

# **Troy University**

## **2015-2016**

### **Student Handbook**

### **Academic Planner**



Revised and Effective . . . August 2015

**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

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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 student service.

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, when Troy State College became **Troy State University**. It was under this name TROY began to shine. The University took the acronym "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 sixteen U.S. states and seven 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

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## 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." with a stylized flourish at the end.

Jack Hawkins, Jr., Ph.D.  
Chancellor

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



Welcome to Troy University, Alabama's leading international university recognized by Forbes Magazine and U.S. News and World Report. At Troy University you will find a friendly, family type atmosphere where it's easy to make life-long friends and where your instructors are proud to know you by name.

Your success, in college as a serious student learner and as a maturing adult citizen, is our main concern in preparing you for your future in a technologically advancing and ever-functioning global society.

Regardless of campus, and whether you are a commuting, residential, or at-a-distance learner, you will find many positives at TROY which distinguish us from most institutions.

First, we ensure that you will receive a quality education. Whether in-class or on-line, your classes will require use of technology and will engage you in interactions with people from around the world. While TROY is among the top 2% of universities offering on-line courses, TROY is also a leader among universities with international students served both in Alabama and across the globe.

TROY is also unique in that it is concerned with helping you through college and beyond with its emphasis on reading, with a common reading program for all first-year students and common reading in upper division courses in each college. Student services and other areas of the University are also available to assist you with guidance, advising, tutoring, financial aid, health services, referrals, and many other services. In addition to being a good academic student and a good citizen, we want you to enjoy your time at TROY. You will find many great traditions here which we would like for you to experience and build upon. From Division I championship athletics to one of the country's leading band and Hall of Fame programs to being involved in over 120 student associations and intramural programs, you can have quite a bit of fun while developing leadership skills.

But what really makes TROY different is that we want you to be a serious learner, who is a good citizen, who serves others, and who has fun, but all in balance. This focus on total growth is the Trojan Way and I challenge you to embrace it and to have the courage to do what is right; show a commitment to excellence; strive for competency in the classroom; and to be caring for self and others.

Sincerely,

A handwritten signature in black ink that reads "John R. Dew". The signature is fluid and cursive, with a large, sweeping "J" and "D".

John R. Dew, Ed D.  
Senior Vice Chancellor  
Student Services and Administration

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## SGA President's Message...

Fellow Trojans,

Welcome to Troy University, and welcome to being a part of the Trojan family. I understand the process of deciding what school to attend and leaving home can be very daunting, but you have finally reached a place that many students refer to as a new home. As President, I commend you on picking one of the greatest schools in the South and for joining our family. I also would like to welcome back our returning Trojans, and encourage each of you to invest your time and passion for Troy into our new students on campus. I hope each of you enjoy your time here at Troy and urge you to get involved in any of the campus organizations we have. During your time at Troy you will face many experiences and make countless decisions, all of which will help you to grow in your time here and teach you many life lessons. College is a milestone in the path of life and your future begins here, alongside some of the most distinguished professors and staff in Alabama. My hope for all Troy students this semester is that we are striving towards excellence in everything we do. An anonymous author once said, "Excellence is never an accident; it is the result of high intention, sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities." and it is my job to make sure that we as a student body accomplish each of these.



As your SGA President, I am your advocate for student welfare. I encourage you to come by our office in Trojan Center room 215, if you have any questions or simply to share your concerns on campus. I take great pride in being your advocate and I can ensure that the Student Government Association is committed to working for you daily. You are our constituents and we work for you. SGA meets weekly and all students, faculty and staff are welcome to attend. The SGA is comprised of three branches and we have numerous appointed positions and councils available, please invest in these opportunities. I also advise you to follow the Trojan Way, as it is vital to always conduct yourself as a respectful and responsible Trojan.

I look forward to meeting each and every one of you, and am excited about this next school year and the Trojan Pride that is bound to come from our student body. Let us unite together this academic year and help Troy University reach its full potential.

Go Trojans,

Heath Barton  
President  
Student Government Association  
Troy University

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# Policies and Procedures



## **Troy University**

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Troy University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, education specialist and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Troy University. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Troy University is composed of institutions located in Troy, Montgomery, Dothan and Phenix City, 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.

### **Administration, Enforcement and Appeals**

The regulations/policies shall be administered and enforced by the office of the Senior Vice Chancellor for Student Services and Administration 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.

### **Administrative Summons**

Summons, or requests for students to report to an administrative office, should be promptly carried out. When requested to report at a specific time conflicts with a student's class schedule, a notification of class absence 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.

### **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, and students) must ensure compliance with the following laws of the State of Alabama, and the cities of Troy, Montgomery, Dothan and Phenix City as applicable.

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. Hawkins Adams Long Hall of Honor
  - C. Dining facility in specified areas
  - D. Tailgate Terrace(s)
  - E. Riddle-Pace Field/Stadium
  - F. Stadium Club and Executive Suites
  - G. Other sports venues/locations as approved by the Chancellor
- H. 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.
- I. For faculty sponsored events, the designee is the Senior Vice Chancellor for Academic Affairs; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Affairs; for development and alumni events, the designee is the Senior Vice Chancellor for Advancement and External Relations; and for all student services groups, the designee is the Senior Vice Chancellor for Student Services and Administration. Chancellor in coordination with the Athletic Director will approve the use and/or sale of alcohol at athletic events. The consumption of alcohol at other campus locations will be approved by the respective Campus Vice Chancellor in accordance with above policies.
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.
9. The university may employ an agent for the purpose of selling alcohol at athletic events. The agent will be obligated to follow all the requirements of this policy. The Athletic Director in conjunction with the Senior Vice Chancellor for Finance and Business will recommend agent selection to the Chancellor. The Chancellor will have final authority for designating an agent.

### **Policy Violations**

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice

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Chancellor for Student Services and Administration, 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 Academic Affairs and for staff with the Senior Vice Chancellor for Finance and Business Affairs 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**

The Troy Campus provides free, confidential counseling for students having drug or alcohol abuse problems within the SAVE Project/Personal Counseling office or through similar programs on other campuses.

Referrals for extended treatment may be made to community counseling and local treatment programs. Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Troy Personal Counseling office for further information.

### **Policy Distribution**

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

- The Oracle, the student handbook, published and distributed through the Senior Vice Chancellor for Student Services and Administration office.
- The Bulletin, published and distributed through the Senior Vice Chancellor for Academic Affairs.

- The Faculty Handbook and The Staff Handbook, published and distributed by the Human Resources department.
- ePolicy Manual maintained by Senior Vice Chancellor for Academic Affairs.
- Housing and Residence Life Policy maintained by Senior Vice Chancellor for Student Services and Administration.
- Troy University Facility Reservation Policy maintained by Senior Vice Chancellor for Finance and Business Affairs.

Further, the Athletics office will cite this policy in its key publications. And, each Campus Vice Chancellor will provide appropriate guidelines for 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 and Administration.

### **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.

### **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).

### **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:

#### **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.

- B. 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.
- C. 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.
- D. In connection with a student's application for, or receipt of, financial aid. 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 outlined in this statement with the exceptions specified in the following paragraph 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.

### **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.

### **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. Major and minor fields of study, degree desired, and classification (freshman, sophomore, junior, senior)
- C. Participation in officially recognized activities and sports
- D. Degrees and awards received (i.e., Dean's list, Who's Who, etc.)

### **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 and Administration
- 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.

### **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.

### **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.

### **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.

### **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.

### **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 to the student.

### **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.

### **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.

### **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.

### **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 transcript for unofficial documents and \$10.00 for official documents.

### **Food and Beverages in Classrooms**

Food and beverages are allowed in classrooms at the discretion of individual faculty members, but will not be allowed in computer labs. 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.

### **Free Expression**

Students at public universities enjoy robust speech rights under the Constitution in order to contribute to the marketplace of ideas, learn from each other, and freely discuss and debate a wide range of issues. Troy University is committed to protecting the freedom of speech for students, faculty, and staff, and will not infringe on speech that may be considered to be an unpopular or inconvenient expression of ideas.

### **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.

### **Identification Card & Trojan Card**

Identification cards are mandatory and valid only to the person issued and may not be given to anyone else to use. 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.

### **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.

### **Loitering**

Loitering in and around campus buildings is not permitted. Persons may not loiter in any building, at the entrance to buildings, or on the grounds around a building. Loitering will subject violators to disciplinary through the provisions of the University Standards of Conduct.

### **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.

### **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.

### **Policy on Harassment and Discrimination**

Harassment or discrimination by anyone, whether in the classroom, the office, at a University sponsored function, or within any university environment, will not be tolerated. Individuals found to participate in harassment or discrimination will be subject to disciplinary procedures up to and including termination.

#### **Individuals Covered Under the Policy**

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

#### **Definition of Harassment**

For purposes of Troy University's policy, harassment is any 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, color, marital status, pregnancy, disability or veteran's status. This is inclusive of comments or conduct by a person in a position of authority that is intimidating, threatening or abusive. 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, innuendos, display of offensive materials, threats, imposition of academic penalties, hazing, stalking, shunning, or exclusion related to the discriminatory or harassing grounds. The victim should directly inform



the harasser that the conduct is unwelcome and must stop. The victim should report any complaint as dictated by policy.

**NOTE:** In any case of harassment, the harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee to include students.

#### **A. Sexual Harassment**

Sexual harassment as defined by this policy includes unwelcome sexual advances, requests for sexual favors, and any other verbal, graphic, or physical conduct. If these events are of sexual nature it constitutes sexual harassment when submission to, or rejection of this conduct explicitly or implicitly, affects an individual's employment or educational experience, unreasonably interferes with an individual's work performance or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

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.
16. Continued advances of a sexual nature which are rejected, even after the parties break off a consensual relationship.

#### **Definition of Discrimination**

For the purposes of Troy University's policy, discrimination is defined as any action resulting in illegal differentiation or adverse treatment of an individual based on their age, sex, race, religion, national origin, marital status or veteran status.

#### **Procedures**

##### **A. Reporting a Complaint**

Troy University encourages anyone that believes he or she is being harassed or discriminated against should report the incident within 180 days. An incident should be reported in one of

the following ways:

- Directly inform the harasser that the conduct/comments are unwelcome and must stop. If the conduct and/or comments do not cease immediately, the accuser should report the complaint to the accused's supervisor or the Department of Human Resources.
- If the accuser does not desire to confront the alleged harasser directly, he/she should report the incident to the alleged harasser's superior (the individual to whom the alleged harasser reports) who will report the complaint to the Department of Human Resources.
- If the complainant is not comfortable reporting the incident to the accused supervisor, he/she can report the complaint directly to the Department of Human Resources.

Once the complaint is received by the Department of Human Resources, the complainant can choose:

1. To proceed informally; where the superior of the alleged harasser, in conjunction with Human Resources, will assist in resolving the matter.
2. If the matter is not resolved informally to the satisfaction of the reporting party, the complainant may request to begin a formal investigation process.
3. The complainant may request to begin the process with a formal investigation rather than an informal procedure if warranted.
4. To begin a formal investigation, the complaint must be submitted to Human Resources in writing and signed by the complainant.

**NOTE:** Anyone witnessing an act of harassment and/or discrimination may report the incident directly to the Human Resources Department.

### **B. Investigation**

Human Resources will coordinate the investigation of the complaint and file a summary report with a subcommittee of the Personal Advisory Committee. The subcommittee and the appropriate Senior Vice Chancellor will determine whether there is a reasonable basis for believing the alleged violations of the harassment and discrimination policy has occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser, any witnesses who may be able to provide pertinent information about the facts of the case, and review of any documentation of previous allegations and/or disciplinary actions related to harassment or discrimination. In the course of the investigation, the accused individual will be informed of the allegations and the facts surrounding the allegations and will be afforded a full opportunity to respond.

In general, the investigation process will consist of the following procedures:

1. Interview complainant.
2. Have complainant read, approve, and sign a written report of the incident.
3. Notify accused of complaint.
4. Interview and obtain written report from accused.
5. Interview and obtain written reports from witnesses to the incident of harassment or discrimination.

The University is committed to investigating and resolving any complaint of harassment or discrimination brought to the attention of the University. The investigation process will be completed in an appropriate and timely manner.

An individual who believes he or she is a victim of harassment, discrimination, or retaliation 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.

### C. Committee Review and Resolution

The results of the investigation will be reviewed by an appropriate subcommittee of the Personnel Advisory Committee and the appropriate Senior Vice Chancellor.

Individual Accused	Appropriate Committee to Hear Claim
Student	<ul style="list-style-type: none"> <li>• Student Affairs Committee</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>• Senior Vice Chancellor/Provost</li> <li>• Dean of College or School</li> <li>• Faculty member serving on Personnel Advisory Committee</li> <li>• Senior Leader in Human Resources</li> </ul>
Staff or Administrator	<ul style="list-style-type: none"> <li>• Senior Vice Chancellor of the employee's division</li> <li>• Two (2) members of the Personnel Advisory Committee</li> <li>• Senior Leader in Human Resources</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Varies based on circumstances – appropriate representatives determined by Senior Leader in Human Resources</li> </ul>

If a member of the appropriate body is involved in the incident or asked to be recused from the review, another appropriate representative will be appointed to the review committee by the Senior Leader in Human Resources.

#### The results of the investigation may fall into two categories:

- **No Merit** - If the appropriate committee determines the complaint is without merit, the complaint will be regarded as resolved with no further action.
- **Merit** - If after review by the appropriate committee, the complaint is determined to have merit, appropriate sanctions and/or disciplinary action will be taken. The harasser's supervisor, in conjunction with the appropriate Senior Vice Chancellor and the Department of Human Resources, will coordinate the disciplinary action which may include (but not be limited to) counseling or education about discrimination or harassment, verbal or written reprimands, reassignment, suspension or termination. Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused. A recommendation of sanctions will be forwarded to the Office of the Chancellor for approval.

In all cases, The Senior Leader in Human Resources will provide a written response to the complainant and the accused following conclusion of the process. 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.

### D. Confidentiality

Harassment or Discrimination is a particularly sensitive issue that may affect any member of the University community. The University recognizes the privacy rights of both the complainant and the accused in a harassment or discrimination situation. The University and its employees will take care to provide confidentiality to all parties involved in a discrimination or harassment charge. 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 or discrimination complaint. The need to include individuals in the investigation will obligate sharing of information in the process.

### E. Non-Retaliation

Retaliation is a very serious violation of this policy and should be reported immediately.

Any attempt to penalize or retaliate in any way against a person bringing, investigating, or cooperating with an investigation of a harassment or discrimination charge is prohibited and will be treated as a separate incident to be reviewed on its own merit.

### **F. Protection of the Alleged Harasser**

In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged harasser if it was damaged by the proceeding.

### **G. False Claims**

A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

## **Sanctions**

Sanctions will be determined based on the severity and/or number of incidents. Prior issues related to harassment and discrimination will be taken into account in determining the appropriate disciplinary level.

### **A. Employees**

Potential sanctions for harassment or discrimination include (but are not limited to) the following:

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

### **B. Students**

Potential sanctions for harassment or discrimination include (but are not limited to) the following:

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

## **Appeals**

If the sanction associated with the committee findings is termination, the terminated employee may appeal the termination as outlined in the Notice of Termination policy. This appeal will be to address the sanction; however, the determination of the merit of the harassment and/or discrimination charge is not eligible for appeal.

## **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.

## **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.).

## **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.

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 record 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. Students/employees with sensory impairments should request accommodations at least 6 weeks prior to the beginning of the term.
6. Students must provide documentation of a disability no later than midterm (posted last day to drop/withdraw from classes) in order to receive services for that semester.

## **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.

## **Policy and Procedures Regarding Student Medical History Record**

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. Also, a tuberculin skin test (PPD) is required within the last 12 months. Domestic students must have a negative reading of 15mm. or less and international students must have a negative reading of 10 mm. or less. Students with a positive skin test reading must have a chest x ray. Positive chest x rays are referred to the university physician. 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 \$65.00.

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) Montoux test or a negative chest x-ray within one year of application will constitute acceptable evidence. Montoux tests are available at Student Health Services for \$17.00. All students with positive results will be referred to Troy Regional Medical Center for a chest x-ray at the student's expense.

## **Policy Regarding Pets on Campus**

In an effort to ensure the safety of all students on the campus, no pets of any kind shall be allowed in the core of the campus or in any building on campus. The exception to this policy shall be service dogs that are required to assist a person while on campus. For the purpose of this policy, pets are defined as any dog, cat, bird, reptile or any other animal. The core of the campus is defined as those areas adjacent to buildings where students and others travel across the campus and other areas where people gather on the campus. These areas include, but are not limited to the quads on campus, areas outside and around the Trojan Center, areas outside and around the dining hall, areas around academic buildings, areas around the residence halls, intramural fields, all athletic facilities including tailgating areas and any sidewalk areas through the campus.

