify points of agreement, and arrive at a solution that resolves or settles the complaint. If at any time the mediation process does not result in satisfaction to both parties, then the incident may be referred to the Student Services Judicial Officer or Committee for a formal process.

Student Services Judicial Committee

A Student Services Judicial Committee procedure has been established by the university. There will be committees at each campus and the committees have the following functions:

- To hear charges and information concerning student and organization misconduct and to take final action in all cases referred to the committee for original jurisdiction by the Student Services Judicial Officer.
- To serve as a review committee for cheating and plagiarism cases referred by faculty members through the Student Services Judicial Officer or to hear appeals by students regarding faculty actions when referred by the Student Services Judicial Officer.
- To review and make recommendations to the Student Services Judicial Officer on student discipline policies and procedures.
- To review cases of appeal from student judicial agencies which are referred to it by the Student Services Judicial Officer.
- The failure of a student to appear at a scheduled hearing will not of itself prejudice his case; neither will it prevent the committee from hearing the case.

This committee is charged with the responsibility of all matters pertaining to students that are organizational, disciplinary, or procedural. The committee, at its discretion, may delegate substantive and procedural functions to organizations and/or individuals concerned with the above stated areas.

Rights of Accused Students

(also applies for Recognized Organizations)

Students or recognized student organizations who are charged with violation of university regulations will receive a fair and reasonable hearing before the appropriate administrative officer or judiciary committee where the fundamental elements of procedural due process are followed. The following procedures are guaranteed to accused students or recognized student organizations in those proceedings considering charges that could lead to suspension or expulsion from Troy University:

- A written notice shall be provided at least five (5) calendar days in advance of any hearing; the notice shall specify the factual allegations of misconduct and refer to the specific institutional rule that the facts, as alleged, call into play. The student may waive the five (5) day minimum notice.
- A hearing shall be conducted by an appropriate tribunal. It is not necessary that students be impaneled on such a board, but neither should deans or administrators representing the institution's cases be allowed to sit on the tribunal.
- The student or student organization shall be permitted to have counsel present at the hearing only to seek advice during the course of the proceedings.
- The student or student organization shall be permitted to confront accusers and all witnesses who were physically present during the event.
- The student or student organization shall be granted the opportunity to present his/her own case, including his/her version of the facts, and any affidavits, exhibits, or witnesses in support thereof, in reference to the specific charges against the student.
- The student or student organization shall be allowed to hear all facts and information presented against him/her and to cross-examine all adverse witnesses.
- The failure of a student to appear at a scheduled hearing will not of itself prejudice the student's case; neither will it prevent the committee from hearing the case.
- The tribunal shall make its decision solely on the basis of facts presented to it and must provide a written finding of their decision.
- Appellate procedures must be guaranteed and for that purpose, a record of the hearing must be preserved. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.

a. Form of Appeals

Appeals must be made in the form of a letter within five days of the decision in sufficient detail to inform the Review Authority of the grounds for appeal. Ordinarily, the student(s) or organization will not be given the opportunity to appear before the Review Authority for an oral hearing. The appeal is not intended to afford a full rehearing of the case, but to serve as a method of reviewing the record of the case and the procedures followed in its adjudication. Appeals will be made to the Senior Vice Chancellor for Student Services and Administration on the Troy campus and to the campus Vice Chancellor at all other locations. The appeals will be forwarded through the Student Services Judicial Officer on each campus.

b. Grounds for Appeal

- (1) In general, appeals must be based on the issue of substantive or procedural errors that are prejudicial and were committed during the disciplinary process.

- (2) Student(s) who knowingly admit responsibility may only appeal the sanctions imposed to them.
- (3) The specific questions for the review that should be addressed in any written appeal are the following:
 - (a) Were the procedures of the “Rights of Accused Students” followed?
 - (b) If a procedural error was committed, were the rights of the accused materially violated?
 - (c) Was the hearing conducted in a way that permitted the accused an adequate opportunity to present a defense?
 - (d) Was the information presented at the hearing substantial enough to justify the decision reached?

Accused students shall be afforded the right to attend classes and university functions until the hearing is held and the case is decided. Exception to this would be made for reasons relating to a student’s physical or emotional safety and well being, or for reasons relating to the general safety of students, faculty, or university property. In this event, the Student Services Judicial Officer may temporarily impose such sanctions on the student as are reasonably necessary to protect the student, the University and/or University property from such danger.

Disciplinary Action and Penalties

Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and judiciaries on the basis of all attendant circumstances. Official notifications are given by the appropriate administrative office and official records are maintained in that office. Efforts are made to keep penalties consistent with those applied in similar cases in recognition of the fact that the University is an educational institution with a rehabilitative point of view.

A student or group of students found to be in violation of the “STANDARDS OF CONDUCT” is subject to one or more of the following sanctions:

Loss of Privilege: Loss of privilege is used in cases of violation of a university standard by a student or a student organization. It is most commonly used in the case of dormitory regulations violations, rushing violations by student organizations, social standard violations, or misuse of university facilities. The loss of privilege is ordinarily established for a specific period of time, and actions are recorded in personnel and organization records.

Restitution: A student who damages or removes any university property will be charged a monetary amount for repair and/or replacement of the damaged or missing property.

Work Reparation: The option of working off part of the sanction by doing work for the university without pay may be offered to the student.

Removal from Housing: A student who is deemed to be disruptive or a dangerous presence to other residents in the University housing system may be suspended indefinitely from university housing.

Disciplinary Warning: A disciplinary warning is used for infractions of regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior.

Disciplinary Probation: Disciplinary probation means that a student is permitted to remain in the University on a probationary status. If a violation of STANDARDS occurs during probation, the student is normally suspended. Disciplinary probation is recorded on the student’s permanent personal file in the Student Services office. Conditions of probation are specific to the individual case and will include the loss of the privilege of holding any elected or appointed student office or appointment to a university committee. Any specific probation conditions are described in a personal letter to the student, with a copy to their parents if the student is under 18 years of age.

Temporary Suspension: Accused students will be afforded the right to attend classes and university functions until the hearing is held and the case is decided. Exception to this would be made for reasons relating to the general safety of students, faculty, or university property. In this event, the Student Services Judicial Officer may impose such temporary sanctions on the student as are reasonably necessary to protect the student, the University and/or University property from such danger.

Suspension: Suspension is used in cases of serious misconduct, or violation of probation, and means that the student is required to cancel registration and is not eligible to apply for readmission for a designated period of time. To qualify for readmission after suspension, a student must receive the approval of the Student Services Judicial Officer and meet academic requirements. Criteria for eligibility for readmission will include the students conduct and activities while out of school. Credit will not be given for work taken at other institutions during a student's suspension.

Expulsion: Dismissal from the university for two years or more after which the student must apply through the Senior Vice Chancellor for Student Services and Administration (Troy) or campus Vice Chancellor (other campuses) and receive the approval of the appropriate Vice Chancellor and meet academic requirements.

Other Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be subject to restrictions upon or denials of University parking privileges for violations involving the use of registration of motor vehicles on campus and the loss of privileges for access to University computers or networks. Service or research projects may also be assigned and the student may be required to attend a specified University class or workshop at his or her own expenses. For violations of academic integrity, appropriate academic penalties may also be applied.

Honor Code

Academic honor, trust, and integrity are fundamental to Troy University. These qualities contribute directly to a student's education and reach far beyond the campus to an overall standing within the community. The following Honor Code was proposed by the SGA, approved by the Student Body and was implemented by the University Board of Trustees. The Honor Code reads: "I, (Troy University Student), will be honest in all of my academic work and strive to maintain academic integrity." Adopted by the Troy University Student Government Association and approved by the Board of Trustees, this Honor Code is in support of the Academic Code as stated in *The Oracle*.

Academic Code

A student is subject to disciplinary action if:

1. In connection with a student's admission, readmission, enrollment, or status in the university:
 - a. A student gives false information to the university concerning any matter which may properly be considered in that connection; or
 - b. A student knowingly withholds from the University any information requested by the University.
2. In connection with the taking of, or in contemplation of the taking of any examination by any person:
 - a. A student knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor;
 - b. A student obtains, uses, attempts to obtain or use, or supplies or attempts to supply to any person, any unauthorized material or device;
 - c. A student uses, attempts to use, or supplies or attempts to supply to any person any material or device dishonestly.

3. Where the work affects or might affect a student's grade, credit, or status in the university, a student represents to be his or her own any work that is not the product of his or her own study and efforts (known as plagiarism).

Penalties for Misconduct:

1. Any student who has committed an act of misconduct (1, 2, or 3 above) may be subjected to one or more of the following penalties:
 - a. A student's grade in the course or on the examination affected by the misconduct may be reduced to any extent, including a reduction to failure.
 - b. A student may be suspended from the University for a specific or an indefinite period, the suspension to begin at any time.
2. Procedure – Proceedings before the Student Services Committee may be commenced by any member of the faculty or any person summarily disciplined.
 - a. Summary Discipline: Any member of the faculty who is convinced that any person enrolled in his or her course or taking an examination given or supervised by the student has committed an act of misconduct in connection therewith may take the action described in 1.a above (reduction of grade). If the instructor does so, he or she shall notify the student and the Department Chair and also shall notify the student who may request consideration of the matter by the Student Services Committee.
 - b. Commencement by instructor: Any member of the faculty who has good cause to suspect that any person enrolled in their course or taking an examination given or supervised by him or her has committed an act of misconduct, shall notify the Student Services Judicial Officer of the belief and the facts upon which it is based. The chair shall call a meeting of the committee to consider the matter.
 - c. Hearing: A hearing shall be held if the student or faculty member requests it and in any case that the misconduct could result in the student's suspension or dismissal from the University.
 - d. Determination: After the hearing is ended, the committee shall make a finding as to whether or not the person whose conduct is considered has committed any act of misconduct that warrants further action or recommendations.

Internship

All students seeking a degree that leads to an Alabama Teaching Certificate (Class B, A or AA) are advised of the following:

The State Superintendent of Education shall have the authority to refuse to issue, to suspend, or to recall a certificate for just cause. Just cause may be defined as:

...proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Alabama Code 16-12-5 (1975).

Students who have been arrested for immoral conduct or unbecoming or indecent behavior during their education internship (student teaching) may present a reason to their cooperating school district to request removal from their district following their notification of such. In such an event, the appropriate campus official will make a reasonable attempt at an alternative placement. If such placement is not possible, the student will be asked to:

1. Take an incomplete for the internship, and following a favorable settling of the charges, be allowed to re-enter the internship program (fall, spring) at an alternative site for completion, or;
2. Withdraw from the University until such time as a favorable settlement is achieved. At that time, the student will be allowed to re-enroll in the university and student internship (fall, spring). In the event that the individual is found guilty, the case will be remanded to the Office of Student Services for appropriate action under the "STANDARDS OF CONDUCT" set forth in *The Oracle*, as established by the Troy University Board of Trustees.

Involuntary Administrative Withdrawal & Readmission Procedures Policy

Troy University has established guidelines for students displaying emotional problems or abnormal behavior. In some instances, a student's behavior may be beyond the on-campus resources and capabilities and require consideration of involuntary administrative withdrawal from the university, or from university housing, for a specific period to ensure the safety, security, and well-being of the student and/or other members of the university, and to assure the orderly operation of normal university functions.

It is the policy of Troy University to consider behavioral manifestations that persistently or substantially disrupt the academic process as a serious matter. The University reserves the right to withdraw a student from the University for reasons pertaining to mental health when the student's behavior is a direct threat of harm to themselves or others or when a student's behavior significantly disrupts the lawful activities of others. When a student demonstrates behaviors that are unduly disruptive and impedes the performance of others, students will not be allowed to return to the University residential community or to classes until such time as an evaluation has been made by a qualified mental health professional and the student has been cleared to return. Failure to cooperate will result in immediate, temporary suspension of that student. The final decision to allow a student to return to classes or the residential community will be determined by the Senior Vice Chancellor for Student Services or his designee.

Standards for Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the university, or from university housing, if it is determined, by clear and convincing facts (See Informal Hearing), that the student is suffering from a mental disorder, including alcoholism, (see definitions, Deviations from established procedures) and, as a result of mental disorder:
 - a. engages, or threatens to engage, in behavior that poses a danger or causes physical harm to self or others, or
 - b. engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, or impairs the educational environment of the University.
2. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall occupancy agreement, or other university rules or regulations.

Referral For Evaluation

- The Student Services Judicial Officer may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Student Services Judicial Officer reasonably believes that the student may meet the criteria set fourth under Section 1, "Standards for Withdrawal", or if a student, subject to disciplinary charges wishes, to introduce relevant evidence of any mental disorder.
- Students referred for evaluation shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within ten business days from the date of the referral letter, unless an extension is granted by the Student Services Judicial Officer in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, who may observe, but not participate in the evaluation process. Legal representation will not be permitted during the evaluation.
- Any pending disciplinary action may be withheld until the evaluation is completed, in the discretion of the Student Services Judicial Officer.

- A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on a temporary basis, as set forth under temporary suspension, or referred for disciplinary action, or both.

Temporary Withdrawal

1. A temporary administrative withdrawal (temporary suspension) may be implemented immediately if a student fails to complete an evaluation, as outlined in the Referral for Evaluation Section, of these standards and procedures. Also, a temporary withdrawal may be implemented immediately if the Student Services Judicial Officer determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - a. causing serious physical harm to the student or others, or;
 - b. causing significant property damage, or directly and substantially impeding the lawful activities of others.
 - c. the student's behavior is disruptive to normal university functions.
2. A student subject to a temporary withdrawal shall be given written notice of the withdrawal either by a personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Senior Vice Chancellor for Student Services or the campus Vice Chancellor, within two business days from the effective date of the temporary withdrawal, in order to review the following issues only:
 - a. the reliability of the information concerning the student's behavior;
 - b. whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others, or the behavior is disruptive to normal university functions.
 - c. whether or not the student has completed an evaluation, in accordance with these standards and procedures.
3. A student subject to temporary withdrawal may be assisted in the proceeding specified in item 2 of this section by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist, or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing advice to the student. Students will be expected to speak for themselves whenever possible.
4. An informal hearing will be held within seven business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two business days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Student Services Judicial Officer.

Informal Hearing

Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Senior Vice Chancellor for Student Services and Administration, or the specific campus designee. The following guidelines will be applicable:

1. Students will be informed, in writing, of the time, date, and location of the informal hearing either by personal delivery or certified mail, at least two business days in advance.

2. The entire case file, the evaluation of these standards and procedures will be available for inspection by the student in the Student Services Office during normal business hours. The file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.
3. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Senior Vice Chancellor for Student Services and Administration or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
4. The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist, or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing advice to the student.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
6. Whenever possible, the student will be expected to respond to questions asked by the Senior Vice Chancellor for Student Services or designee. Students who refuse to answer on ground of the Fifth Amendment privilege may be informed that the Senior Vice Chancellor or designee could draw a negative inference from their refusal which might result in their dismissal from the institution, in accordance with these standards and procedures.
7. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.
8. The mental health professional who prepared the evaluation may be expected to appear at the informal hearing, and to respond to relevant questions, upon request of any party, if the Senior Vice Chancellor for Student Services or designee determines that such participation is essential to the resolution of a disposition issue in the case.
9. The Senior Vice Chancellor for Student Services and Administration or designee may permit a university official, and the mental health professional who prepared the evaluation, to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the university.
10. The informal hearing shall be tape recorded by the Senior Vice Chancellor for Student Services and Administration or designee. The tape(s) shall be kept with the pertinent case file for as long as the case is maintained by the institution.
11. A written decision shall be rendered by the Senior Vice Chancellor for Student Services and Administration or designee within five business days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement could be considered, along with any conditions for reinstatement.
12. The decision of the Senior Vice Chancellor for Student Services and Administration or designee shall be final and conclusive and not subject to appeal.

Deviations From Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

Definitions

1. Abnormal behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances.
2. Emotional problems include, but are not limited to, behaviors resulting from possible physical, drug or alcohol-related, or psychological disorders that may pose a potential harm to the physical well-being of the student or others, and/or cause significant disruptive activity to the normal functions of the university.
3. An emotionally disturbed student is interpreted to include, but not limited to, a student exhibiting any of the behaviors described above.

Readmission Procedures and Appeals

1. When a student is suspended or withdrawn for health reasons, a medical hold will be placed on the student's readmission to the university. This hold will remain in the student's records until the student's request for readmission is approved in accordance with the following procedures:
 - a. A student who has had a medical hold placed on his or her readmission for health reasons must request readmission clearance from the Student Services Judicial Officer at least three (3) weeks prior to the first day of classes of the semester or summer session in which the student wishes to enroll. The student will be required by that office to submit medical evidence supportive of his or her present health and emotional ability to function properly in a university environment. The Student Services Judicial Officer, in consultation with the University physician and/or other appropriate health/counseling personnel, shall evaluate the student's request and supporting evidence. Primary consideration will be given to the satisfying of all conditions specified at the time of suspension or withdrawal for the readmission of the student to the University. If approval is granted by the Student Services Judicial Officer for the removal of the medical hold, the student must then complete requirements by the Office of Enrollment Management and the Office of University Records.
 - b. If approval for readmission is not granted by the Student Services Judicial Officer, the student may appeal that decision to the Senior Vice Chancellor for Student Services and Administration or the campus Vice Chancellor. The appeal must be made, in writing, within five (5) university working days of the date the student was notified by the Student Services Judicial Officer that his or her request for readmission was denied.
 - c. The Senior Vice Chancellor or campus Vice Chancellor will inform the student that he or she is entitled to a hearing. This hearing will be held within five (5) university working days if at all possible. The hearing will be conducted by the Senior Vice Chancellor or campus Vice Chancellor. Following the hearing, the decision will be to either sustain the decision of the Student Services Judicial Officer or overrule the decision and allow the student to apply for readmission to the university. The Senior Vice Chancellor or campus Vice Chancellor shall notify all parties of this decision, in writing, within three (3) university working days following the completion of the hearing. The decision of the Senior Vice Chancellor or campus Vice Chancellor is final.

Requests for Voluntary Withdrawal Due to Mental Health Circumstances

A student may be eligible for withdrawal due to mental health circumstances when a mental disorder results in a significant change and impairment of an individual's social and academic functioning. A student wishing to explore the appropriateness of a withdrawal due to mental health

circumstances should contact the Student Development/Counseling Services office. A review process will be conducted which includes the receiving and examining of appropriate records and documentation. The review may also include consultation with the student's professors and other personnel as appropriate. The final decision to grant a withdrawal due to mental health circumstances will be determined by the Senior Vice Chancellor for Student Services and Administration or his designee. Documentation from a qualified mental health professional (preferred) or physician is required.

Documentation from a clinician on letterhead stationery must include the following:

1. Dates of treatment
2. Diagnosis (es)
3. Prognosis (status of treatment)
4. Reason why this provider supports your request for withdrawal

Withdrawals due to mental health circumstances must be initiated before the current semester's deadline (see academic calendar for current semester's deadline).

Troy Campus Information



Troy University

Dear Fellow Trojans,

I welcome you to Troy University with a heart full of pride and excitement. Pursuing your educational endeavors at Troy will prepare you for a promising future. Troy has many distinguishing characteristics, but the one I am most passionate about is the genuine concern expressed for each student. No matter which of Troy's many campuses you are studying on, we put the student at the forefront of our every action. Our exceptional academic programs, countless student organizations and unrivaled Division I athletic programs create an academically and socially enriching environment unlike any other university.



I would like to challenge you to become more than just a student at Troy. Lend a hand, take the lead or share your opinions and ideas in a student organization. Make new friends, learn a new skill or pick up a hobby at a university-sponsored activity. Your involvement at Troy will turn your learning experience into a life experience. So many opportunities are available to you, the student, at Troy. I encourage you to grasp each moment in order to enhance your overall university experience.

The Student Government Association facilitates student needs. We want student concerns to be addressed immediately. Our goal is to serve as a liaison between the students, administration and faculty, creating an optimal student environment.

Our offices are located on the Troy campus in Troy, AL, 215 Trojan Center. Senate meetings are held Tuesday night at 6:30 p.m. in Hawkins Adams Long Hall of Honor and are open to all students. The Student Government Association looks forward to serving you this year and in the years to come. Our motto states, "We commit to excellence in leadership through service, enthusiasm, and Trojan Pride," and we hope you choose to excel at Troy University in your own unique way as well. Welcome to the Trojan family and Go Trojans!

With Trojan Pride,

A handwritten signature in black ink that reads "Tim Parr". The signature is stylized with a large, flowing "T" and "P".

Tim Parr
Student Government Association President

IMPORTANT NUMBERS

Academic Affairs	Adams Adm. Bldg. 219	3112
Accounting, Finance & Business Law	Bibb Graves 131	299
Accounts Receivable	Adams Adm. Bldg. 152	3124
Accounting Services	Adams Adm. Bldg. 159	3241
Trojan Center Office	Trojan Center 233	3207
Trojan Center Info	Trojan Center	3293
Admissions Office	Adams Adm. Bldg. 111	3179
Aerospace Studies (ROTC)	McCartha Hall, Suite 1	3383
Alabama Articulation	Adams Adm. Bldg. LL	3690
Alumni Affairs	Alumni House	3318
Army ROTC	Heritage Hall	5620/5621
Arts & Classics	Malone Hall 145	3391
Arts & Sciences	MSCX 115	3399
Athletic Department	Davis Field House	3480
Auxiliary Services	Trojan Center 227	3773
Banking and Finance, Chair of	Bibb Graves 128	3137
Biology Department	MSCX 213	3401
Business Office	Adams Adm. Bldg. 154	3121
Career Services	Eldridge Hall	3217
Center for Business & Economic Services	Bibb Graves 102	3524
Center for Economic Education	Bibb Graves 140	3153
Center for Environmental Research	Collegeview School 30	3624
Chancellor's Office	Adams Adm. Bldg. 216	3200
CIS & Quantitative Methods	Bibb Graves 200	3143
College of Business	Bibb Graves 123	3137
Computer Works	Eldridge Hall	3413
Counseling Services	Eldridge Hall	3221
Creative Services	Wallace Hall	3230
Criminal Justice and Social Sciences	MSCX 320C	3442
Drug Prevention Programs	Hamil Hall 6	3700
Education, School of	McCartha Hall 206	3365
English Department	Smith Hall 272	3286
Financial Aid Office	Adams Adm. Bldg. 129	3186
Fine Arts, School of	Smith 114	3322
Fitness Center	Trojan Center	3791
Food Court	Trojan Center	3674
Foreign Language	Malone Hall 145	3316
Foreign Student Advisement	Eldridge Hall 18	3735
Graduate School	Adams Adm. Bldg. 219	3189
Graduate Teaching Asst. Office	Sartain Hall	3763
Health Center	Hamil Hall	3452
Health & Human Services	Collegeview Bldg. 50	3712
History	Bibb Graves 305	3412
Honors Program Director	Malone Hall 144	3304
Housing	Shackelford 100	3346

Troy University

Human Services	McCartha Hall 104	3366
IMPACT	Adams Adm. Bldg. 111	3179
Information	Bibb Graves 137	3100
Instructional Support	Eldridge Hall	3210
Interfraternity Council	Trojan Center 215	3202
Intramural Sports	Trojan Center 215	3329
Journalism	Wallace Hall 101	3289
Kinesiology & Health Promotion	Wright Hall 203	3443
Management Information Systems (MIS)	Bibb Graves 160	3134
Marketing/Management/Economics	Bibb Graves 200	3459
SAGA Dining	Stewart	3670
Mathematics & Physics	MSCX 232	3406
Natatorium	Wright Gym	3193
Natural Science Learning Center	Eldridge Hall	3139
Nursing, BSN	Collegeview Bldg. 50	3427
Palladium	Wallace Hall 102	3211
Panhellenic	Trojan Center 215	3505
Physical Plant		3342
Physical Science & Chemistry	MSCX 310	3408
Pre-Health Professions	MSCX 317	3581
Psychology, Department of	McCartha Hall 10	3359
Political Science	MSCX 331	5642
Post Office	Trojan Center 155	3225
Provost Office	Adams Adm. Bldg. 217	3104
Public Services	Adams Adm. Bldg. 256	3196
Radio & TV	Wallace Hall	3268
SAVE Project	Hamil Hall 6	3700
Sorrell College of Business	Bibb Graves 123	3137
Speech and Theater	Wright Hall 226	3714
Sports Medicine/Athletic Training	Stadium Tower	3721
Student Activities	Trojan Center 215	3329
Student Services	Adams Adm. Bldg. 244	3203
Student Development	Eldridge Hall	3176
Student Government Association	Trojan Center 215	3212
Student Involvement	Trojan Center 215	3204
Student Recreation Center	College Drive	3791
Telecommunications	Bibb Graves 133	3339
Tropolitan	Wallace Hall 102	3327
University Activities Council	Trojan Center 215	3329
University College	Adams Adm. Bldg. 3rd Floor	3457
University Police	Hamil Hall	3215
University Records	Adams Adm. Bldg. 142	3164
University Store	Trojan Center	3223
Upward Bound	Eldridge Hall	3669
Veteran Affairs	Adams Adm. Bldg. 128	3701
Writing Center	Eldridge Hall	3305

Enrollment Management

111 Adams Administration Building

Admissions Office, ext. 3179: Advising prospective students in their college selection process is a vital function of this office. When the student selects Troy as their college home, the Admissions Office serves as the primary source of contact from the submission of application through registration.

Trojan Ambassadors, ext. 3179: The Trojan Ambassadors, whose activities are coordinated by the Admissions office, are the official student hosts/hostesses for numerous campus activities, including Chancellor's receptions, athletic events, graduation exercises, Senior Preview Day, and alumni receptions. This group also serves as student recruiters for the Admissions office.

IMPACT, ext. 3179: Offers new student orientation program to students during the summer prior to their initial fall enrollment. First-year and transfer students are advised on university policy and services as well as academic and co-curricular matters. New students who begin in the spring and summer terms are invited to attend New Student Orientation during the first days of registration for the new semester.

For more information, e-mail Chanukah Willis , Recruitment Coordinator at cngay@troy.edu.

Financial Affairs

241 Adams Administration Building, ext. 3108

Payment of Registration Expenses: The payment of charges for tuition, fees, room, and board is part of the registration process.

Students may pay on-line using Trojan Web Express. Troy University accepts VISA, MasterCard, American Express, Discover, e-checks, checks and cash.

Payment Plan

Troy University established a tuition and fees payment plan policy which helps in budgeting college costs but requires prior financial planning by students and their families. Troy continues to encourage full payment of all tuition and related fees prior to the first day of the semester.

A student will be required to pay one-third of all semester charges before the first day of class in order for registration to be completed. Students with an account balance after the first payment due date will be assessed a \$25.00 payment plan fee. To meet the one-third requirement the student may apply the following:

- Award of an institutional scholarship
- Awarded financial aid,
- Payment by cash, check or credit card
- Payment from sponsors: If students wish to use the payments from the sponsors in the calculation of the 1/3 payment requirement, the University must receive the following information prior to 1st payment due date.

Email railey@troy.edu

Student Name and ID

Sponsor Name

Educational Expenses to be Covered by Sponsor.

The remaining semester balance must be paid over the next two months. Failure to pay the entire balance of tuition and fees due by the third payment date will result in a late fee of \$50.00 as well as a restriction on future class registration and non-release of transcripts.

To complete registration, students must satisfy the 1/3 payment requirement. The essential ingredient for a smooth registration is for students to begin planning early.

Clearance of Obligations: All financial or other obligations to the University must be cleared prior to the end of each semester or term. An outstanding balance for a prior semester or term must be paid before the student will be allowed to register for subsequent semesters and or terms. Transcripts will not be issued if financial obligations have not been satisfied. Failure to meet financial obligations to the University could subject the student to additional late payment charges, as well as collection costs.

Other Expenses: In addition to basic regular registration expenses, other expenses such as Health Center charges may be incurred by the student and charged to the student's account. These charges are payable when incurred.

Offset of Funds: If a student's University account has an outstanding balance and the University has in its possession any funds payable to the student, the University reserves the right to withhold funds necessary to clear the outstanding balance on the student's account and to cover any collection costs incurred. Once accounts are cleared, any remaining funds will be paid to the student.

Change In Regulations Or Expenses: All financial regulations, fees or charges are subject to change as conditions warrant.

Student Bank Loans: Student bank loans are disbursed each semester or term. Most bank loans are disbursed electronically. Students may reference promissory notes for loan disbursement dates to determine when to expect loan proceeds.

Student Excess Financial Aid Refunds

Each registered TROY student will receive a Trojan OneCard. The Trojan OneCard will be mailed to the student, using the address on file with the University. To receive any refunds from the University, a student must activate his or her Trojan OneCard. During card activation, the student will choose how to receive his or her refund money. Options available include having the student's refund:

1. Directly deposited to the student's Trojan OneCard OneAccount

(1 day or less)

The OneAccount from Higher One is a fully functioning FDIC insured FREE CHECKING account that allows students to access their refunds quick and easy. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With the OneAccount, students can use their Trojan OneCard to make purchases anywhere Debit MasterCard is accepted. Students will receive an e-mail when their refund has been directly deposited to their OneAccount. Students may view detail activity of their OneAccount by accessing their OneAccount Statement online at www.TrojanOneCard.com.

2. Deposited to another bank account of the student's choice

(2 —3 business days)

If students choose to have their refund deposited to another bank account of their choice, the transfer may take 2-3 business days from the day the University releases the funds. In order to have a refund deposited to their bank, students must first activate their Trojan OneCard at www.TrojanOneCard.com. For this option, students will need to complete, print, and mail the third party form to the designated address. The third party form is available on www.TrojanOneCard.com.

3. Mailed, as a paper check, to the address designated by the student

(5 — 7 business days)

Students may choose to receive their refund in the form of a paper check. The paper check will be sent to the student via regular mail and may take 5-7 business days from the time the University releases the funds. Regardless of how students choose to receive their funds, they still need to activate their Trojan OneCard. Students are required to activate their Trojan OneCard and make a refund selection online at .

Funds Held: Troy University acts as an agent holding miscellaneous scholarship funds from donors to be applied to the accounts of students

Drops, withdrawals, and Refunds: Students may add/drop courses during the first week of the semester without penalty. After this week, students are responsible for all charges. A student may withdraw during the first week of the semester by following withdrawal procedures and paying a \$50 withdrawal fee. Registration charges will be removed from the account and room/board charges may be prorated. Withdrawals may occur after the first week of the semester, however, the registration charges will not be reduced and a \$50 withdrawal fee will be assessed. Students should inform the University of address changes. University College has a different drop and withdrawal policy.

Ineligibility for Refund: A student who is withdrawn by the University for disciplinary reasons, or for other similar reasons, is not eligible for any refund or reduction in semester/term charges.

Check Cashing Privileges: For the convenience of students, the Student Financial Services Office will cash personal checks for amounts up to \$100.00 per day. Checks should be made payable to Troy University and must have the student's ID number on them. Students who cash checks must present a current ID. No two-party checks can be cashed. Checks should be negotiable, properly signed and drawn on the bank in which one has funds. If a check is returned to the University, it should be redeemed immediately. Students who continually write non-negotiable checks will forfeit their check-writing privileges. If more than two checks are returned, check writing privileges will be suspended permanently.

In-State and Out-of-State Status: In-state or out-of-state status concerns or questions should be directed to the Office of Admissions/Enrollment Management.

Parking Decals: Students who use campus parking are required to purchase parking decals.

Room Rent: Room rent expense is not refundable after completion of registration (see Housing Contract). Board is refunded on a prorated weekly basis. All room and board adjustments are made in the Housing Department. No meal plan will be allowed after the second week of classes.

Student Activity Fee: Every student on the Troy campus pays an activity fee which is used to fund major campus organizations and activities. Students on the other campuses may pay an optional activity fee which entitles them admission to certain University functions. The activity fee supports the budget of the Student Government Association, University Activities Council, Tropolitan, Palladium, Intramurals, Miss Troy University pageant, and the Gospel Choir. Other student organizations may apply to receive funding for events which enrich campus life. Also, admission to various athletic events is free to all students paying the activity fee. A portion of this fee goes to the Athletic Department to support the programs in this area.

Troy University

Event Management

Trojan Center 117, ext. 3207

Event Management: The Event Management Office is responsible for the operations of the Trojan Center, which includes the Trojan Center Theater, meeting rooms and ballrooms. This office is also responsible for the operations of Sorrell Chapel, Claudia Crosby Theater, Hawkins Adams Long Hall of Honor, Wendall Mitchell Auditorium, and the Arboretum. Reservations for these facilities are made through the Event Management office. The following is a brief description of our services offered to students and the community:

Trojan Center Theater: In 1989, a 290-seat Performing Arts Center was added as part of the Trojan Center. This facility is used by the Drama Department for all of its performances, as well as by other campus wide groups. This facility is available for speakers, presentations, lectures, video conferences, and any other activity appropriate for its atmosphere.

Meeting Rooms: Various meeting rooms in the Trojan Center are available for organizations. Seating capacity ranges from 12-55 persons.

Ballrooms: With 6,000 square feet of dining, dancing, concert space or meeting space, the Trojan Center Ballrooms are the most versatile rooms in the Center. The ballrooms are composed of two sections, each with its own lighting and sound. The sections may also be opened to make one large ballroom. Reservations should be made through the Event Management Office and food preparations should be discussed with Sodexo/Dining Food Services at 670-3454.

Banking Machine: Troy Bank and Trust and Higher One have Automated Teller Machines located on the first floor of the Trojan Center. These machines can dispense funds from your checking or savings accounts, and can also be used to inquire about account balances. For further information, contact Troy Bank and Trust at 566-4000.

Trojan Express: The Trojan Express is a newly renovated food court located on the first floor of the Trojan Center. It includes six different venues that vary from southern cooking to smoothies. The Market Place prepares hot entrees with southern style meals, and the famous chicken of Chick-fil-A sits just to the right. The all American food of A & W provides hamburgers, hotdogs, and their famous root beer. Pete's Arena Pizza provides old-fashioned style pizza. The Sub-connection has high-quality meats with fresh breads and garden-fresh produce. Surf City Squeeze offers totally awesome smoothies with real fruit, vitamins and minerals.

Recreation Management; ext. 3569

The Recreation Management office is responsible for the operations of all campus recreation, which includes Intramurals, Natatorium, Trojan Fitness Center, Trojan Game Room, Student Rec Gym and Outdoor Pool.

Intramurals; ext. 3329: The Intramural office is located on the second floor of the Trojan Center and is open Monday-Friday from 8am-5pm. The Intramural Department meets the needs of the students, faculty and staff through recreational sports. Team and individual sports are offered to the university community. Some of these activities include; tennis, flag football, basketball, softball, soccer, volleyball, swimming, and golf. Most of the activities are offered in men and women leagues. The University is encouraged to become involved in the recreational activities.

Natatorium; ext. 3193: Located adjacent to Wright Hall. The Natatorium meets the needs of students, faculty, staff, and the community. Classes are taught throughout the year in the Natatorium, as well as a host of many intramural activities. The convenience of the 25-yard heated pool allows for year round swimming. The facility is great for exercise or just having fun playing in the water. A current Troy University Student ID must be presented to access the Natatorium.

Trojan Fitness Center; ext. 3791: The Trojan Fitness Center is equipped with 23 cardiovascular machines. The cardiovascular equipment includes treadmills, elliptical trainers, and bikes. It is also equipped with 30 strength machines to meet your work out needs. The Trojan Fitness Center is located on the first floor of the Trojan Center. A current Troy University Student ID must be presented to access the Trojan Fitness Center.

Trojan Game Room; ext. The Trojan Game Room, located on the first floor of the Trojan Center, is designed for the entertainment and enjoyment of the university community. Table tennis and billiards are available for recreational play. A current Troy University Student ID must be presented to access the Trojan Game Room.

Student Rec Gym; ext. 3792: Located next to the outdoor pool and across from sorority hill. The facility contains a regulation size basketball court or two smaller courts used for intramural and recreational play. The building also houses a cardio room with elliptical trainers, bikes, treadmills, stepper, Stretch mate system, and a multi-station weight center. Locker and shower facilities are available for both men and women. A multi-purpose dance/aerobics room is also part of the center. A current Troy University Student ID must be presented to access the Student Rec Gym.

Outdoor Pool, ext. 3792: Located next to the Student Rec Gym, on the corner of College Drive and Elm Street, this facility includes a wooden sun deck and a pool which can be enjoyed by students from early spring through early fall. The pool and deck are open to all registered students. A valid Troy University ID must be presented to use of the Outdoor Pool.

Student Involvement and Leadership

Trojan Center 215, ext. 3204

Involvement in campus organizations and activities is an important part of a student's experience at Troy University. Students find that one of the best ways to become involved in campus life is through joining a campus organization. Students who join campus organizations develop their leadership skills, meet other students who share similar interests and goals, and develop lifelong friendships. Students involved with campus organizations made a great deal of difference in the lives of many people. Troy University encourages every student to join a campus organization.

Leadership Scholars are required to work three hours per week for the university. Freshmen and sophomore Leadership Scholars are assigned to faculty or staff mentors. These mentors help guide their Leadership Scholars through their first year. Each semester, the Leadership Scholars have an outstanding speaker address them. The junior and senior years the Leadership Scholars serve the university in others ways. For more information, e-mail Barbara Patterson, Director of Student Involvement at bpatters@troy.edu.

University Activities Council, ext. 5768: UAC, is comprised of individuals who develop ideas and programs to entertain the Troy University community. Their office is on the second floor of the Trojan Center, room 215. UAC committee members will gain valuable experience, responsible time

management and leadership skills, as well as the benefit of participating in many decision making processes. The UAC is responsible for the weekly movies on campus, featuring recent releases, as well as the concert during Fall and/or Spring semester and other events and games throughout the school year. These events are primarily paid for by the students' activity fees.

The Office of Student Development

Located in the Center for Student Success

Eldridge Hall 102

Student Development, ext. 3221: Provides a variety of services designed to aid in the academic, emotional, physical, and vocational development of Troy students. Professional staff members strive to help students recognize problems which may impede their likelihood for success and offer services and resources to address their needs. The Office of Student Development also assists students in the areas of registration, drop/add, and withdrawal procedures, as well as the administration of ACT, MAT, LSAT and CLEP standardized tests. The Office of Student Development oversees the operations of the programs which comprise the following departments: Adaptive Needs, Career Services, conditionally admitted and undeclared major student advisement. An overview of the services offered by each program include the following:

Adaptive Needs Program, ext. 3221: Provides accommodations to students with physical, psychological and learning disabilities in accordance with the Americans with Disabilities Act and Section 504. Students must provide recent documentation of their disability from a qualified professional to determine eligibility for the program. The Disability Services Policy is contained in the policy section of this publication.

Career Services, ext 3217: Offers comprehensive career planning services to students and alumni through a variety of resources. Career counseling is available to students who are seeking assistance in choosing a major or career. Job search assistance is offered to students and alumni who are seeking full-time employment upon graduation, as well as to students who are seeking part-time, volunteer, or internship opportunities. A career library, career assessments, an on-line résumé referral system, and career fairs are some of the services utilized to address students' career planning needs. Students who are unsure of major choices are assigned a counselor who provides individual academic advisement and registration guidance.