Persons wishing to walk a pet around the campus must do so on the perimeter of the campus to include areas along McKinley Drive, Pell Avenue and the Arboretum. All pet owners must comply with the City of Troy leash laws when walking a pet in these areas. The pet owner is responsible for cleaning up any waste caused by the pet on University property.

The policy regarding pets in the residence halls remains unchanged.

Persons violating the policy will be asked to leave the campus with the pet. Continued violations will be subject to disciplinary action if the person is a student or faculty/staff member. Non-Troy University persons may be subject to removal from the campus and ban from being on campus.

## **Troy University**

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### **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 and Administration or his designee.

### **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."

### **Skateboard Policy**

- A. The use of skateboards and longboards are permissible on Troy University property, so long as they are used in a manner compliant to the guidelines described herein.
- B. Skateboards and longboards are to be ridden in a manner compliant with the laws and regulations of the State of Alabama and University regulations.
- C. Skateboards and longboards are not to be ridden on sidewalks intended only for pedestrian use (defined as sidewalks less than 10 feet wide). They are not to be ridden in a manner/location that potentially causes personal injury or property damage, such as the Bob Boothe Plaza in front of Bibb Graves Hall, staircases, the rails of all outdoor staircases, the edges of low walls, and through fountains.
- D. The use of skateboards and longboards on streets is strongly discouraged.
- E. Skateboards and longboards are not to be ridden inside University facilities, which include, but are not limited to, academic buildings, athletic facilities, dining facilities, and the Trojan Center
- F. Any violators of the aforementioned policy are subject to a financial penalty determined by the Troy University Police Department and the Office of Student Services. TUPD and the Office of Student Services reserve the rights to determine the amount of said financial penalty at their own discretion.

### **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.

### **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.)



## 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.

## Student Complaint Policy

Troy University provides a wide variety of educational services, as well as artistic, athletic, and cultural programs, along with non-academic services to students at teaching locations located around the world. As a service organization, the University values high quality in the delivery of all of its academic and administrative services to all of its constituents in all of its locations.

Occasionally, a student may feel that the treatment they have received is not consistent with expectations based upon the university's official documents, such as the Undergraduate Catalog, the Graduate Catalog, or the Oracle Student Handbook. In these cases, the University desires to have a clearly defined path for students to express their complaints in a manner that will provide documentation and accountability within the institution for providing a timely response and resolution.

### Definition of a complaint

A complaint is a written statement by a student that the treatment they have received is not consistent with the university's policies as stated in an official document. Only students may submit a complaint.

- Complaints concerning academic programs are to be submitted in writing by a student to either the Office of the Associate Provost for Undergraduate Programs or the Office of the Associate Provost for Graduate Programs, depending upon whether the student is an undergraduate or graduate student. These complaints must reference the portion of the Undergraduate or Graduate Catalog where the student perceives he or she was not treated in a manner consistent with the information stated in the appropriate catalog. Academic complaints related to grades may not be adjudicated through the Associate Provost's offices. Academic judgments made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of an examination, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using the stated procedures located in the Undergraduate or Graduate Catalog as appropriate.
- Complaints concerning student services are to be sent in writing by a student to the Office of the Dean of Students and must reference the portion of the Oracle Student Handbook in which the student perceives their treatment was inconsistent with the policies in the handbook. Student services issues include housing, parking, student health and wellness activities, Greek life, and campus security.
- Complaints regarding financial services and student financial aid are to be sent in writing by a student to the Office of the Associate Vice Chancellor for Financial Services.
- The Office of the Associate Provost for Undergraduate Programs, Office of the Associate Provost for Graduate Programs, the Office of the Associate Vice Chancellor for Financial Aid, the Office of the Dean of Students, and the office of the Associate Vice Chancellor for

Distance Learning will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.

**The procedure for submitting a complaint:**

A student with a complaint should use the online form, accessible at <http://trojan.troy.edu/students/>, for describing the nature of the complaint along with contact information that the University can use to respond to the student. The form must be completely filled out by the student, signed, and sent as a paper copy to the appropriate office identified in this policy, are listed below.

Undergraduate Programs	101 Eldridge Hall, Troy University, Troy, AL 36082
Graduate Programs	11 Adams Administration, Troy University, Troy, AL 36082
Dean of Students	233 Trojan Center, Troy University, Troy, AL 36082
Financial Services	146 Adams Administration, Troy University, Troy, AL 36082

**Student Consent Letter**

In accordance with (FERPA) Family Educational Rights and Privacy Act, the university must have signed 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.

**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 and Administration’s 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.

**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 and Administration 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 and Administration 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.

## Technology Use Policy

Troy University reserves the right to update or revise the following policy. Updated policy is published at <http://it.troy.edu>.

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.

- A. 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.
- B. 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.
- C. 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:
  1. Respect the rights of all users on the system
  2. Comply with all copyright and fair use laws and regulations
  3. Comply with any and all applicable instructions issued by faculty and network administrator(s)
  4. Use computer network resources (including time on-line and storage) only for purposes directly related to their role at the University
  5. Refrain from transmitting defamatory utterances concerning a person, organization, or institution that may subject the individual or University to civil liability damages.
- D. 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 [Alabama Code §§36-25-5(a) and 36-25-27(a)].

- E. 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:
  - 1. Sending advertisements for commercial enterprises
  - 2. Sending mass mailings or chain letters
  - 3. Obtaining unnecessary output
  - 4. Maintaining unnecessary or excessive file storage
  - 5. Creating unnecessary multiple jobs or processes
  - 6. Creating unnecessary network traffic
- F. 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.
- G. 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.
- H. 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 either 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.
- I. Anything that may hinder a free and open atmosphere of electronic discussion is prohibited.
- J. 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.
- K. 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:
  - 1. Threats against persons or property;
  - 2. False information about academic or administrative policies or issues
  - 3. 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.

- A. 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.
- B. 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.
- C. 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 Chancellor.

### **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

## Resident Network (RESNET) Policy

- A. RESNET users will refrain from abusive or harassing behavior toward others via email or other electronic means.
- B. RESNET users are prohibited from utilizing any type of file-sharing or peer-to-peer (P2P) application on the network, and will not knowingly and illegally download and/or distribute copyrighted materials, such as movies, music, software, and/or video games.
- C. RESNET users are prohibited from tampering with any RESNET resource including excessive bandwidth usage, hardware, Ethernet wiring, network jacks, and Access Points (AP's). (Also, incident will be investigated and reported to Dean of Students for disciplinary action)
- D. RESNET users are not allowed to install or connect any hardware such as wireless routers, hubs, or Ethernet switches to the RESNET network for any reason without express written consent from the IT department. Doing so could result in a permanent network block as these devices could disrupt and interfere with network services and establish security vulnerabilities.
- E. RESNET users are prohibited from changing or masking their IP address distributed from the University and/or Configuring or attempting to set a "Proxy" as well as any attempts to bypass the Troy Network Access Control device by manipulating/masquerading one's network device.
- F. RESNET users are strictly prohibited from using another user's computer without consent from the computers owner.
- G. RESNET users are strictly prohibited from performing network scans, port vulnerability scans, sniffing, and Denial of Service attacks. **(Block length dependent on review by the University's Security Team)**
- H. RESNET users are prohibited from unauthorized access to local and/or remote resources at Troy University, or any other institution, without express written permission from said institution.
- I. RESNET users are limited to a maximum of 3 devices logged into the RESET Network at any given time.

- J. RESNET users are strictly prohibited from sharing user credentials with any user, for any reason. This includes requesting another user to log into your computer with their credentials, or logging into another user's computer with your credentials.
- K. RESNET computing has been designed and designated with Academics as a first and foremost application. The use of these resources is a "privilege", not a "right".
- L. RESNET users are expressly prohibited from connecting ANY device other than a Gaming Console, (Wii, Xbox 360, or PlayStation 3) to the "RESNET Console" protected wireless network. Violation of this policy is an automatic 3 day RESNET block.

Some of the above policies are previously stated in the University's Information and Technology Usage Policy listed at <http://www.troy.edu/epolicy/manuals/800.htm#802>. RESNET Policies listed here are subject to change at any time without prior notice to users.

**Any violation of these policies can result in the following suspensions:**

<b>1st Offense of Academic Year</b>	Helpdesk Ticket Required
<b>2nd Offense</b>	3 Days Suspension
<b>3rd Offense</b>	5 Days Suspension
<b>4th and Above Offense</b>	Semester Suspension

**NOTE:** The definition of suspension is as follows: Internet access for ALL personal systems (e.g. Laptops, Desktops, PDA, and/or Phones) that are used by the offending user, will be blocked from accessing services from the University's Campus Network for the above number of days.

## Tobacco Free Policy

### Introduction

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.

This new policy, which has been in effect since August 13, 2012, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

### Definitions

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe.
- B. "Tobacco Products" such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products (e.g. chewing tobacco and snuff).
- C. "Members of the University Community" include its faculty, staff, students, volunteers, vendors, customers and visitors.

### Policy

- A. This policy applies to all Troy University employees, students, contractors, vendors, recruits and visitors.
- B. The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas. These same policies apply for all TROY campuses and locations.

- C. Troy University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence and smoking cessation.

### **Implementation Authority**

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors or the Dean of Students and Athletic Director or their designee, in conjunction with the Senior Director of Human Resources.

### **Compliance**

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

### **Effective Date**

This policy is effective August 13, 2012

## **Troy University Facilities and Services Agreement Policy**

The following contains the policy of Troy University (TROY) regarding usage of its facilities by all individuals, organizations and groups. The facilities covered in these policies and procedures include but are not limited to: Trojan Center and all spaces within; Arboretum; HAL Hall; Claudia Crosby Theater; Sorrell Chapel; Student Recreation Center on Elm Street; McDowell Lee Natatorium; Troy University Intramural Fields; Trojan Arena; Stadium Towers; Veteran's Memorial Stadium; Riddle-Pace Field; Track/Soccer Complex, Softball Field; Tennis Courts; and any classroom on the Troy campus used for non-teaching purposes. This agreement also includes the use of Troy University tents (for non-football events) and tables and chairs outside any of the facilities above.

### **Background.**

TROY has the exclusive right to determine whether to allow an individual or organization (the "User") to use its facilities or equipment. The decision to approve or disapprove 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?

### **Generally Disallowed and Allowed Uses.**

TROY does not allow use of its facilities for any political campaigning, fundraising, or other politically connected events, except those events specifically sponsored by TROY student organizations. Student sponsored events must be approved by the Student Involvement and Leadership 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 location 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 TROY.

### **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. Facilities and/or equipment must be reserved a minimum of ten (10) days prior to the event. These facilities and/or equipment must be reserved using the appropriate reservation form. These forms are available on line at <http://www.troy.edu/publicservices/reservationform.html>.

A User must pay all charges in full for usage of the facilities as determined by the Office of Event Management. Payment may be made by check, money order, or with a billable purchase order (which will be invoiced by the Office of Event Management). This payment must be made **at least seventy-two (72) hours prior to the event.** No reservation will be confirmed until payment is received. Any exceptions to the payments policy must be authorized by the Senior Vice-Chancellor for Student Services and Administration or the Chancellor.

### **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.

#### **Specific Policies**

- Smoking is strictly prohibited in all Troy University facilities
- No pets or animals are permitted (exception-service animal for person with disability)
- Absolutely no taping, nailing, tacking, or attaching items of any kind to the ceilings, walls, floors, windows, or doors
- Candles or open flames of any kind are strictly prohibited
- No glitter, confetti, hay, live Christmas trees, or similar items are permissible

### **No Usage of TROY's Name or Identification**

A User shall not use the name 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 or emailed 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.

### **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 TROY. In any such situation 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. TROY shall have no responsibility or

liability for providing substitute facilities on TROY properties or for locating alternative facilities for the User. If Users are required to use, or elects to use, alternative space in the local area for the event then all amounts paid to TROY by the User for the requested facilities will be refunded.

### **B. Cancellation of Agreement by 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 at TROY's sole and absolute discretion, the User will be notified in writing of TROY's election to cancel the usage agreement at the earliest opportunity and all amounts paid to TROY by the User in such situation for the requested facilities will be refunded.

### **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 that TROY in no way shall be sponsor or supporter of the event and associated activities (unless agreed to in writing).

### **Food-Services Requirements.**

Any and all food-services requirements of the User for the event must be obtained exclusively from the University food service contractor on campus. Any arrangement and agreement for food services will be exclusively between the User and the Contractor. TROY shall not be a party to the arrangement and agreement for such food-services requirements and shall have no responsibility for the food services provided by the Contractor. Waivers to allow use of other foodservices contractors must be approved by the specific campus official responsible for food services. Contact information for the current food services contractor:

#### **Troy Catering**

Trojan Center room 117

334-670-3454

catering@troy.edu

### **Alcoholic Beverage Policy.**

See Alcoholic Beverage Policy in The Oracle.

### **Control of Requested Facilities; Indemnification of 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 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 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.

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 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 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.

TROY assumes no liability whatsoever for any property placed in the requested facilities or in any of TROY's buildings or other properties by the User or any of the User's employees, participants, guests, or invitees.

**As part of the reservation process, a User must provide a Certificate of Liability Insurance for the Special Event to the Office of Event Management naming Troy University as additionally insured for the event and/or activity. The policy must be for a minimum of \$1,000,000.00. This is a requirement before the facility can be reserved and confirmed. There will be no exceptions to this requirement.**

### **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 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. All official University functions (classes, practices, meetings, etc.) will receive priority over any and all events.

### **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.

### **Termination by TROY.**

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, TROY may retain, as liquidated damages to cover University's expenses, all amounts paid by the User.

### **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.

### **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 holiday by Troy University.

### **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.

**ALL POLICIES AND REGULATIONS INDICATED ON THE "REQUEST TO RESERVE FACILITIES: FORM APPLIES TO ALL FACILITIES.**

### **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.

## **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 and Administration 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.

## **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.

## **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 ensure 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.

1. 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.
2. 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.
3. 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 and Administration 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.
4. 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.
5. 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 and Administration, 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



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# Student Financial Services



### Student Financial Services Office

152 Adams Administration Building  
Troy, AL 36082

### 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, checks, money orders and cash.

### Payment Plan

Troy University offers a tuition and fees payment plan for Troy campus students enrolling for Fall and Spring semesters to help budget college costs. Troy encourages full payment of all tuition and related fees prior to the first day of the semester. Failure to pay the balance in full will result in the student's automatic enrollment in the payment plan. As a part of this plan, a student is required to pay one-third of all semester charges before the first day of class with the second payment due four weeks later and the final payment due approximately nine weeks after the start of the semester.

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:

- Awarded 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, via email to [sponsorbilling@troy.edu](mailto:sponsorbilling@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 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.

### Clearance of Obligations

All financial or other obligations to the University must be cleared prior to the end of each semester or term. Past due student account balances will result in a financial hold, which prevents future registrations, access to transcripts, as well as other services being offered in accordance with university policy. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Student will be required pay any and all costs associated with the collection of unpaid fees, including any/all cost of collections and collection fees, (33.33%), attorney fees, and/or court costs, including appropriate court charges in Pike County, Alabama, regardless of domicile at the time of bringing such action, if such be necessary.

### 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 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 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 quick and easy access to their refunds. 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](http://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](http://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](http://www.TrojanOneCard.com).

## **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. eTroy 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.

## **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.

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**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. Meal plan changes are not allowed after Drop & Add Day which is usually the second week of school.

**Student Financial Aid**

Troy Campus 134 Adams Administration Bldg. Troy, AL 36082 1-800-551-9716 ext. 3186 www.troy.edu/financialaid	Troy University Dothan Campus 219 Malone Hall P.O. Box 8368 Dothan, AL 36304 (334) 983-6556 ext. 1-255
Troy University Montgomery Campus 208 Whitley Hall 231 Montgomery Street P.O. Drawer 4419 Montgomery, AL 36103-4419 (334) 241-9520	Troy University 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.

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.

**Direct Student Loans**

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

**Federal Financial Aid**

Students 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 and downloadable forms. 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 Troy University include the Pell Grant, Supplemental Educational Opportunity Grant and State Grants. Grants do not have to 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-ship 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,

student must apply for financial aid and show financial need. Work-shop is part-time employment up to 15 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 online January 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 using student loans must maintain halftime status for eligibility.

### **Financial Aid Disbursement**

The transmittal of financial aid will be made on the day after the free 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 Student Financial Services.

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.

### **Satisfactory Academic Progress (SAP) Requirements**

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 but may not meet the minimum standards of “Satisfactory Progress” to receive financial aid while enrolled. Beginning July 1, 2011, the Satisfactory Academic Progress standards changed in accordance with new federal regulations.