Conditional Student Program, ext 3221: Provides academic guidance for students conditionally admitted to the university. Conditionally admitted students are assigned a counselor who provides individual academic advisement and registration guidance to ensure that students abide by the admittance stipulations of the university. The program offers students tips and techniques on how to be successful in and out of the classroom through workshops, seminars, and individual sessions. Individual student academic progress is monitored and counselors assist students with decision making in order to ensure academic success.

Housing and Residence Life

Shackelford Hall 100, ext. 3346/3347

Welcome to Residence Hall or Apartment living at Troy University. This type of living will be a unique experience for many of you and can prove to be a most educational and enjoyable one.

By selecting Troy University, you also selected the standards and regulations of the university that are found in this publication and in the General Residence Hall Policy Pamphlet. These policies apply to both residents and their visitors. Each hall is staffed with full-time students that seek to provide educational, social and cultural advantages for the residents. The residences are designed to provide a relatively home-like and intimate atmosphere along with the experiences of group living.

General Policy: EVERY undergraduate student under 19 years of age must file a “Statement of Housing Intent”, whether residing on or off campus, with the Director of Housing, 100 Shackelford Hall, Troy University, Troy, Alabama 36082.

All unmarried students who have not reached the age of 19 years prior to the first day of registration in the semester for which they enroll are required to live on campus the entire academic year or remaining portion thereof, unless recognized by the university in writing as residing with a parent at a stated home address. Home addresses must be within a reasonable commuting distance. For specific commuting information, please contact the Housing and Residence Life Office, Shackelford Hall 100, ext. 3346. **ALL STUDENTS RESIDING IN UNIVERSITY HOUSING ARE REQUIRED TO RETAIN THEIR RESIDENCE FOR THE ENTIRE ACADEMIC YEAR, OR REMAINING PORTION THEREOF, UNLESS THEY WITHDRAW FROM THE UNIVERSITY. PROVIDED, HOWEVER, IF A STUDENT WITHDRAWS FROM BUT THEN RETURNS TO THE UNIVERSITY DURING THE SAME ACADEMIC YEAR, THE STUDENT WILL BE REQUIRED TO LIVE ON CAMPUS FOR THE REMAINING PORTION OF SAID YEAR.**

This policy shall not apply to married students.

Residence Halls: A completed housing contract from the Enrollment Services packet or from the Housing and Residence Life Office, along with a required, non-refundable \$100.00 application fee, should be submitted to the Housing and Residence Life Office well in advance to assure the best chance of hall and roommate choice, which is honored whenever possible. Early application is especially important for Fall Semester. Application for housing may be made electronically through the following address: <http://trojan.troy.edu/forms/housingcontract.html>. Enrollment and Housing applications are a separate process. Acceptance to the University must be granted before a housing assignment will be made. Residents must be registered for at least one class at the Troy campus in order to reside in a resident hall.

Applicants are notified of room assignments prior to the students beginning term. Students must notify the Housing and Residence Life Office in writing to cancel room assignments. It is necessary to cancel the room so that the space can be assigned to someone else if the student will not be living in residence. If the student does not honor the reservation by occupying the room by 5:00 p.m. of the last day of regular registration, the room is lost unless the cause is beyond the control of the student (academic suspension, illness, etc.). If a student is going to check-in after 5:00 pm on the last day of registration they must notify the Housing & Residence Life office, otherwise they will be assessed for late check-in.

Regulations for Students Living In Residence: The following rules and regulations apply to all students who reside in or visit university housing:

- **Cooperation:** Those living in and visiting residence facilities will cooperate with university personnel and with each other in maintaining a routine of living conducive to wholesome college life.
- **Accessibility:** Residents are responsible for the cleanliness of their own rooms or suites. The university unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to effect other steps necessary and advisable for the safety, security and conduct of its residence programs.

- **Rights of Others:** The university reserves the right to revoke the privilege of living in and visiting residence whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others.
- **General Conduct:** Residents and visitors are expected to maintain reasonable quiet in and around all campus buildings at all times. Violators are subject to the penalties stated in the university "Standards of Conduct".
- **Withdrawals-** Students who have moved into residence and have items in a room and are in possession of a room key must remove their personal items and return the room key to a Residence Life staff member and sign a withdrawal from residence form immediately upon withdrawing. Students who withdraw are not allowed to store items in the room indefinitely. If items are not removed in a timely manner the items will be discarded. If keys are not returned, the lock will be changed and a lock change fine will be assessed. Room rent is not refundable after the last day of registration for the term.
- **Discarded Items-** Students who will not be returning to their assigned room but have items in the room must make arrangements to remove their items by the day the halls open for that term. Unclaimed items will be discarded on the first day of class if prior arrangements have not been made.
- **Moves-** Students who wish to move from one room to another or to a different building must see a Residence Life Staff member and complete a Move Request Form. Moves are approved provided space is available and the request is submitted within the move/swap time frame. Requests to move after the move/swap time period will be approved at the discretion of the Coordinator of Residence Life and may be subject to a \$50.00 late fee. No moves are permitted without written approval prior to the move. Unauthorized moves or swaps are subject to disciplinary action and fines.
- **Room Consolidation-** Double occupancy rooms should be occupied by two persons. When one of the occupants moves, the remaining student must agree to consolidate or pay for a private room. If residents agree to accept a roommate, but are not willing to move, the move will be decided by the housing officials based on classification, length of residence, logistics of both rooms, and distance from each other's permanent address. This policy also applies to Trojan Village Apartments. If an apartment is occupied by only one resident the Housing Staff may require the resident to consolidate with another apartment.
- **Semester Breaks-** Between the fall and spring semester students are allowed to leave items in the room, provided they are returning to this same room for the spring semester. If the student has requested and been approved to move to another residence hall or room for the spring semester the student must remove all items from their present room upon vacating at the end of fall semester. See the Residence Hall Policies for more details.
- **Key Return-** Students may not keep room keys between semesters unless authorized by the Housing Office to do so. All keys must be returned at checkout for each semester. See Residence Hall Policies for more details.
- **Interim Housing-** Students who desire Interim Housing must sign up at the Housing Office by December 1st for housing between fall and spring semester and by May 1st for housing between spring and summer semesters. Prices and forms are available at the Housing Office.
- **Meal Plans-** All residence halls with the exception of Pace Hall require a meal plan. See Residence Hall Pamphlet or web site details and prices.
- **Other Regulations:** Additional regulations pertaining to residence hall and apartment living are found in the General Residence Hall Policy Pamphlet and attachments to contracts.

Off-Campus Residence: All off-campus students must keep the university informed of their current local street addresses and telephone numbers. The need to contact students in the event of emergencies

or urgent administrative matters makes it absolutely essential that any change in address from that stated at registration be promptly reported to the Records Office, 135 Adams Administration Bldg., ext. 3164.

Eligibility for Off-Campus Residence: It is the student's responsibility to prove that he/she is eligible to reside off-campus. Such eligibility is documented at registration and falsification will subject the offender to disciplinary action to include voiding of registration with loss of fees.

For more information, e-mail Sara Jo Burks, Assistant Director of Housing and Residence Life at sburks@troy.edu.

Conference Services, ext. 3202: The university hosts numerous conferences, workshops, and institutes each year. A variety of conference rooms and other meeting places, as well as ample housing and dining facilities, are available for groups who may wish to utilize the resources of the university. Inquiries should be directed to the Director of Conference Services in the Student Services Office.

Upward Bound, ext. 3669: The Upward Bound program has annually assisted 70 eligible high school students in acquiring the skills and motivation necessary to complete high school and prepare for a successful post-secondary education. Services provided to participants in this program are: personal, career, and academic counseling; tutorial assistance; field trips to universities, colleges and to cultural and educational enrichment activities; and the opportunity to participate in on-campus summer residential programs. Upward Bound is located in Shackelford Hall. Hours of operation are 8 a.m. - 5 p.m., Monday - Friday. For more information, e-mail Mary Griffin, Director of Upward Bound at griffin@troy.edu.

Campus Dining Services

Trojan Center 236, ext. 3454

Meal Plans:

Cart Blanche with 25 Flex Dollars: This meal plan allows students to dine unlimited times a day in Stewart Dining Hall and includes 25 flex dollars to use at any other dining location on campus.

14 Meals with 350 Flex Dollars: This plan allows students to have 14 meals per week as they choose in Stewart Dining Hall and includes 350 flex dollars to be used at any other dining location on campus.

9 Meals with 500 Flex Dollars: This plan allows students to have 9 meals per week as they choose in Stewart Dining Hall and includes 500 flex dollars to be used at any other dining location on campus.

75 Block Plan with 650 Flex Dollars: This plan allows students to eat 75 meals per semester in Stewart Dining Hall and includes 650 flex dollars to be used at any other dining location on campus.

Locations:

Stewart Dining Hall: Located in Frank Ross Stewart Dining Hall, Stewart is an all you care to eat dining facility offering 19 meals per week: Breakfast, Lunch, and Dinner Monday through Friday and Brunch and Dinner on Saturday and Sunday. features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. these include: fresh fruit and salads; delicious, hot, home-style entrées; freshly baked pizza and pasta; deli choices served on freshly baked breads; new creations by our chef just for you; Ice cream and freshly baked desserts; homemade soups.

Troy University

Trojan Express Food Court: The Trojan Express food court is located on the first floor of the Trojan Center and features a great variety to choose from. **Chick-fil-A** is a proven hit on the campus. Whether for breakfast, lunch or dinner, patrons can always depend on Chick-fil-A to deliver high quality taste in a sandwich, wrap or salad. **Subconneccion** sub sandwiches, enticing subs made with high quality meats, garden-fresh produce and fresh breads. The portions are generous and made to-order. **Smart Market** is a convenient comprehensive meal solutions program targeted at customers that need a food fix in a hurry. The grab-and-go menu consists of sandwiches, salads, desserts and hot microwaveable meals. **The Market Place** features traditional comfort foods such as fried chicken, mash potatoes, mac and cheese and healthy items that include lemon pepper catfish and steamed vegetables. Your home away from home. **Pete's Arena** everyone craves a good old-fashion pizza pie. Open late nightly you will find piping hot delicious pizza, calzones and stromboli. **A & W 'All American Food'** featuring all American food to include hamburgers, cheese coney dogs, chili cheese fries, the ever famous root beer float and much more. **Surf City Squeeze** serves refreshments that you'll feel good about! Surf City Squeeze blends totally awesome smoothies, guaranteed to keep you trim. Made with real fruit, vitamins and minerals. Surf City Smoothies combine goodness that rolls off the lip, with a full set of nutrients that won't close as you paddle through your day.

Quick Zone: Located on the first floor of the Math/Science Complex is a popular spot that provides quality Smart Market Grab and Go and fresh brewed Jazzman's Coffee as well as cold beverages.

Herb's Place: A convenience store located in building 400 of Trojan Village providing on campus convenience items along with quality Smart Market Grab and Go fresh brewed Jazzman's Coffee as well as cold beverages. Features **Island Oasis**, our real fruit smoothies are a delicious and healthy alternative to soft drinks or fast food.

Meal Plan Policies: Meal cards are non-transferable and for the exclusive use of the purchaser. The use or attempted use of another persons meal ticket will result in the card being confiscated and the person attempting to use the card will be fined twenty five dollars (\$25.00). If it is determined that the owner of the meal card had permitted the use of the meal card knowingly and voluntarily, the owner will be fined \$25.00. Subsequent violations will be cause for disciplinary action. Lost or stolen cards should be reported to any register location. Replacement cards can be at the Trojan Center Box Office. Access will be denied to any person without an I.D. It is the responsibility of the meal plan holder to bring the card to all meals. Faculty, staff and students who do not have meal cards may purchase meals at the appropriate door price in Saga.

Auxiliary Services

Trojan Center 227, ext. 3773

Director's Office: The following services are located in the Director of Auxiliary Services office:

Fax: \$2.00 for first page, \$1.00 for every page thereafter per telephone number dialed.

TROJAN Card: The TROJAN Card, Troy's unique debit card system, was instituted as a means for students, faculty, and staff to conveniently, easily, and safely manage campus life. Since its inception, the program has expanded to include off-campus locations. This money-management account is accessed through each student, faculty, or staff's ID card. The TROJAN Card eliminates the need to carry cash or a checkbook to take care of daily incidentals. By using your TROJAN Card at participating locations, your account is simply debited for the purchased amount. A TROJAN Card account may be opened at the Box Office in person or by mail.

Trojan Card Deposits and Refunds: Money can be deposited on the Trojan card at the box office or at the deposit stations in the Library. Once the money is on the account, it will not be refunded unless the account holder graduates or withdraws from the University. If there is no activity on an account for two years, the funds will be transferred to the Trojan Card operations account, and the card holder will lose the balance.

The following are participating locations:

On-Campus – University Store, Sodexo Dining Services (Stewart Dining Hall, Trojan Express), Box Office, Trojan Oaks Golf Course, Post Office, Library, copiers in Library, and Trojan Center first floor, Student Health Services, and laundry rooms. Refer to www.troy.edu for more information concerning food in the Trojan Center.

Off-Campus – Off Campus Merchants are added on a regular basis. For an up to date listing of merchants and information on current promotions, call Auxiliary Services at ext. 3773.

The following areas are under the authority of the Director of Auxiliary Services:

Post Office, Trojan Center First Floor, Ext. 3225:

The University Post Office provides mail boxes for students and faculty.

Box Rental Rates:

Six Months \$10.00

One Year \$15.00

A \$10.00 key deposit is required and will be forfeited if the key is not returned by the end of the month following the last rented month. A replacement key costs \$15.00 payable when key is ordered.

Mail is distributed to boxes Monday through Saturday except holidays. Outgoing mail leaves campus at 3:00 p.m. daily Monday through Friday.

Window hours are:

Monday-Friday 9:00 a.m. to 4:00 p.m.

Each student living on-campus must rent a post office box in order to receive mail at Troy. No sharing of post office boxes is allowed except by siblings or spouses.

In addition to receiving mail, the post office sells stamps and ships packages via the US Postal Service. Forwarding mail service is also available for a minimum of 3 weeks and a maximum of 6 months.

Laundry Rooms: All washing machines and dryers are activated by TROJAN Card or coin slots. When laundering clothes, a student must first scan the TROJAN Card and the numbers corresponding to the washer or dryer that will be activated will be displayed. The laundry fee will then be automatically deducted from the TROJAN Card account.

Vending Machines: Many vending machines are located throughout campus. Many of these vending machines accept credit cards for your convenience.

University Store, ext. 3223: Operated by **Barnes & Noble College Booksellers**, the University Bookstore is located on the second floor of the Trojan Center. The bookstore offers a wide variety of services and merchandise to the university community. Textbooks, licensed merchandise, spirit and

Troy University

booster items, school supplies, and computer software are found here. The Barnes & Noble Bookstore offers a Starbucks Coffee shop along with a Cheesecake Factory. Troy University Merchandise Catalogs are available through the University Store. Textbooks and merchandise can also be purchased online. The store link can be found on the Troy homepage.

Troy University

ID Card Center/Box Office, ext. 3293: Located in the ID Card Office on the first floor of the Trojan Center. All ID cards are made here. To help insure that ID cards are not duplicated, a new student must have made an ID card or picked up their ID card by the fourth week of the semester; otherwise, a fee of \$15.00 will be assessed at the time an ID card is requested. Lost or stolen ID cards should be reported immediately to the ID Card Center and will cost \$15.00 to replace. Hours are 8:00 a.m. to 4:30 p.m. Monday through Friday (except during breaks).

Trojan Oaks Golf Club, ext. 3377: Located next to the stadium. The University's very own nine hole golf course in operation since 1977. Golfing equipment and supplies may be purchased at the Pro Shop, the facility at which golfers must also check in before beginning their rounds. Rental clubs are available. Each Wednesday, golf is provided to students at no charge and every Thursday faculty and staff play at no charge. Carts are available at the normal rate. Check with the pro shop for specials.

For more information, call the Auxiliary Services Office at 670-3773.

University Police Department

Hamil Hall, ext. 3215

As the department of safety and security of Troy University, the University Police Department strives to fulfill its responsibilities to each member of the university by enforcing policies, providing services, and information that will assist you in making the time you spend here safe and enjoyable.

The Troy University Police Department is located on the 1st floor of Hamil Hall, ext. 3215, 3277, 670-1999 for non-emergency police assistance, or dial 911 in case of an emergency on campus. Wide-Area Emergency Broadcast System (WEBS) phones are located in front of Mitchell, Stewart, Smith, and Shackelford Halls for assistance/notification in an emergency situation. Blue light strobe Emergency/Information Towers have been installed at Trojan Village and are equipped with an emergency button; when pressed the strobe light is activated and flashes for the duration of the call. E-mail address for Chief Rod Anderson at University Police is . The University Police provides service 24 hours a day and is an essential part of the university's dedication to the students, faculty, and staff.

The police department provides a wide range of police services including, but not limited to, investigations of crimes on campus, processing crime scenes, evidence and property control, testifying in judicial proceedings, making arrests, providing crime prevention services, traffic and parking enforcement, executing search and/or arrest warrants within our jurisdiction, traffic and crowd control for campus events, maintaining police records and submitting crime reports to the Alabama Criminal Justice Information Center.

Jurisdiction, Structure, and Authority: The University Police Department is a department of sworn police officers and civilian staff under the office of the Senior Vice Chancellor for Student Services and Administration. All officers are professionally trained and State of Alabama certified with the

same authority and right to bear arms as any officer within the State of Alabama. University Police Officers are declared by law to be law enforcement officers of the state and conservators of the peace with the right to arrest, in accordance with the laws of this state, any person for violation of state law or applicable county or city ordinances. Each officer must maintain the mandated training requirements of the State of Alabama Peace Officers Standards and Training Commission including qualifying on the firing range annually.

Parking & Traffic Regulations: Troy University provides parking privileges under established regulations which are designed to facilitate the work of the university. For the safety and convenience of all concerned, the enforcement and administration of regulations governing motor vehicles on the campus shall apply to visitors, members of the student body, faculty, staff, and others employed on the campus.

Every motor-propelled vehicle which is operated on campus must display a current permit. Permits expire August 1 of each year and a new permit must be purchased the first weekday a vehicle is operated on campus.

Visitor and Handicap Parking (vehicle must be properly identified with appropriate handicap credentials belonging to operator of vehicle) are checked regularly for violators. Vehicles with a Troy University decal cannot park in visitor spaces. If you are a visitor, you must have a visitor parking pass. If you are handicapped, under Alabama law your vehicle must have a state-issued handicap decal visible inside the vehicle.

A traffic regulations brochure is provided with the purchase of a parking permit. The brochure provides current rates for permits, enforcement hours, fine schedule, and general provisions for safety and legally operating vehicles on campus. Students residing at Fraternity Houses, University Apartments, Sorority Hill and any other university property are required to purchase parking permits. Also, students enrolled in evening classes are required to purchase parking permits.

All drivers are responsible for obtaining a copy of the current regulations and abiding by them at all times when operating or parking a vehicle on campus.

Enforcement Hours: Enforcement of regulations begins the first day of registration. Employee reserved parking is enforced between the hours of 7:00am and 5:00pm., Monday through Friday except during university holidays. General traffic regulations (handicap parking, parking on yellow curb, over curb, on grass, double parking, blocking driveways or streets, driving on lawns, recreation areas or playing fields, speeding, etc.) and parking spaces in the vicinity of residence halls are enforced 24 hours a day, seven days a week.

ZONE PARKING INFORMATION

Troy University has implemented ZONE parking for commuter and residence hall students. The following ZONES have been designated and will be used:

(Red Zone) will be used for students residing in University Housing in the following buildings. (Alumni, Clements, Gardner, Hamil, Pace, Trojan Village, Cowart and Shackelford Halls, Honors Cottage)

(Black Zone) will be used for all other students, including those living in Fraternity, Sorority, University Apartments, Hillcrest House or Paden House.

(Open Lots) are those lots designated for any student, or staff member to park in at any time of day or night, as long as the appropriate parking decal is displayed on the vehicle.

- a. Responsibility for finding a space rests with the operator of the vehicle. LACK OF SPACE IN A CERTAIN AREA, RAIN, AND INCLEMENT WEATHER ARE NOT VALID EXCUSES FOR VIOLATION OF THESE REGULATIONS.
- b. RESIDENCE HALL ZONE (RED) is enforced 24 hours a day, seven days a week.
- c. Special Parking Permits and Zone
 - o Persons requiring special parking arrangements may obtain a special parking permit from University Police Office. Proof of disability will be required. Special permits will be given for short periods of time due to illness, pregnancy, surgery or other special circumstances.
 - o These special permits will allow these individuals to park in specified spaces on campus.
 - o Once the special permit is no longer needed, the individual will return it to University Police.
- d. Timed spaces are those spaces on campus with a time limit displayed on the curb. These spaces are for persons to transact University business. STUDENTS AND FACULTY/STAFF MEMBERS ARE NOT TO PARK IN THESE TIMED SPACES TO EXCEED THE TIME LIMIT. For specific regulations regarding parking and traffic, please refer to the Traffic Regulation Brochure published by the University Police Department.

WHEEL LOCK PROCEDURES AND POLICIES

To effectively enforce these policies, Troy University Police utilizes “WHEEL LOCKS” for those individuals who continually or habitually disregard them. Wheel Locks will be placed on vehicles for the following reasons:

1. Five or more unpaid parking citations.
2. Failure to have a decal on the vehicle, after three (3) tickets and verification that the vehicle is being used by a Student or Faculty/Staff member.
3. Illegally parked in a handicap space.
4. Parking on grass.
5. **If the wheel lock remains on the vehicle 24 hours, vehicle will be towed at the owner's expense.**

Appeals: Any student may appeal issuance of a traffic violation to the Traffic Appeals Court provided such appeal is filed with the Student Court within 72 hours of receipt of the ticket. See “Traffic Appeals Committee” below:

Traffic Appeals Committee: The purpose of the Student Government Association Traffic Appeals Committee is to provide a means for students of Troy University to appeal traffic citations issued by the University Police and to periodically review the traffic code, making recommendations to the appropriate officials. The committee consists of three committee members and two alternate committee members to be appointed by the Student Government Association President. One shall serve as chairperson and two as associate committee members. When students believe they have a justifiable reason that may affect the traffic citation received, they may appeal this citation within 72 hours of receipt of the ticket. Official appeals forms may be obtained in the Student Involvement and Leadership Office and left in that office with the ticket. Appeals will not be heard after the 72 hours period has elapsed. If the student is not present for the hearing, the student will be mailed the court's decision. The student's presence or absence at this hearing will have no bearing on the decision of the committee.

The appealing student may appear before the committee on the date set with any evidence that he wishes. After the evidence is presented, a vote shall be taken and a verdict rendered. If a student's appeal is accepted, the fine resulting from the violation will be removed. If the appeal is not upheld, the student is given a specified length of time in which to pay the fine plus committee costs not to exceed one-third of the citation fine. The addition of committee costs will be left to the discretion of the committee. (Failure to meet this specified deadline automatically voids the appeal and the original amount of the fine is due immediately, payable to the Trojan Center Box Office.) **DECISION OF THE APPEALS COMMITTEE IS FINAL AND THE CITATION(S) MAY NOT BE RE-APPEALED.**

Lost and Found

All items found on campus can be turned in to the University Police Department, 113 Hamil Hall. Lost items may be claimed Monday-Friday from 7:30 a.m. to 4:30 p.m. at the University Police Department.

Center for International Programs

International Center 128, ext. 3335

The University is keenly aware that the world is increasingly becoming a "global village". As communication technology, travel, commerce, and other issues bring the world closer together, the University also wants to bring the world to the Troy campus. Our international students, coming from more than 60 different countries, attend Troy to live and learn as they become friends and classmates with U.S. students.

The Center for International Programs is supported by Dean of International Student Services, the Director of the American English Group, the Director of International Admissions and International Student Advisors. The advisors are available to assist students with their academic and social needs and interests and to counsel students on immigration matters. The office staff works together with several international student organizations to promote multicultural awareness on campus.

The American English Group provides international students with quality classroom and computer assisted instruction in English as a second Language as preparation for academic studies with the university.

The Center for International Programs offers the services of a credentials evaluator. The International Credential Evaluator assists students to transfer credit from home universities and college. The Center for International Programs also assists students seeking to study abroad. Troy University maintains exchange agreements with universities in Belgium, Sweden, Germany, the Netherlands and Spain. For additional information, please inquire at the Center for International Programs.

The Center for International Programs is located in International Center 128, ext. 3335. All international students are required to contact this office upon their arrival on campus. An innovative recruitment program encourages all students to assist recruiting overseas students to the University. International Recruiting Incentive Stipend [IRIS] provides a tuition reduction for each student recruited. Students may contact the Center for International Programs for more information.

Library

Lurleen B. Wallace Hall, ext. 3255

Troy University Libraries offer services at Dothan, Montgomery, Phenix City and Troy campuses in Alabama. A variety of services are offered including instruction in the use of the library and its resources on an individual (walkup) or group basis by appointment. Bibliographies on various topics

are available. New bibliographies can be prepared upon faculty request. Interlibrary loan services for materials not housed in the libraries are provided for students, faculty and staff. The Libraries provide an online public access catalog, access to a multitude of online database systems containing more than 19,000 journals (periodicals) with full text, some database systems with partial full text and/or bibliographic references, and over 50,000 full text books. The databases cover a wide range of subjects and disciplines. The databases are available to all Troy students, faculty and staff wherever they are located.

Each Library has its own hours of operation. All procedural information may be found by clicking on the specific library from the following website: <https://library.troy.edu>.

Instructional Support Services

Eldridge Hall, ext. 3209

Instructional Support Services (ISS) provides quality academic support services to students while at the same time conducting research and developing programs to improve these services. The programs of ISS include the following:

ComputerWorks, ext. 3413: ComputerWorks offers students the technological equipment needed to complete academic assignments. Students have access to IBM ThinkCentre PCs installed with Windows XP, Microsoft Office Suite including Word for word-processing, PowerPoint for slide presentations, Excel for spreadsheets and charts, Publisher for publications, Access for databases, and InfoPath for creating forms. Microsoft FrontPage 2002 for creating web pages is also installed on each computer. Students may use Internet Explorer to connect to the internet to view faculty web pages (spectrum), Blackboard, Web Express, Trojan email, student web pages (Prism), and MSN instant messenger. ComputerWorks continuously provides tutorial services to lab users who need help with the operation of computer hardware, scanner, typewriter, and navigation through software programs installed on the computers. The Coordinator and staff of ComputerWorks, located in 164 Smith Hall, invites TROY students to frequently visit the lab. For hours of operation go to ComputerWorks' web page at <http://spectrum.troy.edu/~cw>.

Natural Science Center, ext. 3139: The Natural Science Center provides free tutorial services in mathematics and science to Troy University students. The Center provides students with assistance outside of class in the areas of mathematics, physics, chemistry, and biology. The Natural Science Center also has computer programs, additional texts, practice tests, and other learning aids designed to make study time more enjoyable and more profitable. The Natural Science Center is located in Eldridge Hall, 126. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. Fridays. Hours may vary depending on the term. However, hours will be posted.

Writing Center, ext. 3305: The Writing Center assists students in improving their writing skills. The Center provides diagnosis of writing skills, individualized writing instruction, workshops which cover a variety of writing-related topics, techniques in writing the research paper, vocabulary improvement, speech articulation, and help with critical reading and thinking skills. Resources available to provide these services include peer tutors, helpful handouts, dictionaries, reference books, audio-visual programs, a professional library, and computer programs. The Center also has several computers to assist student-writers in the revision process. The Writing Center is located in the Center for Student Success, Eldridge 124. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. Friday. Hours may vary during the summer semester, but any changes in hours will be posted.

Student Organizations

Involvement in extracurricular activities is a vital part of campus life. The campuses of Troy University serve to meet the needs of the student population at each campus. As you consider how you will become involved at Troy University we ask that you consider the following.

- * Consider carefully your academic and personal commitments.
- * Decide what you want to get out of your involvement experiences and choose wisely.
- * Attend informational meetings and network with the organization members.

We encourage students to get involved in organizations as soon as possible. Organizations are always looking for new members and will welcome your interest. Organizational membership is an integral part of the total educational program at Troy University. All are intended to broaden education, encourage fellowship, extend leadership opportunities, and provide fulfillment of special interests. Each student organization has an advisor from the faculty or professional staff. These men and women provide guidance and continuity. Students involved in campus organizations must be familiar with and follow the campus policies and procedures concerning student organizations which are in the policies and procedures section of this handbook. Guidelines for establishing campus organizations are in the procedures section of this handbook.

There are different types of student organizations at Troy University including:

- **Honor Societies**
- **Departmental and Professional**
- **Leadership, Service, and Special Interest**
- **Political**
- **Religious**
- **Greek**
- **Publications and Performing Groups**
- **Traditional Events and Activities**

A short description follows for each organization that may help you decide which groups might be right for you.

Honor Societies

Selection into membership of a honor society is based upon meeting the criteria set by each group's local and national organizations.

- **Alpha Epsilon Delta:** Pre-Medical honor society. Faculty Advisor: Dr. Philip Reynolds, MSCX 317A, 334-670-5798.
- **Alpha Epsilon Rho:** Society for Broadcast Journalism students. Faculty Advisor: Mr. Jeff Spurlock, Wallace Hall 101, 334-670-3232.
- **Alpha Lambda Delta:** National honor society for freshmen. Faculty Advisor: Buffie Edwards, Shackelford Hall/Annex Elderidge 1, 334-670-5985
- **Alpha Phi Sigma:** National Criminal Justice honor society. Faculty Advisor: John Clark, MSCX 320F, 334-670-5643.
- **Beta Beta Beta:** National honor and professional fraternity in Biological Sciences. Faculty Advisor: Dr. Christi Magrath, MSCX 321C, 334-670-3622.
- **Chi Sigma Iota:** The international honor society for students, professional counselors and counselor educators. Faculty Advisor: Dr. Mary Ann Templeton, GAB 228 ext. 5923 and Dr. Bradley Willis, GAB 218 ext. 5727.
- **Delta Epsilon Iota:** An honor society that provides its membership with programs and activities that promote academic achievement, career development education, and campus involvement. 334-670-3217

- **Delta Mu Delta:** An international honor society in Business Administration. Faculty Advisor: Dr. Robert Wheatley, Bibb Graves 253, 334-670-3161.
- **Gamma Beta Phi:** National scholarship and leadership society. Troy Faculty Advisor: Mary Griffin, Shackelford 100, 334-670-3668 or 334-670-3669.
- **Iota Tau Alpha:** An honor society for Athletic Training founded at Troy University. Faculty Advisor: John Anderson, 3212 Veterans Stadium, 334-670-3722.
- **Kappa Delta Pi:** Zeta Gamma Chapter. A national honor society in Education. Troy Faculty Advisor: Dr. Jan Oliver, McCartha Hall 124, 334-670-3444 and Dr. Rhonda Bowron, McCartha 108, 334-670-3852.
- **Lambda Pi Eta:** An honor society for the field of Communication. Faculty Advisor: Dr. Amanda Diggs, Wright Hall 225, 334-670-5782.
- **Mortar Board, Inc.:** A national honor society for seniors that excel in scholarship, leadership, and service. Faculty Advisor: Brenda Campbell, Adams Administration 104, 334-670-3178.
- **Omicron Delta Kappa:** National leadership society. Faculty Advisor: Barbara Patterson, Trojan Center 215, 334-670-3204
- **Order of Omega:** Honor society for members of social Greek organizations. Faculty Advisor: Barbara Patterson, Trojan Center 215, 334-670-3204.
- **Phi Alpha Theta:** International history honor society. Faculty Advisor: Dr. Tim Buckner, Bibb Graves 310, 334-670-3400.
- **Phi Epsilon Kappa:** Honor society for Kinesiology and Health promotion students. Faculty Advisor: Dr. Candice Howard-Shaughnessy, 205 Wright Hall , 334-670-3443.
- **Phi Kappa Phi:** A national scholarship society. Faculty Advisor: Theresa Johnson, Smith Hall 256, ext. 3306
- **Pi Alpha Alpha:** To encourage and recognize outstanding scholarship in public affairs and administration. Faculty Advisor: Dr. Sam Shelton, 331C MSCX, 334-670-3754.
- **Pi Mu Epsilon:** A national mathematics honor society. Faculty Advisor: Dr. Ken Roblee, MSCX 233B, 334-670-3549.
- **Pi Sigma Alpha:** A political science honorary. Faculty Advisor: Dr. Samuel Shelton, 331 C MSCX, 334-670-3754.
- **Psi Chi:** A national honor society for psychology. Faculty Advisor: Dr. Karena Valkyrie, 226 GAB, ext. 3359
- **Sigma Delta Pi:** National Spanish honor society. Faculty Advisor: Dr. Kenneth LaBrant, 223 Wright Hall, 334-670-3304.
- **Sigma Tau Delta:** A national English society; open to junior and senior majors and minors. Troy Faculty Advisor: Theresa Johnson, 256 Smith Hall, 334-670-3204.
- **Sigma Theta Tau:** National honor society in nursing. Faculty Advisor: Deborah Rushing, Collegeview Bldg. 13, 334-670-3428.
- **Troy University School of Nursing Associate of Science in Nursing Program Honor Society:** A scholastic honor, educational-service organization for students at Troy University School of Nursing ASN program. Faculty Advisor: Jean Battaglia, Troy School of Nursing, 340 Montgomery St., Montgomery, AL 36104, 334-241-8633.
- **University Honors Alliance:** Promote and advance honors and similar programs. Faculty Advisor: Dr. Kenneth LaBrant, Wright Hall 223, 334-670-3304.

Departmental and Professional Organizations

Departmental and Professional organizations are here to help students associate with others who share the same interests and gain knowledge in their field of study. Most of these organizations will put up flyers in the academic buildings announcing meetings.

- **Accounting Society:** To promote and participate in the internal and external activities of the Accounting Department. Faculty Advisor: Dr. Lorraine Magrath, Bibb Graves 209, 334-670-3155.
- **Advertising and Public Relations Society, AAF:** Promotes interest in the field of advertising and public relations. Faculty Advisor: Dr. Bridgette Colaco, Wallace Hall 101, 334-670-3205.
- **Alpha Psi Omega:** A national society to stimulate interest in drama activities. Faculty Advisor: Chris Rich, 144 Malone Hall, 334-670-5749.
- **Archaeological Society:** To offer students the opportunity to learn and participate in archaeology. Faculty Advisor: McDonald Brooms 380 Wallace Hall, 334-670-3639.
- **Art Education Association:** To provide an effective transition from art education preparation to professional practice. Faculty Advisor: Larry Percy, 130 Malone Hall, 334-670-3375.
- **Art Guild:** Promotes active participation in the arts. Faculty Advisor: Greg Skaggs, Malone Hall 139, 334-670-3871.
- **Association for Childhood Education International:** Advances a comprehensive view of childhood education from birth through adolescence in the classroom and beyond. Faculty Advisors, Dr. Rhonda Bowron, 108 McCartha Hall, ext. 3852, and Dr. Jan Oliver, 124 McCartha Hall, ext. 3444.
- **Athletic Training Club:** To better understand the area of sports medicine Faculty Advisor: Chuck Ash, 3230 Veterans Stadium, 334-670-3720.
- **Collegiate Marketing Association:** To promote field of marketing. Faculty Advisor: Dr. Steve Garrett, Bibb Graves 234, 334-670-3151.
- **Collegiate Music Educators National Conference:** For music education majors and to all interested in promoting music in education. Faculty Advisor: Carla Gallahan , Smith Hall 212, 334-670-3502.
- **Collegiate Singers: University Choir:** Faculty Advisor: Dr. Catherine Allard, 202 Smith Hall, ext. 3503
- **Delta Sigma Pi:** Open to Business Administration majors with a 2.00 G.P.A. Faculty Advisor: William C. Belcher, Bibb Graves 131, 334-808-6125.
- **Insurance Society:** To promote the field of insurance. Faculty Advisor: Dr. Carol Jordan, 144 Bibb Graves, 334-670-3633.
- **International Student Business Organization:** To promote the business field to international & American students Faculty Advisor: Judson Edwards, Bibb Graves 102, ext. 3524
- **Kinesiology & Health Promotion Club:** To promote professionalism in health, physical education and recreation. Faculty Advisor: Dr. Candace Howard-Shaughnessy, 205 Wright Hall, 334-670-5732.
- **Kappa Kappa Psi:** National honorary fraternity for college band members. Faculty Advisor: Ralph Ford, Long Hall, 334-670-3281.
- **Lambda Alpha Epsilon:** Advancement of professionalism in the fields of criminal justice system. Faculty Advisor: Dr. Jeff Lee, 327 MSCX, ext. 3439.
- **MBA Association:** To encourage the intellectual exchange of ideas between MBA students, the Sorrell College of Business faculty, and the local business community. Advisor: Dr. Amponsah, Bibb Graves 254, 334-670-3422
- **National Broadcasting Society:** For students majoring in broadcast journalism. Advisor: Jeff Spurlock, 101 Wallace Hall, 334-670-3232.
- **Phi Boota Roota:** To further the fraternal relationship amongst percussionists. Faculty Advisor: Bryden Atwater, Long Hall, 334-670-3986.
- **Phi Gamma Nu:** For business majors and minors with a 2.0 G.P.A. average minimum. To foster the study of business and to promote professional competency. Faculty Advisor: Sebrena Moten, Bibb Graves 204, 334-670-3709.