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

#### **1. Grade Point Average and Completion Rate**

To receive Title IV funds (Perkins Loan, Stafford Loan, Plus Loan, Pell Grant, Work-Study, State, or Supplemental Grant), a student must be making “satisfactory academic progress” toward completing his/her academic program.

For purposes of this standard, students must maintain a 2.0 undergraduates (3.0 graduate) cumulative grade point average (GPA) and successfully complete 80% of all hours attempted, including repeated courses, dropped courses, withdrawals, incompletes, and F/FA grades.

This standard is measured annually and begins immediately for graduate students and at the end of the first year for undergraduate students.

### 2. Maximum Eligibility

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:**

A. If your degree is a 120 hour program:  $120 \times 150\% = 180$  attempted hours maximum time frame. You are eligible for only the first 180 hours attempted.

B. If you transfer and bring 70 hours credit into a 120 hour program:  $120 \times 150\% = 180 - 70 = 110$  hours maximum time allowed for degree funding.

However, if at any point it's determined the student will not be able to meet the 150% time frame by graduation, the student becomes ineligible for federal aid.

C. If a student has already attempted 170 hours and is in a program that has a 180 hour maximum, but still has 30 hours left to complete the program; the student will not be eligible for federal aid because the program cannot be completed within the 180 hour time frame ( $170 + 30 = 200$ ).

### 3. 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.

However, if at any point it is determined the student will not be able to meet the 100% time frame by graduation, the student becomes ineligible for federal aid.

#### **Example:**

If a student is working on a second degree and has dropped or withdrawn after the free drop/add, or taken another course that does not pertain to the second degree; the student will not be eligible for federal aid because the program cannot be completed within the 100% time frame.

Students will not be eligible for federal aid when seeking a third degree above the second degree which is already attained.

#### **Example:**

Students will not be eligible for federal aid if working on a third master's degree.

### 4. Preparatory Coursework

A student may apply for a Stafford loan for prerequisite coursework that is necessary to be admitted in an eligible program. The courses must be part of an eligible program offered by Troy University. If enrolled at least half time in these prerequisite courses, the student is eligible for loans for one consecutive 12-month period (not per program) beginning on the first day of the loan period.

#### **Example:**

If a student has a bachelor's degree with a major in mathematics and wants to enroll in a graduate computer science program but needs 12 more semester hours of computer science coursework to meet the admission requirements. The student may receive a Stafford loan if enrolled at least half time in undergraduate prerequisite courses that are required for enrollment in the graduate program.

### 5. 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 must

state the basis for the appeal and include a copy of his/her current academic transcript along with supporting information.

6. Financial Aid Suspension

Financial Aid Suspension status is assigned to a student who fails to make SAP. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

7. Financial Aid Probation

Financial Aid Probation is assigned to a student who fails to make SAP and who has successfully appealed and has had financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one term/semester. At the conclusion of the term/semester, if the student meets the Standards of Satisfactory Academic Progress, the student will be eligible for financial aid reinstatement.

If the student fails to meet overall Satisfactory Academic Progress at the end of the probation, the student's academic performance for the term/semester will be evaluated against the student's Financial Aid Probationary Academic Plan.

The student is responsible to contact the financial aid office after grades are finalized for the probationary term/semester to request a SAP reevaluation for financial aid eligibility for the next term/semester.

8. The Financial Aid Probationary Academic Plan requires that the student:

- A. Must be at least half-time and have completed 100% of those classes for credit
- B. Must have a grade of at least "C" in each class for undergraduate students or "B" in each class for graduate students.
- C. Must not withdraw, drop, or have an incomplete during the probationary term/semester.

If you do not meet the above requirements, you will be ineligible to receive financial aid until you meet the satisfactory academic progress standards. No additional appeals will be accepted for failing to meet the Financial Aid Probationary plan. Also, the student is responsible for their bill for classes and other charges.

The student is responsible to contact the financial aid office after the grades are transcribed by the records office for the probationary term/semester to request a SAP reevaluation for eligibility for financial aid for the next term/semester. Due to time requirements for the records office to add the grades to the transcript, the student will not be able to apply for book vouchers and should be prepared to purchase their books for the subsequent term/semester.

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. If your appeal is denied, the decision of the appeal committee is final. If the student is enrolled in classes during the appeal and is denied, they are financially responsible for the payments for the classes and other charges.

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).



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# Standards of Conduct and Disciplinary Procedures



## **Troy University**

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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.

### **Student Conduct Office General Philosophy**

The Office of Student Conduct approaches discipline from an educational and developmental nature. All actions, when feasible, by the conduct office are made in an attempt to aid the student in growing as a student and a person as a whole. All students enrolling in Troy University assume an obligation to conduct themselves at all times (both on and off campus) 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 Conduct Officers on each campus to handle disciplinary decisions administratively if both the student or student organization and the Conduct Officer agree to an administrative hearing. The Student Services Conduct Officer is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions.

### **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. Any sexual conduct that takes place without the victim’s consent, sexual harassment, or sexual misconduct.
6. Destruction, damage, or misuse of university property, public, or private.



7. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
8. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
9. 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.
10. Participation in any form of gambling.
11. Use, possession, display or distribution of any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, and paintball guns). Only duly-constituted law enforcement officers may possess firearms on campus.
12. Use, possession, display or distribution of any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of any person.
13. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university properties.
14. Pervasive behavior or dress that is objectively offensive and detracts from the educational experience of other students.
15. Trespassing or unauthorized entry to or use of university facilities.
16. 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.
17. Unauthorized possession of a key to any university facility.
18. 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.
19. Classroom disruption to include any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.
20. Failure to dress appropriately for academic exercises or campus events including no foot wear, pajamas, dirty clothes/body offensive to others and head coverings indoors unless considered to be a part of religious dress.
21. Failure to promptly comply with directions of university officials (faculty, staff or student employees) or law enforcement officers acting in the performance of their duties as such officials and officers. Being disrespectful to a University official in the performance of their duties.
22. Participation in setting or causing to be set any unauthorized fire, entering false fire alarms, or bomb threats, tampering with fire extinguishers, alarms, or other safety or fire-fighting equipment, failure to evacuate or immediately respond to a fire alarm.
23. Pervasive use of the mail, telephone, computers and electronic media that undermines and detracts from the educational experience of other students and/or the ability of faculty or staff to meet their obligations to provide for students' educational experience.
24. Conviction of any misdemeanor or felony that adversely affects the educational environment of the University.
25. 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.

26. Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, which 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.
27. Any other activity, conduct or dress not specifically stated herein that impairs, endangers or disrupts any person, property, social order or the educational environment of the University.

### **Disciplinary Procedures**

Any member of the University community has the right to file a complaint against a student alleging a violation of the Standards of Conduct. The complaint must be made in writing and filed as soon as possible following the infraction. Students who are charged with violation of university regulations will receive a fair and reasonable hearing before a conduct board or administrative officer where the fundamental elements of due process are followed.

When a student is charged with a violation of the Standards of Conduct, the student will be notified to appear for a meeting with a Student Conduct Officer. The notification will be through mail, email or class notification through an instructor. It is expected that the student will respond to the summons in a timely manner. Failure to respond to the summons will result in a hearing being held in absentia and action being taken based on the facts of the case as presented. Students will not be permitted to register for subsequent terms until this disciplinary case is resolved.

A student withdrawal from the University or a particular course does not absolve the student from the disciplinary responsibility.

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 conduct case also result in an off-campus warrant against the accused student or organization, the university will proceed with on-campus conduct action. Exceptions may be made with the approval of the Senior Vice Chancellor for Student Services and Administration, based on a written recommendation by the Student Services Conduct 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 Conduct Boards**

Certain disciplinary authority may be delegated to student organization conduct boards. Appeals from student conduct board decisions may be made through the Office of the Senior Vice Chancellor for Student Services and Administration or his designee to the Student Services Conduct Board on each campus. Student organization conduct boards 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 Conduct Officer or Board for a formal process.

### **Student Services Conduct Board**

A Student Services Conduct Board procedure has been established by the university. There will be boards at each campus and the boards 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 Conduct Officer.
- To serve as a review committee for cheating and plagiarism cases referred by faculty members through the Student Services Conduct Officer or to hear appeals by students regarding faculty actions when referred by the Student Services Conduct Officer.
- To review and make recommendations to the Student Services Conduct Officer on student discipline policies and procedures.
- To review cases of appeal from student Conduct agencies which are referred to it by the Student Services Conduct 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 board 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 or Organizations**

Students or recognized student organizations that are charged with violation of university regulations will receive a fair and reasonable hearing before the appropriate administrative officer or

conduct 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 Conduct body. The record shall be the property of the University.

### **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:

#### **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.

#### **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.

#### **Educational Sanction**

An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, remedial education in a particular area, attending an educational program, or completing mandated alcohol

and drug education programs.

**Restitution**

Restitution allows for the compensation of loss, damage or injury caused by a student or student organization's misconduct. Compensation may take the form of appropriate service, and/or monetary or material replacement.

**Work Reparation/Community Service**

The option of working off part of the sanction by doing work for the university without pay may be offered to the student. Additionally, students and/or organizations may be sanctioned with community service as a part of their punishment.

**Suspension from Housing**

Separation of a student from the residence halls for a specified period of time in which the student may not live or visit in the on campus residence halls.

**Expulsion from Housing**

Permanent separation of a student from the residence halls. The student may not live or visit in the residence halls for the remainder of their time at the institution.

**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.

**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 Conduct 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 Conduct Officer and meet academic requirements. Criteria for eligibility for readmission will include the student's 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 on a permanent basis. An expelled student may not return to the campus for any reason without the approval of the Dean of Student Services. Students failing to comply with the expulsion are subject to arrest for trespassing.

**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.

### **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.

### **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 Conduct Officer on each campus to ensure the reviewer has all the facts concerning the case.

#### **Grounds for Appeal**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there were errors in the procedures. Grounds for appeal include the following:

1. A violation of due process.
2. Evidence of prejudicial treatment by the original hearing body.
3. Evidence that does not support a finding.
4. Sanction(s) inappropriate for the nature of the violation.
5. Evidence that becomes available during the review process that was not previously available during the original hearing.

The Senior Vice Chancellor or Campus Vice Chancellor will review all the materials related to the case and the hearing. He/she may affirm the original decision by the board; change the sanctions imposed by the board; refer the case to another hearing board, if appropriate; find the student not responsible for the charges and terminate any further proceedings. The decision of the Senior Vice Chancellor or the Campus Vice Chancellor is final and there is no further appeal.

### **Class Attendance During Disciplinary Proceedings**

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 Conduct 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.

### **University 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 Conduct Board.
  - 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 Conduct 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,

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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.
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 and Administration 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. The student engages, or threatens to engage, in behavior that poses a danger or causes physical harm to self or others.
  - b. The student 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 Conduct Officer may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Student Services Conduct Officer reasonably believes that the student may meet the criteria set forth 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 Conduct 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 Conduct 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 Conduct 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.
  - b. Causing significant property damage, or directly and substantially impeding the lawful activities of others.
  - c. The student’s behavior being 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 and Administration 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 or 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 Conduct 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 and Administration or designee. Students who refuse to answer on grounds 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 and Administration 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 Conduct 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 Conduct 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 Conduct 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 Conduct 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 Conduct 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 Conduct 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
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).

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# Campus Safety and Emergency Procedures



## **Troy University**

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Campus safety and security is paramount on all of the campuses. Information contained in this section is provided to assist everyone in maintaining a safe environment. Safety on a university campus is everyone's responsibility.

### **University Police Department**

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, 334-670-1999 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. 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.

### **Campus Police/Security (Dothan Campus)**

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

### **Campus Police/Security (Montgomery Campus)**

All of Montgomery Campus internal and external facilities, including parking areas, are well lighted and regularly patrolled by assigned campus 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 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 Police Office (334-241-9500) 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](http://www.troy.edu).

### **Campus Police/Security (Phenix City Campus)**

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

### **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.

### **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.

### **Residence Hall Security Policy**

All residence halls are locked twenty-four (24) hours a day. Access is gained to the residence through a “key fob” access device which is issued to all residents. Only residents and invited guests are allowed in the residence halls at any time.

### **Jeanne Clery Act**

The Jeanne Clery Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Clery Act was originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990. The name later was renamed in honor of Jeanne Clery, a student murdered in 1986 at Lehigh University. Schools have to publish an annual report every year by October 1st that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims’ rights, the law enforcement authority of campus police and where students should go to report crimes. Below are the most recent statistics for Troy University.

#### **Annual Disclosure of Crime Statistics**

The Dean of Student Services on the Troy campus, in conjunction with the other campuses prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [troy.troy.edu/universitypolice/index.html](http://troy.troy.edu/universitypolice/index.html). You will also be able to connect with our web site via the Troy University Home Page at [www.troy.edu](http://www.troy.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our Troy campus and alternate sites, Housing and Residence Life, Judicial Affairs Officers from all campuses, and the Division of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Troy University Police Department, designated campus officials (including but not limited to directors, deans, department heads, residence life staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. The Personal Counseling and SAVE Project staff shall inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the web site to access this report. Copies of the report may also be obtained at the University Police Department located in Hamil Hall or may also be obtained in the Dean of Student Services office on all Alabama campuses. All prospective employees shall be notified by email and through the application process regarding crime statistics.

Dates Reported: 1/1/2014 to 12/31/14

Criminal Incidents	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	1	1	0
Sex Offenses-Non Forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	12	6	20
Motor Vehicle Theft	0	1	2
Arson	0	0	0
On Campus Arrests			
Liquor Law Violations	30	22	44
Drug Law Violations	2	8	15
Illegal Weapons Possession	1	0	0

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police or head of campus security, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University e-mail system to students, faculty, staff and the campus’ student newspaper, The Tropolitan.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the police or security may also post a notice on the University text messaging system (e2campus) and the campus-wide electronic bulletin board located at sos.troy.edu. This provides the university community with a more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house, and in prominent places on campus where students may see the notice. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the University Police office or Campus Security Office on their respective campus by contacting the office by phone or in person at the number or location below.

Troy Campus	334/670-3215	Hamil Hall 1 <sup>st</sup> Floor
Montgomery Campus	334/241-9716	349 Whitley Hall
Dothan Campus	334/983-6556 x313	121 Malone Hall
Phenix City Campus	334/448-5102	Bookstore Bldg.

**Reporting of Criminal Offenses**

Contact University Police/Security office at the numbers above (non-emergencies) or dial 911 (emergency only) to report a criminal offense. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the police/security department. In addition you may report a crime to the following offices:



Senior Vice Chancellor for Student Services and Administration	Adams Administration Bldg. 216	334/670-5991
Campus Vice Chancellor (Montgomery)	Whitley Hall 400	334/241-9537
Campus Vice Chancellor (Dothan)	Library/Technology Bldg. 212	334/983-6556 x220
Campus Vice Chancellor (Phenix City)	Adams Hall	334/448-5112
Dean of Student Services (Troy)	Trojan Center 231	334/670-3203 334/241-5436
Dean of Student Services (Dothan)	Malone Hall 100	334/983-6556 x206
Assoc. Dean of Student Services (Phenix City)	Adams Hall	334/448-5129
Counseling and Save Project (Troy)	113 College Drive	334/670-3700
Counseling and Career Services (Dothan)	Malone Hall 120	334/983-6556 x221
Housing and Residence Life (Troy)	Shackelford Hall 100	334/670-3346
Student Health Center	Hamil Hall 1 <sup>st</sup> Floor	334/670-3452

For off campus options you should contact the City Police Department for your specific location. The University and the various communities have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions.

## Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the University Police/Security Department on your campus can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Troy University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police or security. Because police reports are public records under state law, the University Police Department cannot hold reports of crime in confidence. Confidential reports for proposes of inclusion in the annual disclosure of crime statistics can generally be made to other Troy University campus security authorities, as identified above. Confidential reports of crime may be made by calling your campus police or security office or one of the other offices listed above to report criminal offenses.

## Access Policy

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

Residence halls are secured 24 hours a day and access is given to approved persons through a key fob system. Over extended breaks, only those students and staff approved to be in the residence halls will be given access via their fob. Fobs are not to be loaned or given to anyone else for any reasons. Lost or stolen fobs should be reported immediately to the University Police and the Access Control Office. Some facilities may have individual hours. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### University Police and Jurisdiction

Section 16-56-12 of the Alabama Code 1975 allows for the appointment of police officers on the Troy University campuses.