- **Phi Mu Alpha Sinfonia:** A fellowship of men committed to the advancement of music in America. Faculty Advisor: Ray Smith, 3 Long Hall, 334-670-3282.
- **Pre-Health Professions Club:** To expand the educational and social horizons of premedical students. Faculty Advisor: Dr. Philip Reynolds, 317A MSCX, 334-670-5798.
- **Psi Lambda:** To promote the field of psychology, Faculty advisors: Dr. Karena Valkyrie, 226 GAB, 334-670-3359.
- **Seventeenth Cadet Group:** Air Force ROTC, Faculty Advisor: Lt. Col. Christopher Shannon, Suite 1 McCartha Hall, 334-670-3383.
- **Sigma Alpha Iota:** To promote music locally, nationally, and internationally. Faculty Advisor: Carol Franks, 4 Long Hall, 334-670-3284.
- **Sigma Alpha Sigma:** For all students interested in the human services professions. Faculty Advisor: Dr. Denise Green, 107 McCartha Hall, ext. 5767.
- **Society for Advancement of Management:** To better the understanding of management through research and gain insight into a highly competitive field. Faculty Advisor: Aaron Caillouet, 203 Bibb Graves, 334-670-3156.
- **Society of Professional Journalists:** For students interested in the field of journalism. Promotes the advancement of the standards of journalism. Faculty Advisor: Dr. Steve Padgett, Wallace 101, 334-670-3267.
- **Sound of the South:** University Band. Faculty Advisor: Ralph Ford, Long Hall/Band Office, ext. 3281.
- **Square Root of C Math Club:** To promote interest in math outside the classroom and provide students with information about careers and graduate school. Faculty Advisor: Dr. Kenneth Roblee, MSCX 233B, 334-670-3549.
- **Student Council for Exceptional Children:** To enrich students knowledge of exceptional children and their needs, both in the classroom and in society. Troy Faculty Advisor: Dr. Pat Hardin, McCartha Hall 112, 334-670-3361.
- **Student National Education Association:** To promote the individual growth of students majoring in education. Faculty Advisor: Dr. Charlotte Minnick, McCartha Hall 200, 334-670-3447.
- **Student Nurses Association Troy:** To promote the professional development of future nurses. Faculty Advisor: Carrie Gardner, 7 Collegeview Bldg., 334-670-3430.
- **Tau Beta Sigma:** National recognition band sorority which promotes the Sound of the South. Faculty Advisor: Carol Franks, Long Hall 4, 334-670-3284.
- **Troy Association of Black Journalists:** To bring about a union of young black journalists. Faculty Advisor: Chris Warden, Wallace 101D, 334-670-3328.
- **Troy Chapter of the AL Society of Professional Land Surveyors:** For students studying in the field of geometrics. Faculty Advisor: Steve Ramroop, 129A MSCX, 334-670-5693.
- **Troy University Teaching English as a second Language Club:** To promote and engage English as a second language activities, multicultural experiences, and acculturation and language learning strategies. Advisor: Dr. Catherine Smith, Smith Hall 186, 334-670-3535.
- **Troy University Gospel Singers:** Gospel Singers. Faculty Advisor: Lewis Webb, 114 Smith Hall, ext. 3322.
- **Troy Council of Teachers of English:** To encourage the professional development of those entering the teaching profession as teachers of English or language arts. Faculty Advisor: Dr. Mary Ann Tighe, Smith Hall 272, 334-670-3301.
- **Troy Political Science Club:** For students interested in the field of political science. Faculty Advisor: Dr. Steven Taylor, MSCX 331A, 334-670-3759.
- **Troy Pre-Law Society:** To assist and encourage students interested in careers in the field of law, Faculty Advisor: Dr. Ed Stevens, 320B MSCX, 334-670-3441.

Leadership, Service Organizations, and Special Interest Organizations

Leadership and Service organizations offer students the opportunity to serve others. These groups post flyers around campus announcing meeting times and welcome your participation.

- **African American Alliance:** To promote cultural awareness to all students. Faculty Advisor: Harriett Means, McCartha Hall 106, 334-670-3693.
- **American Red Cross Campus Club:** To provide Red Cross services to the local community and students on the campus of Troy University, with club members delivering these services acting in accordance with the American Red Cross Code of Conduct. Advisor: Cathy Flynn, ext. 3448.
- **Chinese Student Association:** To promote Chinese culture on campus and in the Troy Community. Faculty Advisor: Debbie Davis, Pace Hall 129, 334-670-5965.
- **Circle K:** A leadership and service organization dedicated to the realization of mankind's potential. Faculty Advisor: Dr. Jim Sherry, 228 Wright Hall, 334-670-3316.
- **Gamecocks:** To promote the involvement of students to participate in intramural sports. Faculty Advisor: Dr. Jeff Spurlock, 101 Wallace Hall, ext. 3232.
- **Greeks Advocating Mature Management of Alcohol (GAMMA):** Promotes the highest standards of risk management and responsible habits and attitudes toward the use of beverage alcohol through peer education. Faculty Advisor: Barbara Patterson, Trojan Center 215, ext. 3204.
- **Habitat for Humanity:** To assist in building Habitat homes in Pike County. Faculty Advisor: Dr. Christi Magrath, 321C MSCX, 334-670-3622.
- **Indian Student Association:** To celebrate Indian culture, to help new Indian students, and to bring cultural awareness to all Troy students. Faculty Advisor: Dr. Steve Ramroop, 129C MSCX, 334-670-5693.
- **International Student Cultural Organization (ISCO):** For both international and American students seeking to promote brotherhood and cultural understanding among different people and to assist foreign students in adjusting to university life. Faculty Advisor: Dr. Scott Nokes, Smith Hall 246, 334-670-3303.
- **Intramural Sports Officials Organization:** For students interested in officiating intramural sports. Faculty Advisor: Ryan Spry, Trojan Center 233, 334-670-3773.
- **Japanese Volunteer Association:** To encourage Japanese students to get Involved In the local community. Faculty Advisor: Judy Strickland, 125 Pace Hall, ext 5964.
- **Kenyan in Troy Association:** To promote unity among Kenyans and all students' at large. Faculty Advisor: Dr. David Amponsah, 245 Bibb Graves Hall, 334-670-3422.
- **Lacouture Fashion Club:** To allow students to express confidence in personal appearance and creativity. Faculty Advisor: Laticia Dubose, 129 Adams Administration Bldg., 334-670-3183
- **Nepal Student Association:** To welcome incoming Nepalese students, to promote Nepalese cultural activities, to encourage involvement of Nepalese Students. Advisor: Nathan Alexander, Bibb Graves 307, 334-670-3425.
- **Residence Hall Association:** Plan activities for students living in the residence halls. Faculty Advisor: Charlesetta Townsend, Pace Hall 113, 334-670-3752.
- **Phi Theta Kappa Alumni Association:** Alumni group of transfer students that belonged to Phi Theta Kappa Honor Society at their Junior College. Upholds the principles of Phi Theta Kappa and provides fellowship. Faculty Advisor: Lisa Vardaman, Wallace Hall 223, 334-670-3262.
- **PWN:** To promote interest in video games and gaming. Faculty Advisor: Greg Skaggs, Malone 139, ext 3871.
- **Table Tennis Club:** To foster the growth and development of the sport in Troy. Faculty Advisor: Brad Bensinger, 334-566-3861.

Troy University

- **Trojan All-Star Football Hostesses:** Assist in recruiting possible football prospects and to represent the Troy University football program. Faculty Advisor: Judy Morgan, Davis Field House, 334-670-3682.
- **Trojan Ambassadors:** Official university host at the Troy campus. Faculty Advisor: Lindsay Cox, Adams Administration Building 111, 334-670-3188.
- **Troy Bass Fishing Association:** To promote bass fishing. Advisor Faculty: Joseph McCall, 306 Bibb Graves, ext. 3514.
- **Troy Collegiate 4H:** To serve the 4H program. Faculty Advisor: Gayle Bush, 137 Wright Hall, 334-670-5761.
- **Troy Gay Straight Alliance:** To promote mutually supportive relationships to promote diversity. Faculty Advisor: Dr. Christi Magrath, 321C MSCX, ext. 3622.
- **Troy Trojan Lions Club:** A service organization that works on problems such as blindness, drug abuse prevention and diabetes awareness. Faculty Advisor: Ursula Bryant, 301 Adams Administration, 334-670-3128.
- **Troy University Judo Club:** To foster and promote the sport of Judo. Faculty Advisor: Ludmila Belaia, 131 Pace Hall, 334-670-3414.
- **Troy University Students for Life:** To promote the right to life at Troy University, and the community through education, activism, volunteerism. Faculty Advisor: Holly Anderson, 235 MSCX, 334-670-3696.
- **University Activities Council:** To provide campus activities. Faculty Advisor: Derrick Brewster, 215 Trojan Center, ext. 3049.

Political Organizations

Political organizations further the political philosophy of a particular party and promote civic leadership. Many members of these organizations have had the opportunity to work with political campaigns and meet prominent public servants.

- **College Democrats:** To stimulate an active interest in governmental affairs and support the principles of the Democratic party. Faculty Advisor: Dr. James Sherry, Wright Hall 228, ext. 3316.
- **College Republicans:** To foster and encourage the activities of the Republican party, assist in the election of Republican candidates to local, state and national office, and formulate and administer programs aimed at involving college students in the Republican party. Faculty Advisor: Dr. Ken Labrant, Wright Hall 223, 334-670-3304.
- **Freshman Forum:** To provide a link between the Freshman class and Student Government Association. These members serve the Freshman class with planned events and promote active student involvement. SGA Office, Trojan Center room 215, 334-808-6214.
- **NAACP:** To inform youth about the problem affecting people of color in the Diaspora. Faculty Advisors: Joe McCall, 306 Bibb Graves, ext. 3514.
- **Student Government Association:** To provide opportunities for the practice of good citizenship, to promote cooperation and achieve participation in student activities of recognized value. Troy Faculty Advisor: Barbara Patterson, Trojan Center 215, 334-670-3204.

Religious Organizations

Religious organizations are here to serve your spiritual needs. They welcome your attendance at their meetings.

- **Baptist Campus Ministry:** Providing Christian growth and mission opportunities. Campus Minister, Brad Bensinger, 507 Collegedale, 566-3861. Advisor: Dr. Steven Taylor, MSCX 331A, ext. 3759.

- **Campus Awakening:** To spread the good news of Jesus Christ and bring Him glory. Advisor: Yuliya V. Grecu, , Smith Hall, 334-670-3973.
- **Campus Outreach:** To communicate the teachings of Jesus Christ. Faculty Advisor: Chuck Ash, Athletic Tower, ext. 3720; Campus Director, Jeff Reed, 334-322-2612.
- **Newman Center:** To serve the needs of Catholic students, faculty and staff. Faculty Advisors, Barbara Patterson, Trojan Center 215, ext. 3204; Campus Minister, Father Eamon Miley, St. Martin's Church, Elba Highway, 566-2630.
- **Chi Alpha:** Reconciling students to Christ. Campus Minister, Justin Felch, 334-797-0521. Faculty Advisor: Stephen Adcock, Extended Learning Center, 334-670-5674.
- **Christian Student Center:** Affiliated with the Church of Christ. Campus Minister, Bobby Templin, Collegedale Church of Christ, 701 Collegedale, 566-5110. Faculty Advisor: Tammy English, Extended Learning Center, 334-670-5678
- **Pentecostal Campus Ministry:** To serve the needs of the students who belong to the Pentecostal faith. Faculty Advisor: Rod Anderson, Hamil Hall 1st Floor, ext. 3215.
- **Wesley Foundation:** Campus ministry sponsored by the United Methodist Church. Campus Minister, Ashley Davis, 203 East Ave., 566-2527. Faculty Advisor: Buddy Starling, 103 Adams Admin. Bldg. ext. 3243.
- **Troy LDSSA:** Campus ministry supported by the Church of Latter Day Saints. Faculty Advisor: Mark Salmon, Physical Plant, ext. 3340.

Greek Organizations

The Greek system at the University has been established to assist students in the achievement of their educational aims. Fraternities and sororities enable students to broaden themselves intellectually and socially by working with people of diverse backgrounds dedicated to common goals. These groups offer many experiences to assist the individual in obtaining an education – the opportunity to develop leadership and responsibility and a varied social program. Membership selection is accomplished through a system called “rush” or membership recruitment. The Greeks send a booklet to entering students during the summer which contains information concerning membership selection and eligibility. You may also go by the Office of Student Involvement, Trojan Center 215, for more information.

Fraternities:

Alpha Phi Alpha: Xi Beta Chapter, Box 82-0435

Alpha Tau Omega: Box 82-0705

Delta Chi: Troy State Chapter, Box 82-0633

FarmHouse: Troy State Chapter, Box 82-0115

Gamma Phi Delta Christian Fraternity

Kappa Alpha Psi: Theta Phi Chapter, Box 820270

Lambda Chi Alpha: Sigma Tau Chapter, Box 82-1811

Omega Psi Phi: Rho Delta Delta Chapter, Box 82-0333

Phi Beta Sigma: Alpha Alpha Lambda Chapter, Box 82-0285

Pi Kappa Phi: Gamma Gamma Chapter, Box 82-1738

Sigma Alpha Epsilon: Alabama Epsilon Chapter, Box 82-0342

Sigma Chi: Eta Phi Chapter, Box 82-1229

Tau Kappa Epsilon: Lambda Zeta Chapter, Box 82-1739

Interfraternity Council: Governing body of Fraternities. Faculty Advisor: Derrick Brewster, Trojan Center 215, 334-670-3049

NPHC: Governing body of the NPHC fraternities and sororities. Faculty Advisor: Derrick Brewster, Trojan Center 215, 334-670-3049

Sororities:

Alpha Delta Pi: Epsilon Kappa Chapter, Box 82-1104

Alpha Gamma Delta: Gamma Sigma Chapter, Box 82-0981

Alpha Kappa Alpha: Mu Alpha Chapter, Box 82-0415

Chi Omega: Iota Kappa Chapter, Box 82-1769

Delta Sigma Theta: Nu Theta Chapter, Box 82-0025

Kappa Delta: Delta Delta Chapter, Box 82-1004

Phi Mu: Kappa Gamma Chapter, Box 82-0185

Sigma Gamma Rho: Omicron Pi Chapter, Box 82-0801

Zeta Phi Beta: Zeta Mu Chapter, Box 82-0704

Panhellenic Council: Governing body of Sororities. Faculty Advisor: Barbara Patterson, Trojan Center 215, ext. 3204, Box 82-0005

Publications and Performing Groups

Troy University's two major publications, the *Tropolitan*, and *Palladium*, are chartered by the University Student Publications Board (USPB) and operate under its guidance. The Publications Board is responsible for setting policies for student publications, promoting high standards of journalism, assuring freedom from censorship and selecting the student editors and business managers of the publications. Six faculty and staff members, five students, and two media professionals serve as voting members. The editors and business managers of the *Tropolitan*, and *Palladium* serve as non-voting members.

ORACLE ext. 3202

The student handbook, the *Oracle*, published annually by the Division of Student Services, presents information about the activities of the academic year, lists pertinent rules and regulations regarding student conduct, and acquaints new students with the Student Government Association. Copies of the *Oracle* are distributed each fall/spring semester at registration and are also available in the residence halls and the Student Government Association office, Trojan Center 215 or simply visit the Office of Student Services to get your copy.

PALLADIUM ext. 3211

The *Palladium*, Troy University's yearbook, is available for a reservation fee of \$5 to all students who reserve a copy by the deadline established each year. Other students may obtain a yearbook, if additional copies are available, by paying a fee established by the *Palladium* each year. Positions on the staff are open to everyone who qualifies with the Publications Board. Those who would like to work on the *Palladium* should contact the editor. The yearbook is distributed during fall semester.

TROPOLITAN ext. 3327

The *Tropolitan*, a publication of the Student Publications Board, is available free to every student. The *Tropolitan* is published weekly during the Fall and Spring semesters of the academic year. Positions on the staff are open to everyone who qualifies with the Publications Board. Those who would like to work on the *Tropolitan* should contact the editor.

TROY TODAY ext. 3196

Troy Today is an electronic newsletter for faculty and staff published twice monthly by the Office of University Relations.

TROY UNIVERSITY-TV ext. 3288

Troy University-TV is an educational access station broadcasting credit courses, news programs, university sports events, culture activities, academic conferences and public affairs programs live and tape delayed through cable companies to their subscribers throughout the region. In recent years, students have won numerous state and regional awards for excellence in broadcast journalism.

WTSU-FM, WTJB-FM and WRWA-FM ext. 3268

The Troy University Public Radio Network consists of WTSU, Montgomery/ Troy, WTJB Columbus/ Phenix City, and WRWA, Dothan. This public radio network brings news, variety shows, children's fine arts programs and classical music to more than one million people throughout the region.

SCHOOL OF MUSIC ext. 3322

The John M. Long School of Music provides quality academic experiences in music for a growing music major and non-music major population at TROY University. The School of Music is "home" to more than 200 music majors from across the country. Both the undergraduate and graduate degree programs provide specialized, professional education for students preparing for careers in music education and in the music industry. The faculty in the School of Music is a diverse community of music scholars, teachers, conductors, composers, and performers; music professionals who realize that every student deserves the best possible music education. The John M. Long School of Music is a fully accredited institutional member of the National Association of Schools of Music.

Overview

The School of Music has a rich performance tradition and offers a comprehensive ensemble performance program available to all Troy University students regardless of major. Ranging in size from a 300 member marching band to several small chamber groups, students interested in performing in vocal and/or instrumental ensembles will find a number of choices available.

Vocal/Choral Ensembles ext. 3324

- **Collegiate Singers** — the largest university chorus, the ensemble performs a wide variety of music from all genres including choral master works with guest soloists and orchestra. No audition required.
- **Concert Chorale** — the premier vocal chamber ensemble, this a cappella choir performs the finest in classical, traditional, contemporary, and world music choral repertoire. Audition required.
- **Gospel Choir** — a mixed choral ensemble, repertoire ranges from traditional to contemporary gospel, spiritual, anthems, and praise and worship music. No audition required.
- **Opera Ensemble** — provides opportunities for solo singers to move from the recital stage to opera, operetta, and music theatre. Audition required.
- **Women's Ensemble** — a vocal chamber ensemble that focuses on a wide range of quality choral literature including music of non-western heritage. No audition required.
- **Show Choir** — combines a wide variety of vocal music with choreography. No audition required.

Instrumental Ensembles

- **Symphony Band** — the premier concert band in the university, the ensemble meets year-round and is dedicated to performing the finest in wind band literature. The **Chamber Winds** is formed from this ensemble at various times during the year. Audition required.
- **Concert Bands** — two additional concert bands form during the spring semester; both perform the best traditional and contemporary band literature. No audition required.
- **Jazz Ensemble/Combos** — meeting year-round, both traditional big band and jazz combos provide quality jazz ensemble experiences. Audition required.

- **Athletic Bands**
 - **“Sound of the South” Marching Band** — a 300 member marching band, the “Sound” performs for nearly a half million people each year. Interest and background in marching band is necessary. No audition required.
 - **Pep Band** — the “Back Court Posse” Basketball Band performs at all home men’s and women’s basketball games and travels to tournaments. Audition required.
- **Chamber Ensembles** — a wide variety of chamber groups rehearse/perform throughout the year. Private study normally required.

UNIVERSITY DANCERS ext. 3284

To foster appreciation of dance as an art form and to provide opportunities for experience and performance at university events including both football and basketball games. Advisor: Carol Franks, 4 Long Hall.

THEATRE ext. 3391

Theatre is produced in two campus theaters offering a variety of plays and musicals: the Trojan Center Performing Arts Theatre and the Claudia Crosby Theatre in Smith Hall. Involvement in theater courses, production opportunities, and auditions for mainstage, second stage-Page to Stage, and student directed lab plays are open to all students, faculty/staff, and members of the community.

For more information or to get involved with Theatre, contact Director of Theatre, Adena Moree at 132 Malone Hall. ext. 3391; Email: theatre@troy.edu. Check out the theatre program, productions, and activities on the Theatre website located at <http://www.troytheatre.org>.

Traditional Events and Activities

INTERCOLLEGIATE ATHLETICS

The Troy University Department of Intercollegiate Athletics is affiliated with the National Collegiate Athletic Association (NCAA) and currently competes at the Division I-A level. TROY sponsors nine women’s sports and seven men’s sports. The men’s sponsored sports include baseball, basketball, cross country, football, golf, outdoor track & field, and tennis. The women’s sponsored sports include basketball, cross country, golf, soccer, softball, track & field (indoor and outdoor), tennis and volleyball. Furthermore, TROY also sponsors a coed Rodeo team.

All Trojan sports, except rodeo, compete in the Sun Belt Conference which includes 13 schools from Alabama, Arkansas, Colorado, Florida, Kentucky, Louisiana, Tennessee, and Texas. In just its third season of competition in the Sun Belt, the 2006 Trojans football team captured the conference title and automatic bid to the R+L Carriers New Orleans Bowl. Two years after being the first Sun Belt football program to receive an at-large invitation to a bowl game (the 2004 Silicon Valley Football Classic), the Trojans won their second bowl game with a convincing 41-17 victory over Rice on December 22, 2006. In 2007, the Trojans ended another great season as Sun-Belt Conference Co-Champions.

Similarly, the other 15 Trojan sports have enjoyed great success since reclassification to NCAA Division I in the fall of 1993. The Trojan golf team received a 10th-in-the-nation ranking in 1994 and advanced to the NCAA Regional Tournament in ‘95. The TROY baseball team advanced to Regional Tournaments in 1995 and ‘96 and, after winning the Atlantic Sun Conference title in 2005, won the Sun Belt Conference regular season and tournament championships in 2006 and advanced to the finals of the NCAA Regional Tournament. TROY’s softball team won the conference championship, defeated the Ohio Valley Conference champions in a play-in, and advanced to post-season play in ‘96, the first softball team from the state of Alabama ever to do so.

Further, the Men's Basketball Team dominated the Atlantic Sun Conference by capturing the regular season Conference Championship in 1999-2000, 2001-02, 2002-03 and 2003-04. "March Madness" invaded Troy in 2003 when the Trojans won the Conference Tournament and advanced to the NCAA Basketball Tournament. The Trojans also competed in the National Invitation Tournament (NIT) in 2004.

The Troy University Athletics Department has a history of success at every level. In all, TROY has won 11 National Championships in four different sports. The 1968 football team earned notoriety by winning the NAIA national championship with a wide-open passing attack that was years ahead of its time. The men's golf team won NCAA Division II national crowns in 1976, 1977, and 1984, while the Lady Trojan golfers were national champs in 1984, 1986, and 1989. The football team won Division II championships in 1984 and 1987, and the baseball team won the 1986 and 1987 Division II World Series.

Troy University's athletic facilities are among the finest in the nation. The Tine Davis Field House is home to the administrative staff and football coaches. It features a 150-seat auditorium (the Elizabeth Mills Rane Learning Center), the Ben F. Beard Recruiting Lounge, and several meeting rooms. Adjacent to the Davis Field House is the newly renovated 2,250-seat Pace-Riddle baseball stadium and Trojan Oaks Golf Course (nine holes of championship golf).

Other nearby facilities include our Trojan softball complex (completed in the fall 2001) and our soccer/track complex (completed in the spring 2003). Also, the state-of-the-art Lunsford Tennis Complex was completed in the fall of 2001, doubling the number of courts available to TROY students and the Troy community. The renovated 4,000-seat Trojan Arena is home to both basketball teams and the volleyball team.

Troy University unveiled Movie Gallery Veterans Stadium as the final piece of its Division I-A move in the fall 2003. The renovation brought the facilities seating capacity to 30,000. A large-screen video replay board was installed along with a state-of-the-art sound system. Included in this stadium renovation, is the new six story Stadium Tower. This state-of-the-art complex houses a 9,000 square foot weight room on the first floor. The 6,000 square foot athletic training facilities on the second floor are second to none, with expanded rehab and treatment areas, hot and cold whirlpools, new staff offices, as well as a medical clinic with examination rooms and x-ray facilities. Trojan student-athletes have the benefit of using our Office of Student-Athlete Services which is located on the third floor. This floor has two large computer labs, large study rooms, and private tutor rooms for individualized learning. The fourth floor houses the famous Stadium Club. It offers breathtaking views of both the campus and Movie Gallery Stadium. This cozy members only level offers a chance to enjoy the game while eating a catered meal and chatting with your closest friends. All of this in the comfort of our custom Trojan motif interior design. The fifth and sixth floors are home to our Luxury Boxes. These suites include kitchen areas with adjacent dinning areas. When box holders are not enjoying themselves in these two areas they can enjoy the game from their theater style indoor seats.

When it comes to the thrill of college sports, it doesn't get any better than football on Saturdays in Movie Gallery Veterans Stadium.

Intercollegiate Athletics Mission Statement

The Troy University Athletics Department is an integral part of the University. Its mission is to assure a balance between the desire to win and the desire to facilitate positive growth of student athletes. The Athletics Department will strive to graduate student-athletes who will make significant contributions to society, view their experience in athletics as rewarding and who will be proud alumni and advocates of the University. We believe:

- The educational, emotional, ethical and physical development of the student-athlete is our primary objective.

- People are our greatest asset and positive morale will be an integral part of the program. Positive coach morale leads to positive player morale, which enhances academic and athletic success.
 - In nurturing diversity and fostering respect and dignity for each individual.
 - In institutional control of athletics to assure compliance with rules and regulations.
 - That service to our alumni, fans and supporters is important to our program's success. This service is demonstrated by fielding successful teams, providing quality facilities, ensuring fan satisfaction and through a caring concerned attitude.
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- **Blood Drives:** Many campus organizations sponsor American Red Cross and Life South blood drives each academic year. Groups will put up signs and posters all over campus to notify you when the blood drives will be held. All healthy students and faculty/staff are encouraged to donate and to assist by volunteering time and energy to support the blood drives.
 - **Commencement:** Troy University holds three commencements each academic year. These exercises are held at the end of Fall Semester, the end of Spring Semester and the end of Summer Semester. Participation in the commencement exercises is optional; however, Troy University has between 50 and 75 percent participation in its commencement exercises.
 - **Easter Egg Hunt:** In the Spring Semester, the SGA sponsors a giant Easter Egg Hunt for the children of the faculty, staff and community. Children all over Troy look forward to hunting Easter eggs and seeing the Easter bunny. This is a favorite event of the SGA and we encourage you to come out and hide Easter eggs!
 - **Greek Traditional Events:** Fraternity and sorority members participate in many traditional activities each year. IFC sponsors a workshop for all new pledges/associates each fall semester. Sororities provide a safe atmosphere each Halloween where the children of the faculty and staff can trick or treat. Held Spring Semester, the Order of Omega Achievement Banquet honors Greeks who have maintained high standards. Greek Week is the highlight of Spring Semester. Many fun, educational and service activities are held during Greek Week. Individual Greek Chapters sponsor fundraisers throughout the year.
 - **Homecoming:** Fall Semester Troy celebrates homecoming by inviting alumni, family and friends to come celebrate with the students. Activities during this week include skit competitions, residence hall displays, banner competitions, a terrific pep rally, parade and football game.
 - **Honors Convocation:** Excellence is encouraged at Troy and the University Honors Council sponsors an Honors Convocation each April, honoring students who have excelled academically. Each honor society recognizes new members and their outstanding achievements at this time. The National Alumni Association sponsors a reception for students, parents and friends afterwards.
 - **ISCO Festival:** The International Students Cultural Organization, ISCO, is a club for both international and American students. For many years, ISCO has sponsored an annual evening festival of international entertainment. The students select a festival theme, which reflects a worldly event, and prepare food using recipes and ingredients from their native countries. The entertainment for the festival is multicultural and also includes a fashion show, Parade of Nations, featuring the native dress of many countries. The ISCO advisor is Dr. Scott Nokes, 246 Smith Hall, ext. 3303.
 - **Chinese New Year:** The Chinese Student Association organizes a wonderful Chinese New Year Celebration including a banquet and entertainment. Their advisor is Debbie Davis, 129 Pace Hall, ext. 5965.
 - **Dashain Festival:** Dashain is the most important and lavishly celebrated festival for Nepalese. The tenth and final day of the festival, "Dashami", symbolizes the victory of good over evil. It is a time when families unite to exchange greetings and receive blessings, to forget feuds and quarrels, to spread goodwill and a time when aging parents in rural Nepal anxiously await the homecoming of their sons/daughters and other family members from urban centers even if just for a brief while.

Moreover, it is a time when people travel long distances just to receive 'Tika' and blessings from their parents and senior family members.

- **Diwali Festival:** Every year the Indian Student Association celebrates Diwali. On the dark nights of *Diwali* the sound of firecrackers announces the celebration of the *favorite festival* of Indians. Homes are *decorated*, *sweets* are distributed by everyone and *thousands of lamps* lit to create a world of fantasy. Of all the festivals celebrated in India, Diwali is by far the most glamorous and important. Enthusiastically enjoyed by people of every religion, its magical and radiant touch creates an atmosphere of joy and festivity. Diwali Celebrations in India are similar to Christmas celebrations in the USA.
- **Miss Troy University Scholarship Pageant:** One of the highlights of Fall Semester is the Miss Troy University Scholarship Pageant. The Miss Troy University Scholarship Pageant is a preliminary to the Miss Alabama Pageant. Students interested in participating should contact Brenda Campbell, 104 Adams Administration Building, ext. 3178 or Sara Jo Burks, 116 Pace Hall, ext. 3346.
- **Pep Rallies:** Before all home football games the cheerleaders sponsor a pep rally at the Trojan Arena or at the amphitheater. Join us on Thursday nights at 6:00 p.m. to cheer on the Trojans!
- **Rush:** Rush or membership recruitment is a word you will hear mentioned many times during your college career. Many student organizations use the word rush to refer to the time they select new members. Social fraternities and sororities most commonly use this term. We hope that you will consider being a part of a student organization on campus. If you decide to "rush" a fraternity or sorority here is some basic information you need to know:

Fraternity Rush: Men rush fraternities the first three days of fall semester and the first three days of spring semester. You will see posters placed all over campus which will give you the times and places of the parties. No alcohol is allowed during fraternity rush.

Sorority Membership Recruitment: Membership Recruitment is a series of parties hosted for you so the sororities can get to know you and you can get to know the sororities. Sorority membership recruitment is a mutual selection process. The Panhellenic Council will send you a membership recruitment booklet during the summer announcing the dates.

NPHC Rush: The traditional African American Greek organizations host rush during the school year. This process is commonly referred to as "new membership intake". Look for posters announcing these rush events.

The IFC and Panhellenic Council mail out rush booklets each summer to incoming students. Please read these booklets for more information about registration, cost and Greek life.

- **Student Ticket Information:** Full-time Troy University students receive admission to all campus sporting events upon payment of their annual student activity fee. Students are required to show a valid university ID at the proper gate or door prior to all home football, basketball, or baseball events in order to be admitted.
- **T-DAY:** Spring Semester signals preparation for another football season. Spring practice culminates in the T-Day game. This is a football scrimmage which is open to everyone.
- **Troy Cheerleaders:** To promote school spirit and to encourage support of the athletic program. Faculty Advisor: Amber Spradley, 334-670-3480.
- **University Activities Council:** Weekly movies, concerts, and other special events are planned by this board. The office is located in the Trojan Center 215. For more information call ext. 3409.
- **Welcome Week:** Designed to celebrate the opening of fall semester, Welcome Week typically begins with Residence Life Move - In activities. During Welcome Week, special entertainment and recreation, shopping shuttles, and a new student picnic provide students with a festive, friendly introduction to college life. Welcome Week activities are coordinated by Student Involvement and Leadership, Office of Housing and Residence Life, University Activities Council, SGA and campus organizations.

Student Government Association

Trojan Center 215, ext. 3212

All students who register in the university become members of the Student Government Association, which seeks to provide an actual laboratory situation for the practice of democracy on the campus.

The purpose of this organization is to provide opportunities for the practice of good citizenship, to promote cooperation and achieve participation in student activities of recognized value.

The Troy University SGA has three (3) branches: The Executive Branch, The Legislative Branch, and The Judicial Branch. The Executive Branch consists of the President, Vice President of Legislative Affairs, Vice President of Campus Activities, Secretary, and Clerk. Elections are held each Spring Semester. The Legislative Branch consists of 40 student Senators. They are elected Spring Semester every year and when vacancies occur. The Judicial Branch consists of nine (9) Supreme Court Justices. They are appointed and keep their positions until they graduate or resign.

The SGA needs hard working students who are interested in improving student life at Troy State University. If you are interested please stop by the Trojan Center Room 215 and find out how you can get involved.

How Can I Register to Vote?

The Student Government Association promotes voter registration for all students at Troy University. Voter registration cards are kept at all times in the SGA office, Trojan Center 215, and we encourage students to come by the office to register.

Montgomery Campus Information



Troy University

Montgomery Campus

Dean of Student Services' Message

Welcome to the Montgomery Campus of Troy University. We are a campus dedicated to serving the non-traditional learner who typically is balancing educational advancement with the demands of career and family. However, our highly regarded faculty and staff enthusiastically serve traditional students as well.

Student Services personnel constantly strive to provide students with the best possible supportive learning environments. Professional staff is available to assist with the admissions process; academic advising; class registration; financial aid; multiple libraries; academic support services; numerous student clubs and organizations; career services, job placement, and more. Additionally, specialized assistance is provided for veterans and students with disabilities.

The Montgomery Campus has undergone major facilities improvements over the past few years. One of the most significant additions was the beautiful Rosa Parks Library and Museum which was dedicated on December 1, 2000. A children's wing was added on February 17, 2006. This, along with many renovations, has made the campus one of the showcases in the capital city. Additionally, personnel teaching classes and staffing offices pride themselves on providing quality customer service that is second to none.

We encourage all students to take advantage of the tremendous services provided. Any questions or concerns can be directed to me in Whitley Hall, Room 431. The telephone number is (334) 241-9532.

Charles Western, Jr., Ph.D.
Dean of Student Services

Quick Reference Phone Directory (area code 334)

Troy-Montgomery Toll Free Number	1-888-357-8843
Academic Advisors.....	Whitley.....241-9511
	Maxwell.....241-9610
Academic Colleges	
Arts & Sciences	241-5477
Business.....	241-9703
CIS.....	832-7282
Education.....	241-9577
Counseling & Psychology	241-9577
Distance Learning Center.....	241-9764
Alumni Affairs/Development	241-9523
Bookstore.....	Whitley.....241-9510
	Maxwell.....241-9743
Career Services	241-9763
Cashiers	Whitley.....241-9517
Disability Services.....	241-5486
Enrollment Management	241-9506
Financial Aid.....	1-800-414-5756
General Information/	
Emergency Locator	Whitley.....834-1400
	Maxwell Day.....241-9610
	Maxwell Night.....241-9743
	Gunter Day.....832-7282
Gene Elrod Success Center.....	241-9530
Graduate School Information	241-9507
Library	241-9576
New Student Information	241-9506
Registrar/Records	241-9511
Security Office.....	241-9716
Student Services	241-9532
Television Courses.....	241-9561
Troy School of Nursing	834-2320
Troy-Montgomery Self-Study Office	241-9752
Troy-Montgomery Switchboard	834-1400
University Relations	241-9585
Veterans Affairs/Student Financial Assistance	241-9519
WTSU	241-9574

Academic Advising Services

Academic advising is available at each Montgomery campus administrative location.

Undergraduate students are provided a full-time professional advisor who is responsible for providing general academic information, degree program evaluation, course planning, and scheduling. Academic advising is provided on a one-on-one basis. Montgomery campus advisors assist new freshmen, new transfer, and returning students with course scheduling, class preparation, and long range academic planning. Advisors also help seniors review their programs to make sure they are on target for graduation. Students can call, write, e-mail, or visit the academic advisor of their choosing. Appointments are not necessary. The advisor will, if possible, evaluate any prior college courses and advise students on their standing in the program.

Graduate Students: The dean of the appropriate academic college appoints an advisor for each student.

Student Organizations

Please contact the Dean of Student Services for more information on the following student organizations:

Student Advisory Committee

Officials recognize the importance of student input in the university's decision-making process; therefore, the administration requests student volunteers for membership in the Student Advisory Committee. Due to the nature of the Montgomery campus student population, this organization serves in lieu of a student government. This committee meets on a regular term basis and is reorganized on a yearly basis.

Concerns, recommendations, and requests are presented directly from the committee to the appropriate university official, i.e., Associate Deans, Administrative Council, etc. Feedback is provided on each item submitted by the committee. The Dean of Student Services serves as advisor to this committee and is the liaison with the university administration.

Honor Societies—Alpha Sigma Lambda And Gamma Beta Phi

Troy University Montgomery has chapters of two National Honor Societies: Alpha Sigma Lambda and Gamma Beta Phi. Membership in both of these honor societies is based on proven scholastic and leadership abilities. Gamma Beta Phi is an active organization which is dedicated to service, scholarship, and character. Students who believe they meet the qualifications for these societies should direct inquiries to the Dean of Student Services.

Counseling Academic and Professional Honor Society (Chi Sigma Iota)

The purposes of this international society are to promote scholarship, research, professionalism and excellence in counseling and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling.

English Club

The English Club is open to all Montgomery campus students, faculty, and staff interested in literature. Club events include outings to the Alabama Shakespeare Festival, service to the F. Scott Fitzgerald Museum, and get-togethers for readings. The club is also planning a yearly publication of literary works by members.

History Club

The Montgomery campus History Club is an organization for students, faculty, and staff to further the learning process and intellectual development by creating and fostering interest in the field of history. Meetings will be held periodically. The club is planning guest speakers and field trips.

Psychology Club

The Psychology Club is open to all Montgomery campus students, faculty, and staff interested in the science of behavior and mental processes. Regular meetings of the club will serve to educate members about the discipline through invited presentations by speakers from academia and the professional community. Future plans for the club include establishing a Montgomery chapter of Psi Chi, the national honor society for psychology students.

Support Group on Women's Issues

The Montgomery campus Support Group on Women's Issues (SIS) is an organization for students who have interest in and concern for matters which address the particular needs of female students. It is also an opportunity to come together, share, and find solutions to issues which have an impact on the educational goals of female students. Membership is open to all Montgomery campus students.

Troy University Montgomery Student Chapter of Society For Human Resource Management (Tm-SHRM)

Troy University Montgomery Student Chapter of Society for Human Resources Management (Tm-SHRM) is our student-led chapter of the Society of Human Resource Management (SHRM), the national voice for the human resource profession. Students may qualify for a major discount on national membership, allowing them access to periodicals, individualized question assistance and on-line databases relating to the fields of human resources. Tm-SHRM locally provides a newsletter, leadership opportunities, and monthly meetings where students can select topics and interact with human resource professionals from the Montgomery area. Tm-SHRM is your professional connection. National and local membership fees are separate, allowing several levels of involvement.

Intent to Graduate

Students who are nearing completion of degree requirements must apply for graduation at the beginning of the semester prior to the semester of the anticipated graduation. The purpose of this procedure is to initiate the process to insure that residency credit, course credit, traditional credit senior college credit, and grade point average requirements are satisfied; and to allow the student time to register to remedy any deficiencies. A student can file at any administrative office. The class schedule will designate the final date for filing. A graduation fee must be paid at the time of filing, even if the student chooses not to participate in the graduation exercises. A student may not file for both an associate degree and a bachelor's degree for the same graduation ceremony. Attendance at the graduation ceremony is not mandatory but is encouraged.

Commencement Ceremonies

The Montgomery campus holds commencement ceremonies at the end of the fall, spring and summer semesters. Degrees are conferred and diplomas are awarded only at these ceremonies. Students should note the difference between completion date and degree conferral date. The degree completion date is the end of the date of the semester in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the board of trustees for release of diplomas. All incomplete work must be completed by the end of the semester for which the student has filed. While diplomas are held pending the next conferral date, the university will document degree completion through a letter signed by the registrar.

Career Services Office

The Career Services Office is available to all Montgomery campus students and graduates. Some of the services provided by this office include assistance with individual job search and career counseling, assistance with writing resumes, and listings of full-time and part-time job opportunities. To schedule an appointment, contact the Career Services Office (334-241-9763) Suite 400 in the Bell Building.