#### Police Officers

- A. The chancellor or the presidents of the several campuses of the Troy University System with the approval of the chancellor; may appoint and employ persons as they may deem proper to serve as police officers pursuant to Sections 16-22-1 and 16-22-2. These police officers may do any of the following:
  1. Eject trespassers from the university system buildings and grounds.
  2. Arrest without a warrant any person believed guilty of disorderly conduct or of trespass upon the property under the control of the university system, or for any public offense committed in their presence, and carry them before the nearest district court or municipal court. Upon proper affidavit charging the offense, the person arrested may be tried by the court and convicted as in cases of persons brought before the court on a warrant.
  3. Summon a posse comitatus.
  4. Arrest with a warrant any person found upon or near the premises of the university system charged with any public offense and take that person before the proper officer.
- B. The police officers provided for in this section shall cooperate with and, when requested, furnish assistance to the regularly constituted authorities of the city and county in which the employing campus of the Troy University System is located.  
(Acts 1967, No. 420, p. 1084, §11; Acts 1997, No. 97-586, p. 1035, §12.)

Troy University Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the campus police and security may also refer the individual to the disciplinary division of Student Services.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are also reported to the local police and joint investigative efforts with investigators from University Police and the City Police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at Municipal Courts and District Courts in the various cities and counties that campuses are located.

Campus Police/security personnel work closely with local, state, and federal police agencies and have direct communication with the City Police Departments. The University Police/Security Departments are also a part of the County 911 Emergency Systems.

By mutual agreement with state and federal agencies, the University Police Departments maintain LETS access (Law Enforcement Tactical Systems). Through this system police personnel can access the National Crime Information Computer system as well as the Alabama Criminal Justice Information Center. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

The University Police/Security Department's jurisdiction extends to any University owned or leased property both on campus and in outlying areas. Some areas are patrolled jointly by both University and City Police. The jurisdiction for the police departments in Troy and Montgomery is extended to other locations where University functions are being held or where University students may be residing. This is through a mutual agreement with the City Police Departments.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Dean of Students for any action or follow-up that may be required.

## Campus Law Enforcement

Troy University Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Troy University. Troy University Police and security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the campus police or the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Police or Security Office and/or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to their respective University Police or Security Department in a timely manner.

To report a crime call 911 if it is an emergency or refer to the chart below.

Troy Campus	334/670-3215 (day)	334/670-1999 (night)
Montgomery Campus	334/241-5920 (day)	334/241-2651 (night)
Dothan Campus	334/983-6556 x313 (day)	334/615-3000 (night)
Phenix City Campus	334/448-5102 (day)	334/298-0611 (night)

Dispatchers and/or personnel are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, University Police/Security will take the required action, dispatching an officer or asking the victim to report to University Police/Security Department to file an incident report.

All University Police/Security Incident Reports are forwarded to the Dean of Students Office on the respective campus for review and potential action by the Judicial Affairs Officer. University Police Department investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Student Services Office.

If assistance is required from the City Police Department or City Fire Department, University Police/Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including University Police, will offer the victim any services available both on and off campus to sexual assault and rape victims. Troy University (Troy campus) has a Sexual Assault and Violence Education Counselors on call to assist a victim 24 hours a day.

Again, crimes should be reported to the University Police/Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## Addressing Counselors (Confidential Reporting Procedures)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rule-making committee defines counselors as:

### **Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## **Security Awareness and Crime Prevention Programs**

During orientation in June and July, new students are informed of services offered by the University Police and Security Departments. This is done through the distribution of various publications to new students. Students are also told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees during the recruitment process.

Safety Awareness and Crime Prevention Programs are offered on the Alabama campuses at the beginning of each semester. The programs are offered on two nights and are open to anyone within the University community. Presenters include the Dean of Student Services, Chief of University Police, Campus Safety Officer, City Police Department representative, City Fire Department Representative and Sexual Assault and Violence Education representative.

Crime Prevention Programs on personal safety and theft prevention are sponsored by University Police Departments and Campus Security Departments through various campus organizations and residence halls throughout the year. University Police personnel facilitate programs for students and student organizations. In addition to these programs, training for Housing and Residence Life Resident Assistants is provided on a variety of educational strategies and tips on how to protect themselves and residents from sexual assault, theft and other crimes.

The Troy campus offers Rape Aggression Defense System (RAD) training through the Police Department as well as an academic credit course. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses.

Annually, in conjunction with various local and state law enforcement and other safety departments, a Safety Fair is held on the Shackelford Quad on the Troy campus. Information is disseminated on safety awareness from several different agencies to include University Police, City of Troy Police, City of Brundidge Police, Pike County Sheriff's Department, State of Alabama Troopers, City of Troy Fire Department, Sexual Assault and Violence Education Office, State of Alabama Game Wardens, Care Ambulance Service, State of Alabama Corrections Department, and the Pike County Emergency Management Agency. Through displays and information disseminated to students, faculty and staff, the campus becomes more safety conscious.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's email system and the campus text messaging system (e2campus).

## **Criminal Activity Off-Campus**

When a Troy University student is involved in an off-campus offense, police/security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The City Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Many students live in the neighborhoods surrounding the campuses of Troy University. While the City Police

Departments have primary jurisdiction in all areas off campus, University Police/Security officers can and do respond to student-related incidents that occur in close proximity to campus. Troy University Police/Security officers have direct communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

## Alcoholic Beverage Policy

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, and students) must ensure compliance with the following laws of the State of Alabama and cities of Troy, Montgomery, Dothan and Phenix City as appropriate:

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. Hawkins Adams Long Hall of Honor
  - c. Dining facility in specified areas
  - d. Tailgate Terrace(s)
  - e. Riddle-Pace Field/Stadium
  - f. Stadium Club and Executive Suites
  - g. Other sports venues/locations as approved by the Chancellor
  - h. 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.
  - i. For faculty sponsored events, the designee is the Senior Vice Chancellor for Academic Affairs; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Affairs; for development and alumni

events, the designee is the Senior Vice Chancellor for Advancement and External Relations; and for all student services groups, the designee is the Senior Vice Chancellor for Student Services and Administration. Chancellor in coordination with the Athletic Director will approve the use and/or sale of alcohol at athletic events. The consumption of alcohol at other campus locations will be approved by the respective Campus Vice Chancellor in accordance with above policies.

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.
9. The university may employ an agent for the purpose of selling alcohol at athletic events. The agent will be obligated to follow all the requirements of this policy. The Athletic Director in conjunction with the Senior Vice Chancellor for Finance and Business will recommend agent selection to the Chancellor. The Chancellor will have final authority for designating an agent.

### **Policy Violations**

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice Chancellor for Student Services and Administration, 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 Academic Affairs and for staff with the Senior Vice Chancellor for Finance and Business Affairs 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/Personal Counseling office or through similar programs on other campuses.

Referrals for extended treatment may be made to community counseling and local treatment programs. Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Troy Personal Counseling office for further information.

### **Policy Distribution**

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

- The Oracle, the student handbook, published and distributed through the Senior Vice Chancellor for Student Services and Administration office.
- The Bulletin, published and distributed through the Senior Vice Chancellor for Academic Affairs.
- The Faculty Handbook and The Staff Handbook, published and distributed by the Human Resources department.
- ePolicy Manual maintained by Senior Vice Chancellor for Academic Affairs.
- Housing and Residence Life Policy maintained by Senior Vice Chancellor for Student Services and Administration.
- Troy University Facility Reservation Policy maintained by Senior Vice Chancellor for Finance and Business Affairs.

Further, the Athletics office will cite this policy in its key publications. And, each Campus Vice Chancellor will provide appropriate guidelines for 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 and Administration.

## **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

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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).

### **Sexual Assault Prevention and Response**

The University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The University Police offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Sexual Assault and Violence Education Office and the University Police Department (Troy campus).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Police/Security Departments strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Police/Security Officer and/or to a SAVE Project representative. Filing a police report with a University Police/Security officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothes prior to a medical/ legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the Troy University Police Department (Troy campus), a representative from the SAVE Project will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Conduct Council, or only the latter. A University representative from the Police Department or the SAVE Project will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available both on and off campus.

University disciplinary proceedings are detailed in the student handbook, *The Oracle*. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Missing Persons**

The purpose of this policy is to establish procedures for the university's response to reports of missing University residential students, as required by the Higher Education Opportunity Act of 2008. (Note: Missing University non-residential students are reported to the local law enforcement authorities).

For purposes of this policy, a University residential student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may



endanger the student's welfare.

### **Procedures for designation of emergency contact information**

#### **A. Residential students age 18 and above and emancipated minors**

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

#### **B. Residential students under the age of 18**

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### **Official notification procedures for missing persons**

- A. Any individual on campus who has information that a residential student may be a missing person must notify Troy University Police as soon as possible.
- B. Troy University Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate university staff will be notified to aid in the search for the student.
- C. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Troy University Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
- D. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

### **University communications about missing students**

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by law enforcement authorities, who may consult with the Office of University Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Troy University Police.

Prior to providing the Troy community with any information about a missing student, the Office of University Relations shall consult with the Troy University Police to ensure that communications do not hinder the investigation.

### **Sex Offender Registry**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Troy University Police Department is providing a link to the Alabama Bureau of Investigation Sex Offender Registry.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation,

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or is a student. In the State of Alabama, convicted sex offenders must register with the Sex Offender Registry maintained by the Alabama Bureau of Investigation.

The Sex Offender Registry is available via Internet pursuant to Title 15 Article 2 Section 15-20-25, Adult Criminal Sex Offender - Community Notification Procedures, of the Code of Alabama. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. The Alabama Bureau of Investigation is responsible for maintaining this registry. To access the Sex Offender Registry go to <http://dps.alabama.gov/> and it can be found under the Alabama Bureau of Investigation's link.

## Campus Notification Systems

Troy University notifies students of campus emergencies in a number of ways. Below are the two official means of communication for students.

### E2campus

E2campus is the University official text messaging system for communicating with faculty, staff and students in case of a crisis situation. Through this system, the University can swiftly notify university constituents of a number of unexpected events to including:

- Emergency Broadcasts
- Alerts
- Weather Advisories
- School Closing
- Class Cancellations
- Significant Maintenance Events

Only emergency messages are sent out over the E2campus system. People may sign up for the E2campus system by logging on to the [sos.troy.edu](http://sos.troy.edu) web page and clicking the link to subscribe. Additional information concerning the E2campus system can be found on the web page above.

### sos.troy.edu Website

Information concerning a particular crisis or emergency event is placed on this site simultaneously to a text message being sent out. A person without text messaging capabilities can logged onto this website to obtain up-to-date information concerning crisis situations. A weather advisory link is placed on the home page that directs persons to this website in case of adverse weather.

## Severe Weather Emergency Procedures

### 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. 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.

## **Safety Tips**

### **Personal Safety Tips**

- Walk to your vehicle in pairs or in a group.
- Follow a well-lit pathway or roadway.
- Be aware of your surroundings. Watch for suspicious people or activities.
- When you enter your vehicle, lock all doors and turn on your headlights. This will allow you to see anyone outside in the dark.
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle.
- When you know you will be returning to your vehicle later that night, try to park in a well-lit area of the parking lot.
- Before getting into your vehicle, visually inspect the interior for anything suspicious.
- Report any safety concerns to the University Police Department or the local police department.
- Do not offer rides to strangers.
- If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department.

## Care Safety

- Always lock your vehicle no matter how long you will be gone.
- Don't play your radio loud before you park somewhere- it attracts attention, including thieves.
- Don't leave your car unattended in neutral gear. It can roll out of parking space and hit people or cars
- If you have an aftermarket CD player with a detachable face, remove it before parking. Keep CDs and other property out of sight

## Apartment/ Dormitory Safety

- Never let a stranger enter the building, including people who say "parcel delivery", "I forgot my key", or "paper boy". Unless you know them personally, do not let them in the building.
- Never hold the outer door open for strangers when you come in or go out. Tell them to call the person they're visiting or the resident assistant/ property manager. If you're uncomfortable, "hang back" to avoid a confrontation.

## Keep the Doors Locked

- Make a habit of locking the door when you come into your apartment or room. A thief can steal your valuables in the time it takes to have a shower. Remember, even if you live above the first level, you could become a victim.
- Always lock your door, windows, and patio doors when you leave, even if you are just going to the laundry room or mailbox.
- Make sure all doors with locks have shut behind you after you come in or out.
- Never prop open the entrance doors and leave them unattended. If you're moving have someone posted at the doors.
- Report any burned out lights, non-functional locks or doors, or broken windows to the residential assistants or property managers.
- Report lost keys to the resident assistant or property manager immediately
- Never put your identification or address on your apartment key or car key rings.
- Never hide spare keys
- If your door doesn't have a deadbolt lock or peephole, it's a good idea to ask the resident assistant or property manager for permission to have them installed.
- Have your keys ready as you approach the door.
- Get to know your neighbors. Then you'll know if someone doesn't belong.

## Parking & Traffic

### 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 Campus)**

Troy University ZONE parking for all faculty/staff, commuter and residence hall students. Those operating a vehicle on the campus are expected to park in the appropriate zone based on the decal issued.

Specific regulations regarding zone parking may be obtained in the parking brochure available at the University Police Departments.

**LACK OF SPACE IN A CERTAIN AREA, RAIN, AND INCLEMENT WEATHER ARE NOT VALID EXCUSES FOR VIOLATION OF THESE REGULATIONS.**

**RESIDENCE HALL ZONES** are enforced 24 hours a day, seven days a week.

### **Special Parking Permits and Zone**

- 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.
- These special permits will allow these individuals to park in specified spaces on campus.
- Once the special permit is no longer needed, the individual will return it to University Police.
- 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:

- 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.
- Illegally parked in a handicap space.
- Parking on grass.

**If the wheel lock remains on the vehicle 24 hours, vehicle will be towed at the owner's expense.**

### **Appeals:**

**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 (Troy Campus):** 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 REAPPEALED.**

### **Lost and Found**

All items found on campus can be turned into the University Police or Security Office on each campus. Lost items may be claimed Monday-Friday from 7:30 a.m. to 4:30 p.m. at the University Police or Security Office on each campus.

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# Educational Support Services



### **John W. Schmidt Center for Student Success (Troy Campus)**

Located in Eldridge Hall, the JWS-CSS provides Troy University students academic support services that enhance educational progress, success and ultimately, degree completion.

#### **Adaptive Needs (102 Eldridge Hall)**

Adaptive Needs 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 (104 Eldridge Hall)**

Career Services 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. Career assessments, an on-line résumé referral system, and career fairs are some of the services utilized to address students' career planning needs.

#### **Computer Works (135 Eldridge Hall)**

Computer Works offers students the technological equipment needed to complete academic assignments. Upon entering the lab, students are required to swipe their Troy University ID card and must also log onto the network using their email username and password. Students have access to PCs (equipped with Microsoft Office Suite), scanners and printers. Internet is accessible to view web pages, Blackboard, Web Express, Trojan email, MyMathLab, etc. Computer Works also provides tutorial services to lab users who need help with the operation of our computer hardware and software. For more information and hours of operation please visit <http://trojan.troy.edu/computerworks> or call (334) 670-3413.

#### **Conditional Student Program (102 Eldridge Hall)**

The Conditional Student program 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 weekly, monthly and semester presentations on various student success strategies, along with one-on-one guidance for academic success.

#### **Natural Science Center (126 Eldridge Hall)**

The Natural Science Center provides free tutorial services in mathematics, physics, chemistry, and biology to Troy University students. The Center also has computer programs, assorted texts, practice tests, and other learning aids designed to make study time enjoyable and effective. 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 and will be posted.

#### **Service Learning and Civic Engagement (122 Eldridge Hall)**

The Office of Service Learning and Civic Engagement provides collaborative civic learning experiences for Troy University students. Our programs are devoted to raising civic awareness and engagement on complex public issues. We do so through volunteer fairs, service projects, the Campus Kitchens program, First Year Learning Communities, a Civic Scholars leadership program and a minor in Public Services and Civic Engagement.

#### **Student Development (104 Eldridge Hall)**

Student Development provides a variety of services designed to aid in the academic, emotional,



problems which may impede their likelihood for success and offer services and resources to address their needs. The Office of Student Development assists students in the areas of registration, drop/add, and withdrawal procedures, as well as the administration of ACT, MAT, and LSAT standardized tests. The Office of Student Development also oversees student advisement and registration guidance for **Adaptive Needs, Conditional Admitted and Undeclared Major** students, as well as a host of **Career Services**.

### **Student Support Services (109 Shackelford Hall Annex)**

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; 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 please visit our office or call 334-670-5985.

### **Testing and Assessment (135B Eldridge Hall)**

The Testing and Assessment office administers the COMPASS placement exams used for enrollment in university math and English courses. This office also serves as the site for taking the College Level Examination Program (CLEP) tests. For more information, visit <http://Trojan.troy.edu/tac>.

### **Undeclared Majors Program (102 Eldridge Hall)**

The Undeclared Majors Program provides professional and academic advisement for students that are unsure of their major or career path. The Undeclared Counselor offers a flexible and supportive environment in which they can explore their academic options. The staff provides undeclared major students with academic information on majors and degrees offered at Troy University, as well as coordination with the career counselor for career planning, assessments, and one-on-one advisement and registration.