Gene Elrod Success Center

In keeping with the university's mission to educate the mature student, the Gene Elrod Success Center's primary objective is to provide a comprehensive support system that meets as many individual student needs as possible. This support system addresses such needs by providing free supportive instruction in the basic skills, i.e., reading, English, math, study skills, and basic micro computing; by providing vocational information and specialized workshops designed for personal and academic success; by providing academic and placement testing; and by conducting an orientation session for first time students. To accommodate the needs of students, the Gene Elrod Success Center offers flexibility in the hours of operation, a full and part-time professional staff with advanced training in the areas of concentration mentioned, and access to a variety of educational materials which support the curricula offered by the university. In addition, the academic and support needs of students, faculty, and staff are further supported by the computer laboratory which utilizes microcomputers, study stations, and a resource library with adequate support staff to provide access procedures, operating guidelines, and technical assistance. The Gene Elrod Success Center is located on the fifth floor of Whitley Hall.

Student Health Services

Information on Student Medical Insurance is available in the Student Services office. The Montgomery campus does not provide health services for students; therefore, each student is encouraged to provide for his/her own medical care. Health education programs are offered annually.

Student Support Services (SSS)

SSS is a grant program funded by the U.S. Department of Education. Tutorial services are available to eligible undergraduate students who need tutoring in basic math, reading, writing, and/or English coursework. Contact SSS at 241-9557 or in Room 304, Bartlett Hall.

University Technology Center

In keeping with the University's commitment to technology for faculty, students, and staff, the University's Instructional Technology Enhancement Center (ITEC) was established in 1999. It provides prototype hardware and software capability that can be used to enhance the learning experience in the classroom for faculty and students, and assists staff in their daily work. The center is staffed during the day, evenings, and weekends. The center also provides an additional lab facility for students needing computer resources.

Schedule Change (Drop Or Add)

A Schedule Change form is completed when a student wishes to remain enrolled for that term but wishes to make a schedule change by dropping and/or adding a class. The student is responsible for processing the appropriate form in order to be accurately registered or to have registration canceled (see class schedule for specific dates for processing schedule change forms).

Withdrawal Policy

Students who wish to withdraw from all classes in which they are enrolled during a particular term must complete a Withdrawal form. Completion of this form is required, whether or not payment has been made, so that the names of the withdrawing students can be removed from the final grade rosters. Failure to complete the Withdrawal form will result in the assignment of a grade of “F” for each course in which students were enrolled. The Withdrawal form can be obtained from the appropriate Montgomery campus administrative offices.

Federal Financial Aid

Student should apply for financial aid using the Free Federal Application for Student Financial Aid (FAFSA). The Troy University website (<http://www.troy.edu/financialaid>) includes a Financial Aid Checklist to guide students through the financial aid process. Please visit our website for links to the FAFSA and other pertinent links. Students must reapply for federal financial aid each year.

Grants

Grants available at the Montgomery Campus are Academic Competitiveness Grant Program, National SMART Grant Program, Federal Supplemental Educational Opportunity Grants, and State Grants. These grants are based on need and available only to undergraduate students who have not received a previous bachelor’s degree.

Loans

Loans available at the Montgomery Campus include the Stafford Subsidized and Unsubsidized Loans, Parent Plus Loan, and PLUS Loan for Graduate Students.

Federal Work-Study Program

Priority is given to students with the lowest EFC, determined by information provided on the Free Application for Federal Student Aid (FAFSA), who also receive Federal Pell Grants. There is no guarantee that every eligible student will receive or renew a work- study award, so it is important to apply early to have a better chance of receiving a job. Work-Study awards are based on the availability of funds at Troy University.

Standards of Satisfactory Academic Progress

Minimum Standards & Practices

Academic Requirements of Students Receiving Financial Assistance Troy University is required by Sec. 484(c) of the Higher Education Act 1965, as amended to establish Standards of Satisfactory Progress for students receiving assistance through Title IV programs (Pell, Supplemental Educational Opportunity Grant, Federal Work- Study, State Grant, Perkins Loans, and Family Federal Student Loan Programs.) Troy University has adopted the following as its official policy governing a regular student’s satisfactory progress.

Satisfactory progress is not to be confused with “good standing”. A student can meet the Troy University standards of “good standing” and be allowed to enroll or but may not meet the minimum standards, “Satisfactory Progress”, to receive financial aid while enrolled.

Complete 80% of your course work and maintain a cumulative undergraduate 2.0 or graduate 3.0 grade point average

To receive Perkins Loan, Stafford Loan, Plus Loan, Pell Grant, Work-Study, State, or Supplemental Grant Funds, a student must be making “satisfactory progress” toward completing

his/her academic program. For purposes of this standard, the student must maintain a 2.0 overall grade point average for undergraduates/3.0 for graduate students and successfully completed 80% of all hours attempted. This measure begins for the undergraduate student at the end of the first year and begins immediately for graduate students; this standard is measured annually. (Hours attempted include repeated courses, dropped courses, withdrawals, and incompletes.)

Maximum eligibility is 150% of program length

In addition to the above measures, the maximum length of a student's program may not exceed 150% of the minimum length required to complete the program. The academic records office according to the published standards in the University Bulletin establishes the length of each program. Courses, which transfer from another post-secondary institution, will reduce the time frame accordingly.

Examples: (1) If your degree is a 120 hour degree: $120 \times 150\% = 180$ hours maximum time frame. You are eligible for only the first 180 hours of attendance. (2) If you transfer and bring 70 hours credit into a 120 hour degree program: $120 \times 150\% = 180 - 70 = 110$ hours maximum time allowed for degree funding.

Second Degree Issues

Students who are working toward a degree level which they have already completed (AS, BS, MS, etc.) or who are working toward a degree which is lower than the one they hold, will have their maximum length of program established at no more than 100% of the normal time frame minus any credits, which transfer from any post-secondary institution.

Notification and Reinstatement

A student who is notified of his/her ineligibility for financial aid funds due to failure to meet these standards may submit a written letter of appeal for reinstatement. The written letter of appeal must state the basis for the appeal and include a copy of his/her current academic transcript along with supporting information.

The professional financial aid office staff will review each appeal and respond to the student in writing stating the reason for reinstatement or upholding the denial of financial aid.

For more information you can contact the Financial Aid Call Center at 1-800-414-5756. For help and questions about the FAPSA, please call 1-800-4-FED-AID.

Tuition/Fees/Other Payments

Troy University offers two types of payments: 100% of all tuition and fees paid by the first day classes begin or elect the payment plan (three equal payments) and pay a \$25.00 payment plan fee.

When a student registers by any means (mail, fax, internet, walk-in, etc.), he/she will be required to pay at least one-third payment for all tuition and fees owed by the 1st day of the semester/term.

Financial aid or third party payments that have been processed, guaranteed/awarded will count toward the one-third payment requirement. Students who are waiting on financial aid or third party payments to be awarded (in process, but not approved) will be required to pay at least the one-third payment of tuition and fees owed by the first day of the semester. **The key point is to get financial aid and third party aid processed early. Payments not made on time will be assessed a late payment fee of \$50.00.**

Identification Cards

Validity, Possession and Usage: Identification cards are mandatory and valid only to the person issued. This card must be carried at all times while the student is on campus and presented to any

university official or duly constituted authority upon request. Refusal to identify oneself to an official of the university or any misuse of the ID card constitutes grounds for serious disciplinary action.

Replacement: Loss or theft of the ID card should be reported immediately to the ID Card Office at 241-7325; replacement cost is \$15.00.

Libraries

The basic function of the library is to provide resources and services to meet the informational needs of Montgomery campus students and faculty. The Rosa Parks Library is located at 252 Montgomery Street on the second and third floors of the Rosa Parks Library and Museum. The library houses both print and non-print materials and is open seven days a week.

The library's collection includes monographs, serials, microfiche/microfilm material, audiovisual items, and computer software. Books periodicals are housed on open shelves for easy access, but a valid student and/or faculty ID is required for materials checkout. Library services include interlibrary loan, orientations for individuals or classes, and photocopy facilities for print and micro- material. An AV viewing room, computer lab, and study rooms are also available for patron use. Electronic resources include CD-ROM databases and online services in a variety of subject areas. Remote access to several electronic databases is available via the Troy University-Montgomery homepage.

The Air University Library, located on Maxwell Air Force Base, is one of the largest military libraries in the nation and may be used by military-related students. Civilian students who have classes on either Maxwell or Gunter may also use this library. The Alabama Supreme Court and State Law Library are located at 445 Dexter Avenue and serves as a valuable resource center for Montgomery students. Additional library services and materials are also provided by the Troy University Library located on the campus in Troy, Alabama, and by other libraries within the state via the Network of Alabama Academic Libraries (NAAL) consortium.

Students with Disabilities

Students meeting Americans with Disabilities Act/Criteria 504 must contact the Disability Services Coordinator, Suite 325, Bell Building for information regarding documentation of disability and with requests for specific services, support, and accommodations. Any complaints should be addressed to the Dean of Student Services for investigation.

Campus Security

All of Montgomery Campus internal and external facilities, including parking areas, are well lighted and regularly patrolled by assigned security police. Montgomery campus employs a combination of part-time university policemen and off-duty Montgomery City police to provide campus security. All university campus police officers have attended a certified police academy and most are veteran police officers. Whenever evening classes are in session, there are eight or nine Montgomery campus university police assigned to the downtown area. In addition to their normal security responsibilities and duties, Montgomery campus university police will, upon request, escort students to their cars and assist students with minor car problems. Students are encouraged to contact the Montgomery campus Security Office (241-9716) to report any unresolved security problems or to offer suggestions for improving our security service. To access the annual security report go to our website: www.troy.edu.

Dothan Campus Information



Troy University

Campus Information

Most Frequented Offices

Office	Contact	Room	Phone
Dothan Campus Toll Free Number			1-866-291-0317
Admissions, Undergraduate	Carol Covington	M119	Ext. 1231
Admissions, Graduate	Penny Hann	M111	Ext. 1230
Bookstore	Deanna Yeomans	A103	Ext. 1301
Business Office	Kim McNab	M118A.....	Ext. 1209
Campus Security	John McQueen	M121	Ext. 1313
Continuing Education	Sherri Burns	A200	Ext. 1420
Counseling and Career Services	Keith Seagle	M120	Ext. 1221
Evening Administrator	John McQueen	M121	Ext. 1313
Financial Aid.....	Alex McMahan	M219	Ext. 1255
Fort Rucker Location	Chris Bryant.....	Ft. Rucker	598-2443
Instructional Support Center	Mary Grant.....	LTB 129.....	Ext. 1393
Library.....	Chris Shaffer	LTB 232.....	Ext. 1320
Records	Lisa Boutwell.....	M119E.....	Ext. 1254
Scholarships	Diana Parker.....	M100	Ext. 1204
Student Activities	Amy Farver	M103	Ext. 1205
Student Support Services	Debora Pettway.....	M116G.....	Ext. 1215
Testing.....	Janice LeCroy	M116B.....	Ext. 1286
University Relations.....	Inga Oberst.....	M103	Ext. 1217
College of Arts and Sciences		A400	Ext. 1390
College of Business Administration.....		M216	Ext. 1264
College of Education.....		A300	Ext. 1360

A = Adams Hall M = Malone Hall LTB = Library/Technology Building

Administrative Hours

Administrative and Student Service offices are open Monday through Thursday, 7:45 a.m. to 5:30 p.m. and from 8:00 a.m. to noon on Friday.

Important Offices and Services

Counseling and Career Center

The **Office of Counseling & Career Services** provides services to students, staff, faculty, and alumni in a variety of areas including: personal, academic, and career counseling, career placement and employment services, accommodations for individuals with disabilities, and newcomer orientation. Popular services include use of a the FOCUS Career and Educational Planning System, assistance in selection of a major, assistance preparing resumes and skills training in subjects such as note taking, test taking, time management, and stress management. This office produces the annual Career Fair, the annual Health & Wellness Celebration, and drug awareness programs. As you can see, Counseling & Career Services covers many areas beneficial to students, staff and faculty.

Continuing Education Center

The Continuing Education Center is dedicated to meet the training needs of the Wiregrass and surrounding areas. The program includes certificate programs, customized business and industry training, personal development, and professional development. No admission to the University is required. The Center is located in Adams Hall, Room 200.

Student Support Services

Student Support Services (SSS) is a federally funded undergraduate retention program designed to help first generation, low-income, or disabled (seen or unseen) students graduate from college. Services provided free of charge include individual and group tutorials; study skill resources and textbooks; personal, career, academic and financial aid counseling; social and cultural development activities; and assistance in gaining entrance into graduate school. For an application and/or additional information, you may visit our link (Student Services) on the Dothan campus home page at www.tsu.edu.

Instructional Support Center

The Instructional Support Center, located on the first floor of Library/Technology Building, LT128, provides resources for students, faculty, staff and the Wiregrass community. Resources include twenty Internet ready computers, typewriters, a copy machine, a 25' laminating machine, an ALADDINXL magnification system, a photo scanner, a spiral book binder, and a die cut machine. Also available are a wide variety of videos, cassettes, education manipulatives, and learning materials. The ISC also maintains and schedules media equipment for the University. The ISC is open 64 hours a week.

Library Services

The University Library, located on the second floor of the Library/Technology Building, provides resources for students, faculty, staff and the Wiregrass community. Resources include 100,000 books and 599 serials. A multitude of online databases are available both on campus and remotely. Other resources that are needed can be obtained through the library's interlibrary loan services. Copiers, printers and microfilm/microfiche reader printers are available to all. The library is open 64 hours a week.

Testing Center

Testing services are available to students through the Testing Center administered by the Office of Counseling and Career Services. The Testing Center administers many helpful tests, including the College Level Examination Program tests (CLEP), the American College Testing Program (ACT) (Resident Site), Miller Analogies Test (MAT), Basic Academic Subjects Examinations (BASE), and other tests as appropriate. The Center also coordinates placement exams for enrollment in university math and English courses.

Veterans' Services

A veterans' representative works with the local and regional office of the Veterans' Administration to facilitate veterans' programs. Veterans who desire information regarding benefits or procedures for establishing eligibility for benefits should visit the Office of Financial Aid and Veterans' Services on the Dothan campus, Room M219.

The Student Government Association

All members of the student body belong to the campus Student Government Association. Officers and organizational representatives are elected annually. The Student Government Association meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel free to make suggestions to the Student Government Association, to any committee, or to any officer of the college administration. More information about the SGA is provided in the section "Clubs and Organizations" of this Handbook.

Student Services Committee

The Student Services Committee is an important means for students to voice their ideas to the University administration. The Student Services Committee has the following responsibilities: consider and approve student organizations seeking recognition; review and assess current procedures, policies, and facilities of the University; hear student discipline cases referred for consideration and take appropriate action as specified in this Handbook; and develop policies relating to student affairs.

GENERAL INFORMATION

Campus Security

A staff of campus security officers is contracted and empowered by the administration for general security on University property. The campus security officers assist students, faculty, staff, and guests on Dothan campus property, enforce parking and traffic regulations, and safeguard University buildings and equipment.

Cancellations and Changes to Published Schedules

The Dothan campus makes every good faith effort to publish Schedules of Classes which are accurate with regard to offerings, days, times, locations, and instructors. However, such schedules are prepared as much as two months prior to the beginning of classes each term. The University, therefore, reserves the right to change any and all information published in the Schedule of Classes, depending upon actual student enrollment patterns. When classes are cancelled, University personnel attempt to contact students via telephone, time-permitting. Students are encouraged to insure that home phone numbers included in their University records are accurate and up-to-date.

Copy and Fax Machines

There are three copy machines available for student use at the following locations: Malone Hall, second floor; Adams Hall, second floor; and in the Library on the second floor at the LTB Building. Copy cards can be purchased at the switchboard in Malone Hall or in the Library. A fax machine is available at the switchboard in Malone Hall.

Health Services

Emergency medical care is available to all students through the area hospital emergency rooms. Since no health fee is charged by the University, expenses resulting from hospitalization, emergency treatment by a physician, or transportation to/from medical facilities are the sole responsibility of the student.

To assist students in meeting the expenses of health care, a University-approved sickness and accident plan is available on a twelve-month basis. Students who do not already have a personal health insurance plan are urged to participate. Information is available through the Office of Counseling and Career Services, Malone Hall, Room 120.

Final Examinations

The University requires that a final evaluation be a part of every course. The final examination must be scheduled during the official examination period in accordance with the schedule established by the associate academic deans and published in the semester Schedule of Classes. Students may be allowed to alter their examination schedule for the following reasons only:

1. Students who have more than two final examinations on the same day;
2. Students who have been officially excused from class for the purpose of representing the institution;
3. Students who have a legitimate obligation (e.g., military, professional, or family) may secure permission to reschedule final examinations in advance of the scheduled date.
4. In all instances outlined above, individual student exam alterations are at the discretion of the faculty member.

Food Services

Food Services are available on the 1st floor of Adams. Vending machines can be found in each building.

Graduation Exercises

Commencement is held at the end of the spring and fall terms each year. Graduates of the spring term may participate in the spring exercises; graduates of summer and fall terms may participate in fall exercises. Students planning to graduate must file their Intent-To-Graduate forms with the Registrar's Office during the term prior to their intended graduation (Education Majors must apply 2 semesters before). Students failing to do so will not be allowed to graduate until the end of the next term. Attendance at graduation exercises is not required but is strongly encouraged. Students in the School of Education are encouraged to complete the paperwork required by the State Department of Education two terms in advance of intended graduations. Contact the Certification Office in Adams Hall, Room 409.

Identification Cards

All Identification cards are mandatory and valid only to the person issued. This card should be carried at all times while the student is on campus and presented to any university official upon request. Refusal to identify oneself to an official of the university or any misuse of the ID card constitutes grounds for serious disciplinary action. Loss or theft of the ID card should be reported immediately to campus security.

Lost and Found

All items found on campus can be turned in to the university switchboard, security office, or evening administrator. Lost items may be claimed Monday-Thursday from 10:00 A.M.-8:00 P.M. in Malone Hall, Room 121, or by contacting the evening administrator at ext. 313.

Parking and Traffic Regulations

To facilitate the work of the University and for the safety and convenience of all concerned, the enforcement and administration of regulations governing motor vehicles on the campus shall apply to visitors, members of the student body, faculty, staff, and others employed on the campus.

All automobiles must be licensed according to applicable state laws and must be registered in accordance with University regulations. All persons driving motor vehicles on campus are subject to the parking and traffic regulations of the university.

A “Parking Regulations” brochure is provided to all students participating in New Student Orientation, and copies may be obtained at various locations on campus or from the switchboard area in the lobby of Malone Hall. Also available at <http://dothan.troy.edu/security/parking.html>.

Students participating in classes and activities at the Ft. Rucker location are subject to the parking and traffic regulations in effect at those facilities. Parking decals are available at the switchboard in Malone Hall.

Vendor Policy

The vendor policy addresses any business conducted or solicited on the grounds of the Dothan campus other than the official business of Troy University. The term “vendor” refers to any person or organization conducting said business. The guiding principle for allowing non-official business to be conducted on the campus is that doing so will benefit University students. Any vendor who wishes to conduct or solicit business on the grounds must first obtain written permission and sign a release of liability. Such requests will be handled through the office of the Dean of Students. The University reserves the right to limit the number of vendors or events at any given time.

Campus Walking & Bike Trails

One of Dothan’s best exercise and nature venues is located at Troy University. The Dothan Campus is home to the Harrison Walking Trail, which is made up of three paths totaling approximately four-and-a-half miles. The Campus also houses a 6.7 mile biking trail, known as Campus Trails.

Clubs, Organizations, and Sponsors

Student Government Association

The Student Government Association (SGA) is a multi-faceted organization which promotes excellence in scholarship; coordinates and establishes reasonable standards for all student activities within the scope of the SGA; encourages participation in social and education group activities; promotes an open relationship between the student body and administration in matters of policy formation and student relationships; strives to stimulate and promote good citizenship and democracy on all levels of University activity; promotes the positive image of the University within the local community; and serves as the official representative of the student body in matters concerning student life.

Alliance for Cultural Diversity

The Alliance for Cultural Diversity encourages academic excellence, provides awareness of minority cultures to advance political interest, stimulates good citizenship and civic-mindedness, and encourages social interaction between members and non-members.

Chi Sigma Iota (Tau Delta Chapter)

Chi Sigma Iota is an international honor society for counselors-in-training, counselor educators, and professional counselors. The mission of the society is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling.

Circle K

Circle K is a service organization whose members are dedicated to improving their community. The organization’s purpose is to develop college and university students into responsible citizens and leaders with a lifelong commitment to serving the children of the world.

Christian Student Fellowship

The purposes of Christian Student Fellowship are to glorify the Lord Jesus Christ, to encourage and strengthen the student body in the Lord, and to provide a means of sharing the love of Christ. Any student is eligible to be a member of the Christian Student Fellowship, and any faculty or staff member may be an associate member.

Creative Writing Club

The Creative Writing Club provides an opportunity for a community of writers to promote creativity in writing, to exchange ideas and critical analysis of each other's work, and to share information concerning contest and publication possibilities.

Delta Mu Delta (Zeta Omicron Chapter)

Delta Mu Delta is a national honor society in business administration. It was established to encourage higher scholarship and to recognize and reward students for scholastic achievement in Business Administration. The Society was founded November 18, 1913, by five professors at New York University. There are more than 67,000 members world-wide.

Environmental Awareness Organization

The Environment Awareness Organization works to increase the awareness of the importance of the environment to our quality of life. The organization's purpose is to broaden and enhance the environmental experience for Troy University students, staff, and faculty in the areas of education, employment, and hands-on- experience.

Gamma Beta Phi

The Gamma Beta Phi Society, recognized as one of the top ten scholastic societies in the United States, is an honor and service organization for college and university students in the United States. To be eligible for membership, a student must have completed at least twelve hours of college work (at the graduate or undergraduate level, as appropriate) and have a scholastic ranking in the top twenty percent of his/her class.

History and Social Science Club

The History and Social Science Club's organizational purpose is to encourage the interest in the social sciences, history, and those matters pertaining to such vital aspects of human life and liberty. Voting membership is available to any currently enrolled student regardless of major pursued.

Institute of Management Accountants (Student Chapter)

The Institute of Management Accountants (Student Chapter) is a voluntary association of IMA members enrolled at a recognized institution of higher learning. Meetings are held once per month, usually with a speaker who is a practicing accountant within the local area. Students who are interested in joining the IMA Student Chapter may contact any accounting instructor at Dothan campus.

Kappa Delta Pi

Kappa Delta Pi is an International Honor Society in Education. It provides students and educators with recognition for outstanding academic achievements and leadership. Membership in Kappa Delta Pi provides a public measure of recognition of high intellectual, personal, and professional standards. Membership includes undergraduate and graduate students and alumni.

Pi Gamma Mu

Pi Gamma Mu is an international honorary society in the social sciences. This organization recognizes undergraduate and graduate students who excel in anthropology, criminal justice, economics, geography, history, international studies, political science, psychology, and sociology.

Sigma Tau Delta (Alpha Zeta Gamma Chapter)

The purposes of the Sigma Tau Delta, International English Honor Society, are literary, educational, and charitable. The Society shall strive to confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies, to provide cultural stimulation on campus, to foster the discipline of English in all its aspects, including creative and critical writing, to promote good fellowship among its members, and to exhibit high standards of academic excellence.

Student Alabama Education Association

The SAEA strives to develop an understanding and appreciation of the teaching profession; to acquaint education students with the history, ethics, organizations, policies, and programs of local, state and national education associations; to develop leadership and professional attitudes among college students interested in teaching; to provide a voice for education students in matters affecting their interest in education and the teaching profession; to give students practical experience in working together and in working with local, state, and national education associations on problems of the profession and of the society; to stress the importance of careful selection of persons admitted to teacher education programs with emphasis on character, personality, and scholarship; and to seek higher standards of teacher education.

Dothan Campus Ambassadors

The Ambassadors work to promote and represent, in a positive manner, the University in the local community, the academic community, at campus functions, and throughout the University's service area. Ambassadors serve and assist the Division of Student Services in recruitment, orientation, and registration. Ambassadors are chosen from a list of applicants each fall semester.

The Alumni Association

The Alumni Association, welcomes Dothan campus graduates, students, former students, present and former faculty and staff, and non-alumni friends of the University to promote and encourage a continuing interest in Troy University. Association objectives focus on student recruitment, scholarships, public awareness and general support of the University.

Phenix City Campus Information



Troy University

Dean of Student Services' Message

Welcome to the Phenix City Campus of Troy University! We pride ourselves on our positive customer service and on the many educational opportunities we offer to nontraditional, working students. We understand the challenges facing the adult student and offer our classes in formats and at times that enable them to better balance work, family and education. Our faculty are not only excellent teachers attuned to your needs as a nontraditional student, but many are also practitioners in their fields.

Our student services staff is available from 8 a.m. to 6 p.m. Monday through Thursday to help you with admissions, registration, records, financial aid, student activities, veteran's benefits and disability services. As the Dean of Student Services for this campus, I encourage you to provide feedback to us about the service you receive. We have student service feedback cards available at our front reception desk, and I encourage you to complete one for each visit to our office. By reading your comments, I learn how we can improve services for you and learn who among our staff is doing an exceptional job.

In addition to the customer service cards, we are looking for students who would be interested in participating in periodic student forums. We will provide refreshments and will spend about an hour chatting with you about what you like and dislike about our campus, how we can improve it, and how you feel your safety and security needs on campus are being met. If you are interested in attending, please send me an e-mail at mragsland@troy.edu.

I have an open door policy and am eager to meet with you to discuss any concerns, suggestions, or experiences you have had here. I'd love to have an opportunity to talk to you in person! I can be reached at (334) 448-5184.

Sincerely,

Mary A. Ragland
Dean of Student Services

Phenix City Campus

Location

Troy University Phenix City Campus serves the Phenix City/Columbus, Georgia vicinities. The campus is conveniently located across the street from Chattahoochee Valley Community College.

Administrative hours

Administrative offices are open Monday through Thursday, 8:00 a.m. to 6:00 p.m.

Contact persons

A full directory of personnel may be accessed at our website at <http://www.troy.edu>.

Admissions and Records	334-448-5106
Undergraduate Records	334-448-5117
Graduate Records	334-448-5116
Financial Aid	334-448-5185
Accounts Receivable	334-448-5120
Coordinator of Academic Support.....	334-448-5137
Dean of Student Services	334-448-5184
Scholarships	334-448-5175
Student Counseling Services	334-448-5136
Bookstore	334-448-5138
Department of Business	334-448-5126
Department of Counseling and Psychology	334-448-5147
Department of Education	334-448-5169
Department of Nursing	334-448-5156

Academic programs

A complete list of academic programs offered at the Phenix City Campus is listed in the course schedule and online at our website at <http://phenix.troy.edu>.

Course offerings

The Phenix City Campus offers both undergraduate and graduate programs through a variety of course formats that include traditional classroom, Live-Class-On-Tape, and Web Enhanced courses. The fall and spring 18-week semesters are divided into two 9-week sessions allowing students the option to complete courses in a shortened timeframe. Courses are scheduled during the daytime or evening hours, Monday through Thursday. Weekend courses generally meet for two weekends with an additional time scheduled for the final exam. We help coordinate registration with other Troy University campuses to meet the program needs of our students. Students desiring to enroll in classes at multiple campuses should become familiar with each individual campus' policies and deadlines. University-wide websites may be accessed at <http://phenix.troy.edu>.

Chattahoochee Valley Community College Relationship

Chattahoochee Valley Community College, located across the street from Troy University Phenix City Campus, has a long relationship with our campus. We offer Troy University courses through Chattahoochee Valley Community College for the first two years of undergraduate study. The Phenix City Campus of Troy University primarily offers the courses to meet the major program requirements. Advisers at both schools work to provide an easy transition from the community college to the university setting.

Technology services

Student Labs

The Phenix City campus offers five student-computer labs with Microsoft Windows operating systems, the latest Microsoft Office products, SPSS and other software for specialized educational programs. A lab assistant is available for assistance during posted lab hours. Students may request special presentation equipment through their instructor or by contacting the Information Technology Help Desk at 448-5220.

Other Campus Technology Services

McAfeeVirus Software is available free to students via the website <http://www.troy.edu> with automatic updates provided as they are released. Many classes utilize Blackboard as a supplementary delivery method for course content.

Email

Students receive a free Troy University email address that is used to communicate with faculty members as well as disseminate university information. It is vital for Troy University students to check their e-mail accounts regularly, since this is the official means of communication with our students. To set up your e-mail account, you need to go to <http://www.troy.edu/webexpress.htm>, click on "Continue to Trojan Web Express", and then click on "Account Information" at the bottom right. With the information obtained here for your User ID and password, you will be able to sign onto your Trojan Web Express email account. For additional assistance with this process, please call the Help Desk at 448-5220.

Trojan Web Express

Trojan Web Express provides students with online access to registration, transcripts, schedules, and program evaluations. Access is provided at <http://phenix.troy.edu>. Students may contact the Information Technology Help Desk for help with access problems at 448-5220.

General Information

Advisement

All Phenix City campus students are assigned an academic adviser. Students are required to meet with their adviser prior to their first registration. (Undergraduate Education majors are required to be advised prior to each registration.) It is the responsibility of the student to understand and meet all degree requirements. The student should regularly talk with their adviser regarding their progress in completing their academic program. Advisers post office hours in their departments.

Orientation

Undergraduate students without comparable transfer courses are required to enroll in TROY 1101 Orientation, a course introducing students to Troy University. A one-hour free orientation is also offered before the beginning of classes each semester for students who are interested. Students will receive information regarding university policy, services and technology. To register for the free orientation, contact Hollie Farmer at hfarmer@troy.edu.

Library

Troy University, Phenix City Campus shares library services with Chattahoochee Valley Community College. The Estelle Bain Owen Library and Learning Resource Center located at CVCC is open from 8:00 a.m. until 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. It is also open from 8:00 a.m. until 12:00 p.m. on Friday. On Sunday the library is open from 1:00 p.m. until 6:00

p.m. for reading and research. The library has computers for student use. The Learning Resource Center subscribes to many professional journals which are available online and/or in hard copy. Materials not available in the library on this campus may be requested from other campuses through interlibrary loans. A friendly staff is always available to assist students and faculty. Additional Troy University library services including online database resources may be found at <http://www.troy.edu>. Further information is found in the general section of this handbook.

Bookstore

The Phenix City Campus shares a campus bookstore facility operated by Barnes & Noble with Chattahoochee Valley Community College. Students taking courses at other Troy University campuses should check the individual websites for textbook purchase information.

Academic policies and procedures

University academic rules and regulations are published in the official university catalogs. Web access to the catalogs is available at <http://phenix.troy.edu> or may be obtained by contacting the campus Admissions Office.

Calendar Dates

Students should consult the calendar available in the schedule or at our Web site at <http://phenix.troy.edu/> for information about add, drop, withdrawal, and registration dates. These dates may vary for the Phenix City courses, the Troy classes held at Chattahoochee Valley Community College, and the e-Campus courses, so it is important to consult the calendar in planning your schedule.

Registration

A class schedule showing registration dates, add/drop/withdrawal dates, classes offered, orientations, and additional academic and admissions information is available in the Student Services Office. Once a student registers, the student's name will be listed in all class rosters and grade sheets for these classes unless the drop or withdrawal process (see below) is completed by the student. Informing the instructor does not constitute a drop or withdrawal. Students who register but do not attend will receive "F" grades and incur a responsibility for the charges associated with the registration. Please note that dropping courses below certain credit guidelines may affect a student's eligibility for financial aid.

Schedule Change (Drop or Add)

If a student wishes to remain enrolled in some courses, but intends to drop or add a course or courses, a Drop/Add form is completed by the student and taken to the student services office for processing. The student is responsible for confirming that the add or drop was accurately registered, which can be done by checking schedules on Web Express. Drops done after the dates noted in the schedule as the last date to drop/withdraw without financial penalty will not affect a student's account balance, leaving any outstanding tuition charges still owed.

Withdrawal Policy

Students who intend to withdraw from classes entirely for a semester should complete a withdrawal form. If classes are not attended and the student is not withdrawn, "F" grades will be assigned in these courses. The student is responsible for confirming that the withdrawal was processed on Web Express. If a student withdraws after the dates noted in the schedule as the last date to drop/withdraw without financial penalty, a balance will still be owed. Students who have student loans and withdraw from classes may have to repay all or part of these loans. Please see the policy in the catalog under "Tuition and Expenses" for more information.

Tuition and fees

Students are responsible for all tuition and fees on or before the first of class. One third of all tuition must be paid on account by 6:00 p.m. on the 1st day of the semester or a hold will be attached to the student's record, preventing further registration. Tuition and fees are regularly published in the course schedule. Students may drop or withdraw from classes without financial penalty during the one-week add/drop period for Session A or B. Students who drop a weekend class before the class meets are entitled to a refund of all tuition and fees associated with that class. Students should check the calendar in the schedule book for refund dates for eCampus courses.

Children on campus

Minor children of students are not permitted in classrooms at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children under the age of 16 are not allowed in the Learning Resource Center unless accompanied by an adult (18 or older) who is conducting business there. Children in the LRC are not allowed to be present in a classroom during a class and must remain with the adult and be properly supervised at all times.

Residency requirement

Students are required to provide appropriate documentation to support their Alabama residency. In addition, Troy University offers students an in-state tuition rate for students providing evidence of residency in the following Georgia counties: Chattahoochee, Clay, Heard, Harris, Macon, Marion, Meriweather, Muscogee, Quitman, Randolph, Schley, Stewart, Sumter, Talbot, Taylor, Terrell, Troup, Upson, Webster.

Refund policy for Financial Aid students

Students receiving financial aid who withdraw after the first week of the semester may be liable for all tuition and fees. Additionally, a withdrawal may affect the completion rate needed to achieve Satisfactory Academic Progress, which affects eligibility for financial aid.

Honorary societies

Sigma Theta Tau is the international honor society of nursing. Students pursuing a nursing degree at the bachelor's level may be eligible if they demonstrate positive community involvement and have an overall grade point average of 3.0.

Chi Sigma Iota honorary society is an international honor society of counseling professionals and professionals-in-training dedicated to excellence in scholarship, research, and clinical practice. An overall grade point average of 3.5 is required for acceptance.

Kappa Delta Pi is an international honor society organized to recognize scholarship and excellence in education. Students must have an overall grade point average of 3.50 or above and have reached junior status in the undergraduate education curriculum. An invitation is extended to all graduate students who have obtained a cumulative grade point average of at least 3.75 and have completed 9 semester hours at The Phenix City Campus.

University College Information



Troy University

University College

Troy University students enrolled in courses outside Alabama (17 states and 11 foreign countries), or in online courses, should contact the local site director for site specific policies and procedures not addressed by *The Oracle*.

Additionally, Student Services Directors serve students geographically, as follows

Atlantic Region

Thao Ngo

tyngo@troy.edu; (757) 274-0511

eCampus

Ms. Patti Cram

pcram@troy.edu; (334) 670-3974

Associate Directors

Ms. Olivia Britton

obritton@troy.edu; (850) 863-0401

Mr. Mark Davis

mdavis13596@troy.edu; (334) 670-3606

International Programs

Ms. Candace Hines

ucinternational@troy.edu; (334) 670-5918

Pacific Region

Mr. Phil Gray

pgray6867@troy.edu; 81-6117-34-5365

Southeast Region

Ms. Priscilla Washington

washingt@troy.edu (706) 685-5720

Western Region

Ms. Liz Cartwright

lcartwright@troy.edu (719) 265-8769

Index

A

Academic Advising Services (Montgomery).....	92
Administration, Enforcement, and Appeals	27
Administrative Summons	26
Alcoholic Beverage Policy Statement.....	19
Auxiliary Services (Troy).....	68

B

Building Security Policy	29
--------------------------------	----

C

Campus Security (Dothan)	100
Campus Security (Montgomery).....	97
Career Services Office (Montgomery)	94
Cellular Phone Use in the Classroom.....	28
Chancellor's Message.....	4
Children on Campus.....	28
Commencement Ceremonies (Montgomery).....	93
Continuing Education Center (Dothan).....	101
Counseling and Career Center (Dothan)	100

D

Dining Services (Troy).....	67
Disability Services.....	17
Disciplinary Action and Penalties	47
Disciplinary Procedures	44
Drug-Free Workplace and Drug-Free School Act	19
Dothan Campus Information	99

E

Enrollment Management (Troy).....	59
Event Management.....	62

F

False Accusations	37
Family Educational Rights and Privacy Act (FERPA)	12
Financial Affairs (Troy).....	59
Financial Aid (Montgomery).....	95
Financial Aid Information	8
Food and Beverage in the Classroom	28

G

Gene Elrod Success Center (Montgomery).....	94
Greek Organizations (Troy)	81

H

Harassment Policy	32
Hazing Policy	22
Honor Code	48
Housing and Residential Life (Troy).....	64

I

Identification Cards (Montgomery)	96
Identification Cards (Troy).....	22
Immunization against Disease during an Outbreak/Epidemic	29
Important Numbers (Dothan).....	100
Important Numbers (Montgomery).....	91
Important Numbers (Phenix City).....	109
Important Numbers (Troy)	57
Instructional Support Services	74
Instructional Support Center (Dothan).....	101
International Programs (Troy).....	73
Intent to Graduate (Montgomery)	93
Involuntary Administrative Withdrawal and Readmissions Procedures Policy	50

L

Library (Dothan)	101
Library (Montgomery)	97
Library (Phenix City)	110
Library (Troy).....	73
Lost and Found (Dothan)	103
Lost and Found (Troy).....	73

M

Montgomery Campus Information.....	89
------------------------------------	----

N

Nondiscrimination Policy.....	12
Notices through the Mail.....	28

P

Parental Notification Letter.....	16
Parking and Traffic (Dothan).....	103
Phenix City Campus Information.....	107
Policies and Procedures.....	11
Publications and Performing Groups (Troy)	82

R

Recreational Management (Troy)	62
Release of Address Information	16
Rights of Accused Students.....	46

S

Selling or Peddling on Controlled Property	26
Senior Vice Chancellor for Student Services Message	5
Severe Weather Emergency Procedures	37
Social Events Policy	41
Social Security Number	16
Solicitation	26
Speech and Demonstration Policies	26
Standards of Conduct	42
Student Development (Troy)	64
Student Government Association (Troy)	88
Student Grievances	22
Student Health Services (Montgomery)	94
Student Involvement and Leadership (Troy)	63
Student Organization Policy	38
Student Organizations (Dothan)	104
Student Organizations (Montgomery)	92
Student Organizations (Phenix City)	112
Student Organizations (Troy)	75
Student Proprietary Rights to Coursework	22
Student Role and Participation in Institutional Decision Making	12
Student Support Services (Montgomery)	94

T

Technology Services (Phenix City)	110
Technology Use Policy	29
Testing Center (Dothan)	101
Traditional Events and Activities (Troy)	84
Traffic Appeals Committee (Troy)	72
Troy Campus Information	55
Tuition/Fees/Charges (Montgomery)	96

U

Unauthorized Student Group Gatherings	26
University Facilities Reservation Policy	23
University Police (Troy)	70
University Technology Center (Montgomery)	94
Use of Institutional Name	26
Use of Student Images	22

V

Visiting Speaker	27
------------------------	----

Z

Zone Parking Information (Troy)	71
---------------------------------------	----