### **Upward Bound (109 Shackelford Hall Annex)**

Upward Bound (UB) is a grant program funded by the U.S. Department of Education designed to annually assist 87 eligible high school students in acquiring the skills and motivation necessary to complete high school and graduate from a postsecondary institution. Services provided to eligible participants are: personal, career, and academic counseling; tutorial assistance; cultural and educational enrichment field trips; and the opportunity to participate in a summer residential program. For additional information please visit our office or call 334-670-3669.

### **Writing Center (124 Eldridge Hall)**

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. Hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday. A tutor is also available in the library one evening each week (day varies per semester). Hours may vary during the summer semester, but any changes in hours will be posted.

## **Center for Student Success (CSS-Dothan Campus)**

### **Career Services (120 Malone Hall)**

Career Services offers comprehensive career planning services to students and alumni through a variety of resources. Career counseling is available to those seeking assistance in choosing a major or career. Job search assistance is offered to students and alumni seeking full-time or part-time employment, as well as volunteer opportunities. Career assessments, an on-line resume referral system, and career fairs are some of the services utilized to address career planning needs.

### **Conditional Student Program (120 Malone Hall)**

The Conditional Student program 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 monthly presentations on various student success strategies, along with one-on-one guidance for academic success.

### **Disability Services Program (120 Malone Hall)**

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 Policies are contained in the policy section of this publication.

### **Student Development Office (120 Malone Hall)**

The Office of Student Development provides services to students, staff, faculty and alumni in a variety of areas including: personal counseling, academic and career counseling, career placement and employment services, and testing services. Popular services include use of the FOCUS Career Interest Inventory, assistance in selection of a major, assistance resume reviews and help with study skills and stress management. This office conducts the annual Career Fair, the Health & Wellness Fair, and drug and mental health awareness programs.

### **Student Support Services (116 Malone Hall)**

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; 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, visit our office or call 334-983-6556, ext. 1214.

### **Undeclared Majors Program (120 Malone Hall)**

The Undeclared Majors Program provides professional and academic advisement for students that are unsure of their major or career path. The Undeclared Counselor offers a flexible and supportive environment in which they can explore their academic options. The staff provides undeclared major students with academic information on majors and degrees offered at Troy University, as well as coordination with the career counselor for career planning, assessments, and one-on-one advisement and registration.

### **Testing Center (120 Malone Hall)**

Testing services are available to students through the Testing Center administered by the Office Student Development. The Testing Center administers many helpful tests, including the College Level Examination Program tests (CLEP), ETS Proficiency Profile, the Miller Analogies Test (MAT), and others tests as appropriate. The Center also gives the COMPASS placement exams for enrollment in

university math and English courses.

## **Center for Student Success (CSS-Montgomery Campus)**

The Center for Student Success provides a central environment of support to help our students navigate their journey toward academic achievement. This journey will begin with testing, assessment, and advisement and will continue through accommodation, remediation, and follow-up services and programs. Our combined efforts are designed to increase retention and enrollment and student success from their initial entry on the Montgomery Campus to their graduation.

### **Career Services (219 Whitley Hall)**

The Career Services Office assists students with their career development needs. By creating career goals, and developing a career plan, our students have a better chance of attaining a rewarding career. Assessing skills and interests, researching occupations and learning job hunting techniques will result in employment opportunities. Please call 334-241-9546 for more information.

### **Disabilities Services (523 and 524 Whitley Hall)**

This office provides accessible programs, services, activities and reasonable accommodations for any student with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act (ADA) of 1990. For more information, call 334-241-5486.

### **Student Development Advising (510 and 511 Whitley Hall)**

Undergraduate Academic Advisors work with Conditional, First Year, Undeclared and identified “At Risk” students with academic requirements, counseling, evaluating test scores, problem solving, and scheduling. Our advisors teach and mentor students to understand and access the resources available to them in Trojan Web Express. Once we increase their readiness level, the students will be able to transition easily to their faculty advisor.

Faculty advisors advise undergraduate student with declared majors, those who have at least started their sophomore year, and all graduate students. Faculty advisors are available during all registration periods, during regularly scheduled office hours, and at other times by appointment. Students should contact the campus college offices for specific program information and assignment to a faculty advisor.

### **Student Support Services (TRIO) (304 Bartlett Hall)**

A federally funded program that assists eligible students with attaining their educational goals in an environment that is supportive for academic success. Services include career and college planning, advising in course selection, counseling and academic tutoring. Call 334-241-9557 for more information.

### **Testing Center (500 Whitley Hall)**

The testing center remains an active part of our student success efforts and continues to offer placement, proctored, makeup and ACT Residual testing. For more information, call 334-241-9530.

## **Center for Student Success (CSS-Phenix City Campus)**

### **Academic Services**

The Phenix City campus offers to Troy University students, academic support services at our new Riverfront Campus. Services include tutoring, testing, career counseling, resume building, and employment assistance.

### **Disability Services Program**

The Phenix City Campus provides accommodations to students with physical, psychological and learning disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students must provide documentation of disability from a qualified professional and meet with the Disability Services Coordinator, Riverfront Campus, for information regarding documentation of disability, to determine eligibility and to request specific services, supports and accommodations. The Disability Services Policy is contained in the policy section of this publication.

### **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.

### **Online Educational Support Services (eTROY)**

Troy University offers a full line of support services for students taking online classes. These services are geared towards the non-traditional student, but are useful to any student taking an online class.

### **Adaptive Needs Program (Online Students)**

eTROY will assist 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 Policies are contained in the policy section of this publication. Contact the Global Campus Call Center any time of day or week, and ask to speak with the eTROY ADA coordinator (1-800-414-5756) for more information.

### **Student Support Services for Academic Success**

Global Campus/eTROY support services include academic and career counseling, testing services, resume reviews and help with study skills and stress management. Students should visit the Trojan Café in Blackboard to access these services as well as chat rooms and feature articles. Links are also provided for access to a Student Resources web page that offers helpful tips and techniques to enhance the online experience, as well as access to an online writing lab for assistance in preparing written assignments.

The Trojan Café is available to students through the university's Blackboard program, accessible through a username and password login.

Other sites that students, faculty, and staff will find useful:

- Help Desk – for anyone experiencing problems with Blackboard
- Blackboard Connect – allows students to select their preferred method of receiving information from Troy University, such as texting (please note that official correspondence will always be sent to a student's troy.edu e-mail address in addition to any other method selected in Blackboard Connect).
- Blackboard App – a free Troy University app is available through the iTunes App Store, and included many very useful modules such as:
  - Courses
  - Maps
  - Emergency
  - Directory
  - Athletics

- News
- Blackboard Store – the virtual bookstore for ordering all course materials.

## Library Services

### Troy Campus

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 20,000 journals (periodicals) with full text, some database systems with partial full text and/or bibliographic references and over 59,000 online 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: <http://library.troy.edu>.

### Montgomery Campus

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 floor of the Rosa Parks Library and Museum Building. 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 to checkout materials. Library services include inter-library loan, orientations and bibliographic instruction, and photocopy facilities. A Media viewing room, computer lab, and study rooms are also available for patron use. Electronic resources are available in a variety of subject areas. Remote access is available via the Troy University-Montgomery homepage.

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.

### Dothan Campus

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 247 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. The library offers 27 public access computers. Copiers, printers and microfilm/microfiche reader printers are available to all. The Curriculum Lab houses an array of teacher resources for creating lesson plans, as well as Rosetta Stone software and a classical music collection. The library is open 64 hours a week.

### Phenix City Campus

Troy University, Phenix City Library Services are provided online through the Troy Campus Libraries (<http://troy.troy.edu/library/>). Library instruction is provided through the use of Online Tutorials. LiveChat is provided 24/7 when classes are in session to answer Library use questions and E-mail a Librarian ([libhelp@troy.edu](mailto:libhelp@troy.edu)) may be used to get an email response. There are Interlibrary Loan forms available on the Troy Campus Library webpage to request materials that one may need in hard copy. Materials will usually be sent directly to the user who may return it through the mail room on the Phenix City Campus.



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# Campus Services



### **Banking Machine (Troy Campus)**

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.

### **Campus Dining Services**

#### **Meal Plans (Troy Campus):**

##### Commuter Plan with 250 Flex Dollars

This plan was created to provide students with a handy alternative to carrying cash for meals on campus. This plan guarantees funds are used towards campus dining purchases to enable the student to have fast, easy access to purchase items at any dining location using their flex dollars. With this plan, the card holder may also choose to treat guests. Unused meals do not carry forward.

##### Cart Blanche with 25 Flex Dollars

This plan allows students to dine as many times a day as they would like in our all-you-care-to-eat Trojan Dining Hall. They will receive 25 Flex Dollars to use at any dining location on campus. This plan may only be used by the cardholder, and not to treat guests. Unused meals do not carry forward

##### 14 Meals with 350 Flex Dollars

This plan allows students to have 14 meals per week as they choose in our all-you-care-to-eat Trojan Dining Hall. They will receive 350 Flex Dollars to use at any dining location on campus. Unused meals do not carry forward. This plan may only be used by the card holder, and not to treat guests. Unused meals do not carry forward.

##### 9 Meals with 500 Flex Dollars

This plan allows students to have 9 meals per week as they choose in our all-you-care-to-eat Trojan Dining Hall. They will receive 500 Flex Dollars to use at any dining location on campus. Unused meals do not carry forward

##### 75 Block with 650 Flex Dollars

This plan allows students to have any 75 meals per semester as they choose in our all-you-care-to-eat Trojan Dining Hall. They will receive 650 Flex Dollars to use at any dining location on campus. Unused meals do not carry forward

Please note: all meal plans expire at the end of each semester and do not carry forward to the next semester.

### **Trojan Dining**

Trojan Dining is a state-of-the-art, 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. We feature a wide variety of food selections designed to satisfy all appetites. These include: fresh fruit and salads; homemade soups; home-style entrees; freshly baked pizza and pasta; deli sandwiches, wraps and subs; Chef Special; Ice Cream and freshly baked desserts; international and Moe's Southwestern Grill. Boar's Head is famous for its Gluten Free meats and cheeses and Moe's serves a wide variety of fresh, made to order southwestern fare. Trojan Dining plays host to events each semester to involve, entertain and educate our student body such as- Culinary Showcases, FACT Meetings, Special Holidays, Student Philanthropic Events and International Events.

### **Trojan Center Food Court**

Trojan Center food court is located on the first floor of the Trojan Center and features many popular options. 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. Sub Connection offers enticing subs made with high quality meats, garden-fresh produce and fresh breads. The portions are generous and made to-order. Marketplace features delicious home-style cooking like fried chicken, mashed potatoes etc. Mein Bowl offers Asian cuisine sauced and spiced with imaginative combinations of vegetables, chicken, pork or beef. A meal at Mein Bowl isn't just a meal; it's a visit to another culture. A & W 'All American Food' features favorites like hamburgers, cheese Coney dogs, chili cheese fries, the ever famous root beer float and much more. Einstein Brothers Bagels offers a full line of bagel varieties, freshly-brewed coffees, breakfast and lunch-style sandwich options, salads, fresh juices, frozen beverages as well as soup and salad options. If students are in a hurry, they are able to grab a Simply-To-Go item featured in coolers near the cash registers. These items consist of sandwiches, salads, dessert and healthy snack options like fresh fruit cups and vegetable cups.

### **Math and Science Complex Quick Zone**

Located on the first floor of the Math and Science Complex, Quick Zone offers Simply-to-Go sandwiches, wraps, salads, fruit cups and parfaits. They serve freshly-brewed coffee, chilled beverages and other snack options for students between classes or on the go.

### **Herb's Place**

Located in building 400 of Trojan Village. Herb's Place is a convenience store that carries anything from toiletries and cleaning supplies to milk, bread snacks and frozen foods.

### **Meal Plan Policies**

Meal cards are non-transferable and for the exclusive use of the purchaser. The use or attempted use of another person's 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. Students who do not have meal cards may purchase meals at the appropriate door price in Trojan Dining Hall.

### **Food Services (Dothan Campus)**

Food Services are available at the University Deli on the first floor of Adams Hall. Vending and snack machines are available in each building.

### **Food Services (Montgomery Campus)**

Limited food services are available through vending machines across campus and through the book store. Vending machines are available in Whitley Hall room 225, the break rooms are located in Bartlett Hall, and the 3<sup>rd</sup> floor of the Rosa Parks Library building.

### **Campus Recreation (Troy Campus)**

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

#### **Campus Recreation Office**

159 Natatorium  
334-670-3193

#### **Intramurals**

The Intramural office is located in Natatorium Office 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

## **Troy University**

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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. All students must complete an online sportsmanship seminar or in person sportsmanship seminar and have a minimum overall grade point average of a 2.0 to be eligible for intramural activities.

### **Natatorium**

Located adjacent to Wright Hall. The Natatorium meets the needs of students, faculty and staff. 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**

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**

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 Recreation Gym**

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 current Troy University Student ID must be presented to access the Student Recreation Gym.

## **Center for International Programs (Troy Campus)**

The University is keenly aware the world is a “global village”. As communication technology, travel, commerce, and other issues bring the world closer together, the University wants to bring the world to the Troy Campus. Our international students, coming from more than 70 different countries, provide a wonderful resource to the University as they become classmates and friends with U.S. students. The international programs are supported by the Dean of International Student Services, the Director of English as a Second Language, the Director of International Admissions, the Director of International Recruitment, the Director of Study Abroad and the International Student Advisors.

All international students are required to check-in with International Student Services upon their arrival on campus. They must attend several international orientations within the first semester. The international student 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 English as a Second Language provides international students with quality classroom and computer-assisted instruction in English as a Second Language as preparation for academic studies with the University. An innovative recruitment program encourages all students to assist recruiting overseas students to the University. The International Recruiting Incentive Stipend [IRIS] provides a tuition reduction for each student recruited. Students may contact the Center for International Programs for more information.

**International Programs Office**

Ground floor, Hawkins Hall  
334/ 670-3335

**Study Abroad**

Troy University assists students seeking to study abroad. Troy University maintains exchange agreements with universities in Belgium, Sweden, Germany, the Netherlands, Spain and South Korea. In addition, faculty-sponsored trips abroad are planned each year. More information is available from the Director of Study Abroad located in 37 Hawkins Hall.

**Chattahoochee Valley Community College Relationship (Phenix City Campus)**

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. Troy University Phenix City 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.

**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 then sign onto your Trojan Web Express email account.

**Event Management (Troy Campus)****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, 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.

### **Graphics and Printing**

#### **RICOH Graphics and Printing (Troy Campus)**

RICOH Graphics and Printing is located on the first floor of the Trojan Center. The hours of operation are 8:00 a.m. to 5:00p.m. Monday through Friday. They offer services such as faxing, copying, collating and binding, creative services, graphic design services, and online submissions. For more information please call 334-670-3230

#### **Copy and Fax Machines (Dothan Campus)**

Copiers for student use are available at two locations: Adams Hall - second floor; and Everett Hall on the second floor.

Copy cards are available for purchase at the switchboard on the first floor of Malone Hall and the Circulation Desk on the second floor of the Everett Hall. A fax machine is available at the switchboard in Malone Hall.

#### **Copy and Fax Machines (Montgomery Campus)**

Copiers are available to students in Whitley Hall room 225, the 1<sup>st</sup> floor break room in Bartlett Hall, and in the Rosa Parks Library for a fee. Additionally, a fax machine is available in Whitley Hall room 225.

### **Health Services**

The Mary E. Rich Student Health Services is located on the first floor of Hamil Hall. General Medical Services are provided for currently enrolled students living on or off campus.

Student Health Services is staffed by a registered nurse daily. No permission is necessary to visit Health Services, however, the clinic hours are 8:00 a.m. to 12:00 noon, and 1:00 p.m. to 4:00 p.m. Monday through Friday.

Student illnesses are assessed by the nurse on duty. They are then treated at Health Services, referred to a nurse practitioner or referred to the university physician or the family physician. The university physician visits the campus daily, Monday through Friday for sick clinic through the academic year. He is on call at other times. All appointments to see the university physician must be arranged through Student Health Services.

Student Health Services operates on a fee-for-service basis with charges based on the “usual and customary charges” approved by the insurance industry. A current student ID card must be presented at each visit to Health Services. Any charges may be paid at Health Services, filed on the student’s insurance, or placed on the student account in the Business Office.

Students are strongly urged to have appropriate health insurance coverage. As a service to students, a basic sickness and accident insurance policy is offered to students taking six or more hours. Brochures explaining the benefits and premiums of the student health insurance can be obtained at Student Health Services.

Students are expected to schedule visits to Student Health Services during a vacancy in their class schedule unless they are too ill to attend class. Documentation of the student’s visit is provided with the medical charges. This is given at the time of the clinic visit and should be retained by the student. Excuses from class are an academic, not a medical policy. Records are confidential and no information concerning the student’s diagnosis is released to anyone without a signed medical release by the student.

Students needing help in an emergency at night or on weekends should contact their resident assistant, campus police or proceed to the emergency room at the local hospital. The expenses incurred for such services are the responsibility of the student. The phone number for the local hospital is 334-670-5000.

**Dothan Campus**

Emergency medical care for the Dothan Campus is provided through the area hospital emergency rooms. No health fee is charged by the University and expenses resulting from hospitalization, emergency treatment by a physician, or transportation to/from medical facilities, or any other health care costs 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. An application and more information may be obtained from the Office of Student Development, Malone Hall, Room 120.

**Montgomery Campus**

Students are responsible for their own health care cost or medical treatment. 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. An application and more information may be obtained from Student Services, Whitley Hall room 431.

**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 then type in the number(s) corresponding to the washer or dryer that will be activated, only washers and dryers that the system recognizes will be displayed. The laundry fee will then be automatically deducted from the TROJAN Card account.

**Student Counseling Center****Personal Counseling**

College is often an exciting but stressful time for students. It is not uncommon for personal problems to arise that may interfere with an individual's academic and personal success. Students may struggle with many different types of issues while in college. These issues may include, but are not limited to, the following: stress, anxiety, depression, adjustment issues, relationship problems, grief/loss, eating disorders, sexuality concerns, and alcohol/drug abuse. Individual counseling is available for students currently enrolled in at least 1 credit hour on-site at Troy University's Troy Campus. Counseling services are free and confidential. When necessary, the counseling staff will make appropriate referrals on campus or in the community in order to adequately meet the student's needs.

**Sexual Assault and Violence Education Project (SAVE)**

The SAVE Project is a program that is funded by a grant through ADECA (Alabama Department of Economic and Community Affairs) and Troy University. Counselors with the SAVE Project provide counseling, advocacy and support on behalf of the victims of sexual assault and domestic violence.

The Student Counseling Center offers educational programs and outreach activities throughout the year pertaining to mental health, domestic violence, and sexual assault awareness.

Counseling appointments and educational presentations may be scheduled by calling 670-3700, e-mailing us at [save@troy.edu](mailto:save@troy.edu) or stopping by the office located at 113 College Drive.

**Rape Aggression Defense Program (R.A.D.)**

The R.A.D. Program is a comprehensive course for women that teaches awareness, prevention, risk reduction and avoidance strategies. Through a collaborative effort, the SAVE Project and the Department of Kinesiology & Health Promotion offer R.A.D. training as a course for credit. Periodically, in cooperation with the SAVE Project, University and Troy Police Departments, R.A.D. is offered as a free, 12-hour training.

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### **Dothan Campus**

Short-term, individual counseling is available to registered students. Counseling services are free and confidential. When necessary, the licensed counselor will make appropriate referrals on campus or in the community in order to utilize all available resources in meeting your needs. Appointments can be scheduled in Malone Hall, Room 120.

### **TROJAN Card**

The TROJAN Card, Troy's unique card system that allows students, faculty, and staff to conveniently, easily, and safely manage campus. 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 check- book to take care of daily incidentals on campus and is the only means of accessing your meal plan or dining dollars. 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.

### **TROJAN Card Office (Troy Campus)**

Cashiers Office  
152 Adams Administration  
334/670-3293

### **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 card locations:

University Store, Sodexo Dining Services, Dining Hall, Trojan Center, Post Office, Library, selected copiers on Troy campus, Student Health Services, and campus laundry rooms.

### **Troy for Troops Center**

The Troy for Troops Center was founded in December 2012 in order to "support military and veteran student's academic and career success," as the Troy University Board of Trustee's Resolution proudly states. Our goal is to take care of our active duty, Guard, Reserve, Veteran, and military dependent students and to go above and beyond being military friendly to being military successful. The Troy for Troops Center is a place where these students can continue to experience the camaraderie that is such a strong force among our military. We also have two student organizations: SALUTE Veterans National Honor Society, for student veterans who achieve high academic success, and the Student Veterans Association (SVA), for any student, faculty, staff, or member of the community who wants to support our military. The center features:

- A dayroom with TV, chairs, and a couch to relax
- Computers with printer and CAC card capabilities
- Study space
- Coffee
- Veteran resources
- And much more

The Troy for Troops Center assists students with the transition into the college environment and offers extended services outside of educational benefits to ensure success in every aspect of life. Troy University has teamed up with the Department of Veterans Affairs in order to provide a VetSuccess on Campus Counselor (VSOC), one of only two in the state of Alabama, to help students with additional benefits, employment, academic, and resource information and counseling, if needed. The Troy for Troops Center is located in Room 122 of the Trojan Center.

**VetSuccess on Campus**

The VetSuccess on Campus program is a collaborative effort between the U.S. Department of Veterans Affairs (VA) and Troy University. The goal of the program is to help military Veterans and eligible dependents of military Veterans make a smooth transition to college life and to successfully complete their educational goals.

The VA has placed a full-time, experienced Vocational Rehabilitation Counselor on campus at TROY. This counselor serves as a one stop liaison for Veterans, active duty military and eligible dependents who attend or plan on attending TROY.

**Troy University Post Office (Troy Campus)**

The University Post Office, operated by RICOH provides mail boxes for students and faculty and is located on the first floor of the Trojan Center. For more information please call 334-670-3225.

**Box Rental Rates:**

Six Months \$10.00

One Year \$15.00

A \$50.00 key deposit is required and will be forfeited if the key is not returned and the deposit is not picked up in the Cashier's Office by the end of the month following the last rented month. A replacement key costs \$80.00 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 three (3) weeks and a maximum of six (6) months.

**University Bookstore****Troy Campus**

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 and community. The Barnes & Noble Bookstore operates a Starbucks Coffee Shop which includes Cheesecake Factory brand baked goods. Textbooks, licensed merchandise, spirit and booster items, school supplies, and computer software are available for purchase in the bookstore, but may also be purchased online at [shoptroytrojans.com](http://shoptroytrojans.com).

**Dothan Campus**

Operated by Barnes & Noble College Booksellers, the University Bookstore is located on the first floor of the Adams Hall. The bookstore offers a wide variety of services and merchandise to the university community. Textbooks, licensed merchandise, spirit and booster items, school supplies, and computer software are found here.

**Montgomery Campus**

The campus bookstore operated by Barnes & Noble is located off the 1<sup>st</sup> floor foyer of Whitley Hall. The bookstore offers course textbooks and a variety of merchandise to include spirit and booster items and school supplies.

**Phenix City Campus**

Troy University Phenix City shares a campus bookstore facility operated by Barnes & Noble with Chattahoochee Valley Community College. Textbooks are stocked for courses taught

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through these two campuses. Students taking courses at other Troy University campuses should check the individual websites for textbook purchase information.

### **Vending Machines**

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

### **Vendor Policy (Dothan Campus)**

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, Malone Hall, Room 100. The University reserves the right to limit the number of vendors or events at any given time.



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# Student Organizations and Activities



## Student Involvement and Leadership

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. For more information, the Student Involvement and Leadership Office is located in room 215 of the Trojan Center, or call 334-670-3204.

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](mailto:bpatters@troy.edu).

## 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 Dean 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 changes

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 outdated

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 Service 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

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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.

### **Student Government Association**

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 45 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 University. If you are interested please stop by the Trojan Center Room 215 and find out how you can get involved.

### **Student Government Association (Dothan Campus)**

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.

### **University Activities Council**

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 227. 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 using the students' activity fees.

## 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 an honor society is based upon meeting the criteria set by each group's local and national organizations.

- **Alpha Epsilon Delta:** Pre-Medical honor society.
- **Alpha Epsilon Rho:** Society for Broadcast Journalism students.
- **Alpha Lambda Delta:** National honor society for freshmen.
- **Alpha Phi Sigma:** National Criminal Justice honor society.
- **Beta Beta Beta:** National honor and professional fraternity in Biological Sciences.
- **Chi Sigma Iota:** The international honor society for students, professional counselors and counselor educators.
- **Delta Mu Delta:** An international honor society in Business Administration.
- **Iota Tau Alpha:** An honor society for Athletic Training founded at Troy University.
- **Kappa Delta Pi:** Zeta Gamma Chapter. A national honor society in Education.

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- **Kappa Pi:** A national art honor society.
- **Lambda Pi Eta:** An honor society for the field of Communication. Faculty Advisor:
- **Mortar Board, Inc.:** A national honor society for seniors that excel in scholarship, leadership, and service.
- **Omicron Delta Kappa:** National leadership society.
- **Order of Omega:** Honor society for members of social Greek organizations.
- **Phi Alpha Theta:** International history honor society.
- **Phi Epsilon Kappa:** Honor society for Kinesiology and Health promotion students.
- **Phi Kappa Phi:** A national scholarship society.
- **Pi Alpha Alpha:** To encourage and recognize outstanding scholarship in public affairs and administration.
- **Pi Mu Epsilon:** A national mathematics honor society.
- **Pi Sigma Alpha:** A political science honorary.
- **Psi Chi:** A national honor society for psychology.
- **Salute:** Honor society for veterans
- **Sigma Tau Delta:** A national English society; open to junior and senior majors and minors.
- **Sigma Theta Tau:** National honor society in nursing.
- **University Honors Alliance:** Promote and advance honors and similar programs.

### 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.

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.
- **Advertising and Public Relations Society, AAF:** Promotes interest in the field of advertising and public relations.
- **Alpha Psi Omega:** A national society to stimulate interest in drama activities.
- **Archaeological Society:** To offer students the opportunity to learn and participate in archaeology.
- **Art Education Association:** To provide an effective transition from art education preparation to professional practice.
- **Art Education Association:** Promotes active participation in the arts.
- **ASL/ITP Club:** To spread awareness and promote practice opportunities for the ASL and Deaf Cultures.
- **Association for Childhood Education International:** Advances a comprehensive view of childhood education from birth through adolescence in the classroom and beyond.
- **Athletic Training Club:** To better understand the area of sports medicine.
- **Chemistry Club:** For those interested in chemistry.
- **Cinematography Society:** To provide a forum for students interested in film.
- **Collegiate Marketing Association:** To promote field of marketing.
- **Collegiate Singers:** University Choir.
- **Computer Science Club++:** A forum for students interested in computer science.



- **Communications Club:** To promote interest in the field of communications.
- **Delta Sigma Pi:** Open to Business Administration majors with a 2.00 G.P.A.
- **Environmental Club:** For those interested in the environment.
- **German Club:** To promote interest in German language, literature, and culture.
- **Information Technology Society:** Promote and Foster an atmosphere conducive to all studies of the information technology fields and facilitate communication between students and practitioners from national, regional and local information technology companies.
- **History Club:** Unite Students with interest in History
- **International Student Business Organization:** To promote the business field to International & American students
- **Kappa Kappa Psi:** National honorary fraternity for college band members.
- **Kinesiology & Health Promotion Club:** To promote professionalism in health, physical education and recreation.
- **Lambda Alpha Epsilon:** Advancement of professionalism in the fields of criminal justice system.
- **Neuroscience Club:** Promote and build understanding of neuroscience
- **Phi Boota Roota:** To further the fraternal relationship amongst percussionists.
- **Phi Mu Alpha Sinfonia:** A fellowship of men committed to the advancement of music in America.
- **Seventeenth Cadet Group:** Air Force ROTC.
- **Rubicon:** Professional growth through the editing and publication process.
- **Sigma Alpha Iota:** To promote music locally, nationally, and internationally.
- **Sigma Alpha Sigma:** For all students interested in the human services professions.
- **Society of Professional Journalists:** For students interested in the field of journalism. Promotes the advancement of the standards in journalism.
- **Sound of the South:** University Band.
- **Spanish Club (La Mesa de Espanol):** To promote the learning of the Spanish Language and culture.
- **Square Root of C Math Club:** To promote interest in math outside the classroom and provide students with information about careers and graduate school.
- **Student Council for Exceptional Children:** To enrich students' knowledge of exceptional children and their needs, both in the classroom and in society.
- **Student National Education Association:** To promote the individual growth of students majoring in education.
- **Student Nurses Association Troy:** To promote the professional development of future nurses.
- **Tau Beta Sigma:** National recognition band sorority which promotes the Sound of the South.
- **Tau Beta Nu Trombone Society:** Promote the music and art of trombone.
- **The Broadcasting Club:** For students majoring in broadcast journalism.
- **The Student Support Services Advisory Council:** To support first generation College students.
- **Troy Association of Black Journalists:** To bring about a union of young black journalists.
- **Troy Chapter of the AL Society of Professional Land Surveyors:** For students studying in the field of geometrics.
- **Troy Chemical Society:** Promote and atmosphere contributed to the study of physical sciences.
- **Troy Chemical Society:** Promote and atmosphere contributed to the study of physical science.

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- **Troy University Gospel Singers:** To perform gospel music.
- **Troy Council of Teachers of English:** To encourage the professional development of those entering the teaching profession as teachers of English or language arts.
- **Troy University Association of Certified Fraud Examiners:** Provide students with an educational and social organization that promotes anti-fraud knowledge and provides students with opportunities to develop education, research, leadership and networking skills in the field of fraud examination.
- **Troy University Philosophy Society:** To provide a forum fostering the development of the discipline of philosophy.
- **Troy Political Science Club:** For students interested in the field of political science.
- **Troy Pre-Law Society:** To assist and encourage students interested in careers in the field of law.
- **Troy University Sport Management Club:** To manage sports.

### 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.

- **101 Elite Men:** To create and maintain high standards in the life of a man.
- **African American Alliance:** To promote cultural awareness to all students
- **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.
- **Artist Striving to End Poverty:** Connect performing and visual arts with undeserved youth in Troy to awaken their imagination, foster critical thinking, and help them break the cycle of poverty as well as promote awareness throughout the community.
- **Chinese Student Scholars Association:** To provide academic, professional and social support to its members.
- **Children Literature reading Council:** Provide opportunities for children in the local community to read and understand the importance of reading.
- **Circle K:** A leadership and service organization dedicated to the realization of mankind's potential.
- **College of Ilium:** Recreate the Arts and Skills of Pre 17<sup>th</sup> century Europe.
- **Colleges Against Cancer:** Dedicated to the elimination of cancer by initiating program of the American Cancer Society.
- **Gamecocks:** To promote the involvement of students to participate in intramural sports.
- **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.
- **Habitat for Humanity:** To assist in building Habitat homes in Pike County.
- **Indian Student Association:** To celebrate Indian culture, to help new Indian students, and to bring cultural awareness to all Troy students.
- **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.
- **International Bilingual Association:** Provide a multilingual environment for bilingual students and faculty members.
- **Korean Student Association:** To give an opportunity to participate in Korean events or

holidays and encourage fellowship.

- **LaCouture Fashion Club:** To allow students to express confidence in personal appearance and creativity.
- **M.I.S.S. Elite Society:** To empower Troy University campus and community through social, cultural, and civic platforms that engage, educate, and empower young people.
- **Nepal Student Association:** To welcome incoming Nepalese students, to promote Nepalese cultural activities on campus, and to encourage involvement of Nepalese students.
- **Residence Hall Association:** Plan activities for students living in the residence halls.
- **Rotaract:** To enhance the knowledge and skills that will assist in personal development through community service.
- **Rugby Football Club:** A club team.
- **Saudi Student Association:** To give Saudi students the opportunity to celebrate and participate in Saudi cultural, social and religious events.
- **Student Alumni Association:** To provide service to the Troy University Alumni Association.
- **Student Veterans of America:** To support and promote the Veterans of America.
- **Students for Life:** Save lives threatened by induced abortion, euthanasia, and destruction.
- **Students for Social Justice:** Provide secular service-learning support to students at Troy University.
- **Trojan Air Club:** To recruit, fundraise, and promote teamwork and cohesiveness amongst cadets, students, and community members.
- **Trojan All-Star Football Hostesses:** Assist in recruiting possible football prospects and to represent the Troy University football program.
- **Trojan Ambassadors:** 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.
- **Trojan Cricket Club:** promotes the sport of cricket.
- **Trojan Swing Club:** To provide an environment for students to learn how to swing dance, to build relationships among the student body, to encourage students to enjoy themselves and their college experience and to host a "Swing Dance Show Down" once a semester.
- **Troy African Student Association:** To provide a forum for African students and their friends.
- **Troy Bass Fishing Association:** To promote bass fishing.
- **Troy Dance Club:** Provide non dance majors/minors with the means of positive organized dance.
- **Troy Club Soccer:** To give students a chance to participate in club soccer.
- **Troy University Collegiate Exchange Club:** Dedicated to serving the community through community service.
- **Troy University Model United Nations:** Educate students about the United Nations and other world organizations.
- **Troy University Secular Alliance:** provide a cohesive environment for open-minded individuals.
- **Troy University Tennis Team:** Fellowship, exercise, and cultivate the sport of tennis.
- **Troy University Women's Initiative:** To promote awareness of women's issues.
- **Troy University Quidditch Club:** Promote active imagination in playing the sport of quidditch.
- **Troy Voice of Justice:** To promote awareness of human trafficking.

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- **University Activities Council:** To provide campus activities. Weekly movies, concerts, and other special events are planned by this board.
- **Vietnamese Student Association:** To promote and preserve Vietnamese language, culture, and heritage.

### 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 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.
- **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.
- **NAACP:** To inform youth about the problem affecting people of color in the Diaspora.
- **Governmental Affairs Council:** To lobby for students in the Alabama legislature.
- **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 University Students for Liberty:** To promote free speech efforts.

### 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 Awakening:** To spread the good news of Jesus Christ and bring Him glory.
- **Campus Outreach:** To communicate the teachings of Jesus Christ.
- **Chi Alpha:** Reconciling students to Christ.
- **Christian Student Center:** Affiliated with the Church of Christ.
- **Greater St. Paul AME Church Collegiate Ministry:** To enhance spiritual growth.
- **New Beginning Universal Deliverance Church Bilingual Pentecostal Campus Ministries**
- **St Martin Catholic Newman Center:** To serve the needs of Catholic students, faculty and staff.
- **Troy LDSSA:** Campus ministry supported by the Church of Latter Day Saints.
- **Wesley Foundation:** Campus ministry sponsored by the United Methodist Church.

### 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 820435
- **Alpha Tau Omega:** Box 820705
- **Delta Chi:** Troy State Chapter, Box 820633
- **Delta Kappa Epsilon:** Pi Beta
- **FarmHouse:** Troy University Chapter, Box 820115
- **Kappa Alpha Psi:** Theta Phi Chapter, Box 820270
- **Lambda Chi Alpha:** Sigma Tau Chapter, Box 821331
- **Omega Psi Phi:** Rho Delta Delta Chapter, Box 820333
- **Pi Kappa Phi:** Gamma Gamma Chapter, Box 821738
- **Sigma Chi:** Eta Phi Chapter, Box 821229
- **Tau Kappa Epsilon:** Lambda Zeta Chapter, Box 821739

**Interfraternity Council:** Governing body of Fraternities.

Faculty Advisor: Chris Hager  
Trojan Center 215  
334-670-3049

**NPHC:** Governing body of the NPHC fraternities and sororities.

Faculty Advisor: Chris Hager  
Trojan Center 215  
334-670-3049

### Sororities:

- **Alpha Delta Pi:** Epsilon Kappa Chapter, Box 821104
- **Alpha Kappa Alpha:** Mu Alpha Chapter
- **Alpha Gamma Delta:** Gamma Sigma Chapter, Box 820981
- **Chi Omega:** Iota Kappa Chapter, Box 821769
- **Delta Sigma Theta:** Nu Theta Chapter, Box 820025
- **Kappa Delta:** Delta Delta Chapter, Box 821004
- **Phi Mu:** Kappa Gamma Chapter, Box 820185
- **Sigma Gamma Rho:** Omicron Pi Chapter, Box 820801

**Panhellenic Council:** Governing body of Sororities.

Faculty Advisor: Barbara Patterson  
Trojan Center 215  
334-670-3204

## Publications and Journalism Groups

Troy University's two major publications, the *Tropitan*, 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 *Tropitan*, and *Palladium* serve as non-voting members.

### ORACLE

The student handbook, the *Oracle*, published annually by the Division of Student Services,

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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**

The Palladium, Troy University's yearbook, is available for a small reservation fee to all students who reserve a copy by the deadline established. Others 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 students of all majors who possess the necessary skills and/or experience, who want to learn and work, and who have grade-point averages of 2.5 or better. Those who would like to work on the Palladium should contact the editor. The yearbook is distributed during fall semester.

### **TROPOLITAN**

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. It publishes on the Internet at TropNews.com, and it produces a special edition called the Cardinal Rule for some home sporting events. Positions on the staff are open to students of all majors who possess the necessary skills and/or experience, who want to learn and work, and who have grade-point averages of 2.5 or better. Those who would like to work on the Tropolitan should contact the editor.

### **Troy University TROJANVISION**

Trojan Vision is an educational access station broadcasting news, University sports events, cultural programing, 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.

### **Troy University WTSU-FM, WTJB-FM and WRWA-FM**

The Troy University Public Radio Network consists of WTSU-FM 89.9, Montgomery/ Troy, WTJB-FM 91.7 Columbus/ Phenix City, and WRWA-FM 88.7, Dothan. This public radio network brings news, variety shows, fine arts programs and classical music to more than one million people throughout the region.

## **Fine Arts and Performance Groups**

### **The John M. Long School of Music**

The John M. Long School of Music is a vital part of a dynamic, global university. The School of Music has more than 240 undergraduate and graduate music majors and undergraduate music minors and more than 35 faculty members who are world-class teachers, scholars, conductors, composers, and performers.

The School of Music provides opportunities for all university students to develop the musical skills, knowledge and attitudes needed to become artistic performers and/or intelligent consumers of music. Music majors are provided with "real-world" educational experiences designed to prepare them for viable careers in music. Graduate Assistantships are available working with university bands, university choirs, music education, and music industry.

Troy University is a fully accredited institutional member of the National Association of Schools of Music (NASM), and is an All-Steinway School. For additional information, please visit [www.troy.edu](http://www.troy.edu).

#### Vocal/Choral Ensembles

- **Gospel Choir** - a mixed choral ensemble, repertoire ranges from traditional to contemporary gospel, spiritual, anthems, and praise and worship music. **No audition required.**

- **Collegiate Singers** - the largest university chorus, the ensemble performs a wide variety of music from all genres. **No audition required.**
- **Concert Chorale** - the premier vocal chamber ensemble, this mixed choir performs the finest in classical, traditional, contemporary, and world music choral repertoire. **Audition required.**
- **Opera Workshop** - performance of opera scenes and staged operas. **Permission of instructor.**
- **POPulus** - a contemporary music ensemble showcasing styles from all genres of American popular music. **Audition required.**

#### Instrumental Ensembles

- **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 Basketball Band performs at all home basketball games and travels to tournaments. **Audition required.**
- **Campus Band** - the largest university concert band, the ensemble performs a wide variety of band literature during the fall semester. **No audition required.**
- **Chamber Ensembles** - a wide variety of chamber groups rehearse/perform throughout the year.
- **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.**
- **Symphony Band** - the premier concert band, the ensemble meets year-round and is dedicated to performing the finest in wind band literature. **Audition required.**

#### University Dancers

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.

### **THEATRE and DANCE**

The Department of Theatre and Dance produces plays, musicals, and dance concerts in the Trojan Center Performing Arts Theater, the Claudia Crosby Theater in Smith Hall, and the Upstairs Theater Studio in Malone Hall. General auditions are held in August each year and are open to all students.

For more information on classes, production, or performance opportunities contact Tori Lee Averett at 132 Malone Hall. ext. 6142 or email [theatreanddance@troy.edu](mailto:theatreanddance@troy.edu). Check out the theatre program, productions, and upcoming activities through the TROY website or the Theatre website located at <http://www.troytheatre.org>.

### **INTERCOLLEGIATE ATHLETICS**

The Troy University Department of Intercollegiate Athletics is affiliated with the National Collegiate Athletic Association (NCAA) and 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.

Beginning in the fall of 2005, all Trojan sports began competition in the Sun Belt Conference which includes 12 schools from Alabama, Arkansas, Colorado, Florida, Kentucky, Louisiana,

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Tennessee and Texas. In the fall of 2001, the football program successfully completed its first year in Division I-A as an independent with a 7-4 record. After earning the respect national powers the University of Miami and the University of Nebraska, the Trojans shocked SEC powerhouse Mississippi State during its homecoming. Troy exited Starkville, MSU with a 21-9 victory. Since then, the Trojans have defeated nationally ranked Missouri, Marshall (twice), Oklahoma State and the United States Naval Academy.

In 2006, the Trojans earned their first of five consecutive Sun Belt Conference champions and were winners of the R+L Carriers New Orleans Bowl. The team also appeared in the New Orleans bowl in 2008, losing in overtime to Southern Miss. In 2009, the Trojans earned their fourth straight league title and became the first team in Sun Belt history to go through a season 8-0 in league play. And in 2010, the Trojans once again appeared in the New Orleans bowl and claimed victory with a 48-21 win over the Ohio University.

Similarly, the 15 other 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 captured conference titles in 2005, 2006, and 2013 and advanced to the Division I Regional Tournament in '95, '96, '06, '07, '11, and most recently capped off in 2013 by beating the University of Alabama not once, but twice. 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 Championships in 1999-2000, 2001-02, 2002-03, 2003-04 and back on top in the Sun Belt Conference in 2009-2010.

"March Madness" invaded Troy in 2003 when the Trojans won the Conference Tournament and advanced to participate in the NCAA Basketball Tournament. The Trojans also competed in the National Invitation Tournament (NIT) in 2004, and in the College Basketball Invitational (CBI) Tournament in 2009. Also, this past year, the Trojans once again returned to the NIT Tournament to face the University of Mississippi.

University athletic teams have a history of success at every level. In all, Troy has won 11

NCAA 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) and the Ben F. Beard Recruiting Lounge as well as locker rooms and several meeting rooms.

Adjacent to the Davis Field House is Veterans Memorial Stadium which includes the Douglas Hawkins Press Box, home to a 10,000 square foot strength and conditioning center, state-of-the-art athletic training center and Student-Athlete Academic Support Center as well as a Stadium Club and 29 private suites for fans to enjoy home football games.

Next to Veterans Memorial Stadium is the newly renovated Riddle-Pace Field, home of the Trojans baseball team. The facility includes the Lott Baseball Complex, which houses coach's offices, locker rooms, meeting rooms and covered practice facilities. Recent stadium renovations included the addition of an artificial turf playing surface, a 30-foot wall in right field and a new scoreboard that includes video replay capabilities.

Other nearby facilities includes the new Trojan softball complex (2014) and 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.

Additionally, construction was completed in 2012 on a state-of-the-art multi-purpose arena and convocation center which is home to the men's basketball, women's basketball and volleyball programs. The facility is located directly behind the Tine Davis Fieldhouse adjacent to the track/soccer complex. The men's basketball program initiated the first win in Trojan Arena on its inaugural night beating SEC opponent, Mississippi State, 56-53.

### Department of 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.

#### Vision Statement

Our expectation is to be a model program reaching the highest level of success in all NCAA measures in each sport program both on the fields of play and in the class- room. We expect to advance Troy University Athletics to be the premier program in the Sun Belt Conference while maintaining viable candidacy for future conference expansion and/or realignment. We also expect to be among the top institutions in NCAA academic measures such as the student-athlete graduation rate, the Academic Progress Rate (APR) and the Graduation Success Rate (GSR).

### Traditional Events and Activities

- **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.
- **Chinese New Year:** The Confucius Institute at Troy and the Chinese Student Scholars Association organizes a wonderful Chinese New Year Celebration including a banquet and entertainment.
- **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.
- **Dashain Festival:** Dashain is the most important and lavishly celebrated festival for Nepalese. The tenth and final day of the festival, "Dashani", 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.
- **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!

- **Fraternity/Sorority Recruitment:** “Rush” or membership recruitment is a word you will hear mentioned many times during your college career. Many student organizations use the word recruitment to refer to the time they select new members. 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 Recruitment: Men’s Recruitment is 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 recruitment.

Sorority 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 Recruitment: The traditional African American Greek organizations host recruitment during the school year. This process is commonly referred to as “new membership intake”.

Look for posters announcing these recruitment events.

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

- **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. It offers fun, educational and service activities 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, and parade and football game.
- **Honors Convocation:** Excellence is encouraged at Troy and the University Honors Council sponsors 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.
- **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.
- **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!

- **Student Ticket Information:** Full-time Troy University students receive admission to all campus sporting events upon payment of their annual student activity fee. Students located on the Troy campus are required to show a valid university ID at the proper gate or door prior to all home events in order to be admitted. Students located on the Dothan, Phenix City and Montgomery campuses can pick up their football tickets on their respective campuses in the Student Services Department for football. Other students call or visit the Troy Ticket Office to receive their tickets.
- **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.
- **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 Organizations and Activities – Dothan Campus

### 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.

### Alpha Upsilon Alpha (Alpha Lambda Chapter)

Alpha Upsilon Alpha is the reading/language arts honor society of the International Reading Association. The purposes of the chapter are to recognize and encourage scholarship, leadership, and service in the field of reading; to stimulate interest in and understanding of research within the field and in related areas; to develop an appreciation for the importance of reading in society, the need for effective teaching of reading at all levels, and the ever-increasing literacy demands of modern society; to broaden the understanding of literacy and to enhance international communication in this field.

### 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.

### 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 spring semester.

### **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.

### **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.

### **National Alliance for Mental Illness**

The National Alliance for Mental Illness strives to improve the lives of those affected by mental illness. The organization's purposes are to increase awareness of mental illness and mental health issues, promote early detection, combat the stigma associated with mental illness by breaking the silence, advocate improvements in mental health care on campus, and organize support groups. Any student is eligible to be a member of N.A.M.I., and any faculty or staff member may be an associate member.

### **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.

### **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.

### **Student Criminal Justice Association**

The mission of the Student Criminal Justice Association is to unite Criminal Justice students as a team to facilitate communication among students, alumni, and professionals in this ever changing field of study; thereby, all that are participating with Troy University are representing leadership in achievement of student goals. Their purpose is to give Criminal Justice students the ability to participate in community projects, university projects, fundraising events and conferences. Membership is open to any currently enrolled Criminal Justice majors or minors.

### **The Wiregrass Alumni Association**

The Wiregrass 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.

## **Student Organizations and Activities – Montgomery Campus**

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

### **Student Government Association**

The University recognizes the importance of student input in the university's decision-making process; therefore, the administration requests student volunteers for membership in student government. Due to the nature of the Montgomery campus student population, this organization functions and meets as determined by the student body and leadership.

### **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 Associate 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.

### **A World Around You (AWAY) International Students Organization**

Provides international culture exchange for American and international students through cultivating relationships and supporting activities on campus and in the community that help international students better understand and experience life in America and develops American students understanding of the international environment. This organization promotes social activities and opportunities for international students to improve their English proficiency and American students to improve their foreign language proficiency.

### **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 online 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.

## **Student Organizations – Phenix City**

### **Chi Sigma Iota**

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**

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 Troy University Phenix City campus.

### **Sigma Theta Tau**

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.

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# Housing and Residence Life



## Troy University

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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. These policies apply to both residents and their visitors. Each hall is staffed with full-time students as well as professional staff 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.

### **Housing and Residence Life Office**

100 Shackelford Hall  
334-670-3346

### **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, 334/670-3346.

**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.

### **On Campus Living (Residence Halls)**

A completed housing contract from the Enrollment Services packet or from the Housing and Residence Life Office, or from the University website 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. Applications for housing are available electronically through the following address: <http://trojan.troy.edu/forms/housingcontract.html>. Please print out the housing form and mail it in to the housing office. 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 the residence halls. 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 5:00pm 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 5:00pm on the last day of registration they must notify the Housing & Residence Life office, otherwise they will be assessed for late check-in.

### **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](mailto:sburks@troy.edu) or call at 334/670-3346.

## **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 affect 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".

### **Discarded Items (Students that are academically suspended)**

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.

### **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.

### **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.

### **Meal Plans**

All residence halls with the exception of Pace Hall require a meal plan. See Residence Hall Pamphlet or web site for details and prices. Sorority and Fraternity Houses may opt to purchase the commuter meal plan.

### **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.

### **Other Regulations**

Additional regulations pertaining to residence hall and apartment living are found in the General Residence Hall Policy Pamphlet and attachments to contracts.

### **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, but the university is not responsible for any lost or stolen items during the break. 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.

### **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 must vacate the room within 24 hours of withdrawing and 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.

## **Policies**

The Office of Residence Life strives to provide a safe and comfortable living environment for all on-campus residents. In order for on-campus living to be an enjoyable experience for everyone it is important to recognize that cooperation is vital. Residents may need to make adjustments to their lifestyles and attitudes by respecting the rights of others and recognizing that respect for privacy, healthy living, and observance of established guidelines and policies will help everyone ultimately in maintaining an environment that is conducive to good study habits and a comfortable living environment for all. Safety is very important to the Residence Life Staff and therefore will be taken seriously when violations occur. The Residence Life Staff are willing and eager to assist students as they adjust to living away from home and other issues that arise for students, and serve as role models and mentors for other students. The goal of the Residence Life Staff is to guide students in making decisions that will benefit them throughout their college and professional careers. We look forward to making new friends with students and parents as we grow and learn together.

### **Abandoned Items**

In those instances where items are left in residence hall rooms or storage rooms for as long as one semester after the owner has moved from the hall, or where the items are not marked as to ownership, the Housing and Residence Life Office shall declare them abandoned and dispose of them. Students who withdraw from school or fail to return to school after a break period should remove items within 72 hours or contact the Housing Office regarding disposal. Items that are not claimed within 30 days will be considered abandoned and will be disposed of.

**Alcohol**

The Alcoholic Beverage Policy can be found in The Oracle and will be enforced by the Housing and Residence Life Office. Any questions concerning the policy can be directed to the Housing and Residence Life Office.

**Appliances**

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems can present fire and safety hazards. The following guidelines shall govern the use of electrical appliances, outlets, and power strips with re-set button in residence hall rooms:

- Any electrical appliance with an exposed heating element is prohibited.
- Extension cords are not permitted, only power strips with reset features.
- Only grounded extension cords/power strips may be used with appliances requiring grounding.
- Multiple-outlets with built-in breakers should be used when the required number of outlets is greater than the number of outlets in the student's room.
- Privately owned air conditioners are not permitted.
- Resident owned refrigerators are allowed in the residence hall rooms where a University owned Micro-Fridge or full size refrigerator is not furnished. In this event they are allowed provided that they do not exceed the following electrical requirements: Operate at 118 volts (plus or minus 5%) at 60 Hertz (60 cycles per second) and not to exceed 1.5 ampere or 180 watts of power. Micro-waves must not exceed 800 watts maximum.
- Other appliances, such as radios, CD/Cassette players, desk lamps, computers, TV's and electric blankets, are also permitted provided the total electrical requirements do not exceed the capability of the system.
- All electrical equipment and cords must be kept in safe operating condition.
- Outside antennas are prohibited.
- Irons may be used with ironing boards only.
- Cooking in residence hall rooms (excluding those with kitchen facilities) is limited to the following appliances which may be used for the intended purposes: sealed unit coffee makers and popcorn poppers; crock pots; and toasters (No open face elements are allowed).

Residence hall staff has the responsibility to ensure compliance with this policy and to stipulate any necessary changes in use of appliances and/or outlets.

**Bicycles**

Non-motorized bicycles are permitted in student rooms, but may not be ridden or stored in hallways, stairwells, or any other areas in the hall itself. Bicycles left unattended anywhere in the halls other than the student's rooms should be turned over to the University Police (670-1999). Motorcycles and similar vehicles are not permitted in the residence halls. Small riding scooters should not be ridden inside residence halls, but may be pushed to the resident's room to store. They are not allowed to be left in hallways or stairwells.

Bicycle/motorcycle racks are available adjacent to each residence hall. Residents should be encouraged to take their bicycles home with them during breaks to prevent the possibility of theft. Additionally, residents should take other precautions against theft, such as registering their bicycles with the University Police through Operation I.D. (670-1999).

## **Cancellation Policy**

### Cancellation Prior to the Start of a Semester:

Cancellations must be made in writing and postmarked by the cancellation deadline to avoid late cancellation fines. The academic year housing contract becomes binding after the cancellation period has passed. Persons enrolled at the university will be held to the terms of the contract if written cancellation is not received prior to the day before classes begin for that term. New students who have applied for spring semester must submit written cancellation before December 1 in order to be released from the contract. New students canceling after December 1 will be held to the terms of the contract if enrolled.

### Cancellation After the Start of the Semester:

The contract may be terminated after the start of a semester for the following reasons: withdrawal, marriage, fulfillment of academic programs requiring a student to move out of the area (e.g., student teaching), graduate, or circumstances that are determined by the university to be beyond the student's control. Notification must be submitted in writing to the Housing & Residence Life Office prior to the cancellation deadline, and documentary evidence will be required to show cause for cancellation. Housing does not release students who have decreased their class load from full-to part-time status, or for failure to have read this contract completely, or for pre-existing medical conditions.

## **Check-In**

Check-in dates for each semester are available on the website and are also provided to students on their housing assignment, school emails and are posted on Bulletin Boards in the residence halls. All students must claim their room by 5:00 p.m. on the day before classes begin each semester or notify the Housing Office in writing by email or fax of a need to check in late in order to hold the room and avoid late check in fees.

## **Check-Out**

Each semester the Housing Office will provide information to the students regarding check-out instructions. All students that are not graduating should plan to vacate their room within 2 hours after their exams end for non-graduates. Non-graduating students should be out by Wednesday before graduation and graduating seniors may remain until 2:00 p.m. on graduation day. Students will be required to sign up for an appointment time with their Resident Assistant to inspect their room for cleanliness and damages and should return the room key and sign all check out paperwork before leaving. Students that fail to follow correct check-out procedure will be subject to applicable fines. All rooms must be swept, mopped or vacuumed. Bathrooms in suite-style rooms must be cleaned including toilets, showers, mirrors, floors, and sinks. Micro-fridge units or refrigerators must be defrosted and cleaned thoroughly on the inside and emptied of any contents. Stove ovens and burners must be properly cleaned as well as any hood/fan units above stove. Desk areas, window sills and storage areas must be wiped or dusted. Students who have questions regarding check-out procedures should contact their Resident Assistant, Community Director or the Housing Office located in Shackelford Hall.

## **Collective Damages**

If damages to a room or hall area occur and the person(s) responsible cannot be determined, all residents of the room or area may be fined collectively. Anyone wishing to report damages may see their Resident Assistant or Community Director if they have direct knowledge of vandalisms or accidental damage.

## **Commuter Policy**

Students under the age of 19 are required to either reside on campus or may commute from home provided they live within a 60 mile radius of Troy, AL. Students desiring to commute from home must complete the Off Campus Form which may be found on the Housing website. Students who

are over 19, married or the parent of a dependent child may also be cleared to reside off campus. Students must declare either on or off campus status and be cleared by Housing in order to register for classes their first semester.

### **Contractual Obligation**

The housing application/contract is for an academic year. By definition an academic year is stated as being the fall and spring semesters. If a student withdraws but later returns and registers for classes during the semester for which he withdraws, the student will be required to complete the on-campus contractual obligation. For more information refer to the housing contract which is available on the website. The signed contract becomes a legally binding document between the university and the signee for both the fall and spring semesters, or the balance of time remaining at the time of assignment. The residence hall application and contract are for accommodations in a residence hall and do not guarantee specific hall or roommate preferences. Residents must be enrolled to live on campus and are responsible for knowing and abiding by the rules and regulations contained in this contract, the University Policy Website and the Oracle.

#### **A. Occupancy**

This contract is personal and may not be assigned or transferred to another person. The space may not be sublet. The resident agrees not to allow any persons other than the assigned roommate to live in the residence hall room or suite. Violation of this restriction is considered serious and may result in fines, eviction from the residence halls, or expulsion from the university. The period of occupancy begins upon receipt of a room key by the resident and will terminate within 24 hours after his/her last class or examination.

#### **B. Housing Fee**

The contract binds a student to pay housing rental fees according to the university payment schedule for one academic year. The rental fee is billed per semester and is subject to final approval by the Board of Trustees.

### **Cooking**

Kitchens are provided in some residence halls for student use. Students are reminded to use extreme caution when cooking. Cleanliness is also essential due to sanitation concerns (odors, ants, roaches, rodents, etc.). When several people share a kitchen, students will be held responsible for any damages or excessive clean-up charges resulting from cooking in the residence halls. See also "Appliances"

### **Damages**

The Housing and Residence Life Office holds each resident financially responsible for the condition of their assigned room and for all the furnishings which are assigned to their room. The office holds each resident financially responsible for their share of the expense of replacing or repairing any property in common areas (such as hallways, studies, lobbies, etc.) when such losses or damages are determined to be above and beyond normal wear and tear.

The office, at its sole discretion, will determine the charges for damages and cleaning. Repairs or replacement of items may not be done by residents. The office will place the charges on the student's account.

Any damages that have occurred during the course of the academic year need to be reported as they occur. All work orders that are turned in bring about an investigation of the circumstances surrounding the work order. All legitimate work order requests (items that are a result of normal expected wear and tear) will be forwarded for completion while others will result in a charge to the student(s) responsible for them. Your assistance in identifying the individual(s) responsible may be requested. If student(s) responsible cannot be identified, the damage will be billed to the entire floor/wing/building. It is to your advantage to report malicious damage as it occurs to avoid the entire floor/wing/building from assuming the responsibility for damage.

## Decorations

### Residence Hall Rooms

The efforts to individualize student rooms is encouraged, however we must ensure that any decorating or construction does not create any safety or fire hazards, make periodic maintenance impossible, or cause damage to the residence halls. The resident will be held responsible for any damages to a room with the exception of normal wear and tear. In view of these facts, all residents must ensure that the following conditions are met when decorating rooms. Residents will be required to change the design of all structures and decorations which do not meet standards set by the Housing and Residence Life Office and/or any judgments rendered by the Fire Marshall of the State of Alabama. If these required changes are not made, the Housing and Residence Life Office reserves the right to remove all construction from the room. Residence Life staff will make periodic checks. Residents are not allowed to paint their rooms or change the color of the room without direct per- mission from the Housing Office.

#### A. General Requirements

- No holes should be placed in the walls or any furnishings belonging to the University. The use of non-approved tape or adhesive is also prohibited.
- When necessary to place something on a painted surface, a good grade of masking tape will normally not result in damage to a painted surface as long as the masking tape is carefully removed. No stickers other than the University inventory numbers are to be placed on room doors, furniture and glass surfaces. Contact paper, stickers or other objects may not be affixed to the metal cabinets or other surfaces or furnishings in the room.
- Electrical accessories must be UL approved. Electrical devices will not be spliced into existing wires.
- Any mess made in public decorating projects will be the student's responsibility to clean up. Excessive piles of lumber or other construction materials in hallways are prohibited. Failure to properly clean-up will result in the students being assessed a clean-up charge.
- When the students move out of a room, it must be returned to the original condition at check in. All construction must be removed by the residents one week prior to the first day of final examinations of the student's last semester of the regular school year. Residents may not leave the construction erected over the summer semester. Any damage to the room will be the resident's responsibility.
- All residents of the room must agree to any decorations or construction.
- All carpets are to be of the fire retardant Class A or B.
- All drapes are to be made of fire retardant fabric.

#### B. Holiday Decorations

- No candles or other open flame may be used.
- No live (natural) trees are allowed in student rooms. Metal, artificial trees may not be wired with tree lights.
- All lights or other electrically operated decorations must be in good condition, carry an Underwriter's Laboratory (UL) Certification, and be approved by the Community Director or the Assistant Director of Housing and Residence Life.
- Student room doors and windows may be decorated as long as the decorations do not deface or damage property or create a fire hazard. Any materials that are difficult to remove or will result in damage upon removal are forbidden. Any materials placed on these surfaces must be in good taste and in compliance with University Policy.
- All trees and other decorations are to be taken down and removed from the premises by students prior to the closing of the halls for the holiday break.

### Public Areas

Residence hall entrance doors, doors and windows in other public areas may be decorated as long as the decorations do not deface or damage property or create a fire hazard. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Decorations violating this policy may be removed by the hall staff. Decorations in any public area of a residence hall must receive the approval of the Community Director or the Assistant Director of Housing and Residence Life.

### Homecoming Decorations

Residence halls may prepare decorations and displays in celebration of “Homecoming”. Prior to the construction and erection of homecoming displays, the following procedures will be followed:

- Community Directors will assist residence hall committees in developing appropriate decorations or displays. The Community Director will approve all display plans.
- In addition to submitting plans for decorations for approval, the sponsoring group must also present plans for restoring the area after the homecoming weekend. Sponsoring groups will be responsible for removing displays not later than the Monday following homecoming weekend.
- If there is a cost for the materials to construct the display, a budget must be submitted to the Community Director for approval.

### **Drugs**

Unlawful manufacture, sale, delivery, use or possession of any drugs or drug paraphernalia defined as illegal under local, state, federal, or University guidelines is prohibited. Prescription medication and vitamins should be stored in the original bottle with the residents name on it.

### **Emergency Equipment**

Malicious or unwarranted tampering with or damage to fire safety equipment belonging to the University is prohibited. This includes but is not limited to: fire alarm equipment, smoke detectors, fire extinguishers, exit signs and locking devices.

### **Escort Policy**

All non-residents must be escorted by a resident of the hall to and from the main lobby and anywhere in the building 24 hours a day. All residents have the responsibility for informing guests of the escort and visitation policies.

### **Firearms**

Students are prohibited from possessing firearms or other dangerous instruments on University property. No firearms will be permitted in the residence halls at any time. Weapons may be stored at the University Police Department.

### **Fire Drills**

A Fire Drill will be conducted at each resident hall near the beginning of each semester. The drill may or may not be announced. Students present in the building when the fire alarm sounds should exit the building and go to the designated area for evacuation for their building or quad area. Students who fail to exit the building may be subject to a fine or judicial action. Students should always exit the building whenever the fire alarm sounds and should take the matter seriously for safety's sake.

### **Furniture**

Each student room is provided with certain items of furniture. Students may not move additional items into their rooms from public areas of the halls or from other student rooms; neither may they remove items from their rooms that are furnished by the University without prior approval of their Community Director. Resident Assistants are to check rooms as assigned by the Director to ensure that furniture is not missing or damaged and that residents have not moved furniture from

the public areas to their rooms.

### **Gambling**

Gambling in any form is prohibited in and around all residence halls.

### **Guests**

Residents are responsible for their guest's conduct in the residence hall, including any financial charges resulting from damages or clean-up caused by the guests.

#### Overnight guest policy:

Non-University student guests may be housed in student rooms provided the following conditions are met:

- The guest is of the same sex as the occupant and is the occupant's relative or personal friend.
- There is a bed available for each person staying overnight in the resident's room. The guest's stay does not exceed two consecutive nights; situations requiring additional nights, stay must be approved by the Community Director.
- The resident obtains permission from their roommate for the guest to use his or her bed.

### **Harassment**

Discrimination, harassment, exclusion, abusive or insensitive language, or any other manifestation of bigotry with respect to race, ethnicity, gender, religious affiliation, physical or mental ability, age, or sexual orientation are unacceptable and will not be tolerated. Any such acts will be dealt with as a serious violation of housing policy.

### **Hazing**

Troy University does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation which causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to the following:

- Forcing or requiring the drinking of alcohol or any other substance
- Forcing or requiring the eating of food or any other substance
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- "Treeing"
- Paddling
- Line-ups
- Theft of any property
- Road trips
- Scavenger hunts
- Permitting less than six (6) continuous hours of sleep per night
- Conducting activities which do not allow adequate time for study
- Nudity at any time
- Running person errands of the members (driving them to class, cleaning their individual rooms, serving meals, etc.)
- Forcing or requiring the violation of University, Federal, State, or local law.

### **Housing Reservations**

A. Reservations for new students - Advance housing reservations for the academic year are made once an applicant has been admitted to the university, completed a residence hall application and submitted the non-refundable \$100 application fee. The deadline for fall semester is March 1<sup>st</sup>. Fall semester assignments are generally mailed out in June. Late applicants will receive their assignment as space becomes available or given specific instructions regarding space



availability. Spring semester applications are due by Oct 1<sup>st</sup> and assignments are mailed out in late November.

- B. Reservations for continuing students - Currently enrolled students residing in residence will keep the same room for fall and spring semesters. Residents desiring to move to another room will see the Community Director for the area in which they are interested in living regarding space availability. This will be done in January when students return from Christmas Holiday break.
- C. Next academic year room reservations - Students currently residing in on-campus housing during spring semester will be given the opportunity to Re-Contract for the next academic year. Specific instructions will be provided to students regarding this process.
- D. Housing reserves the right to re-locate a student based on condition of the room, disciplinary issues or to best accommodate the needs of students or for safety and security purposes.
- E. Assignment Priority - Room assignments are based upon the date the housing application/contract and non-refundable \$100 fee are received in the Housing Office. No specific room assignment based solely upon a resident's request is guaranteed or implied. Signing the Housing Contract does not guarantee housing if all spaces are filled in the residence halls prior to the time a student's application is completed. If housing demand exceeds room-assignment capacity the University reserves the right to use designated temporary room assignments pending assignment/relocation to a permanent living space.

### **Inspections**

A safety and cleanliness inspection will be conducted twice a month in all residence halls. Students will be expected to keep the trash taken out in a routine manner. Trash should not be allowed to accumulate but should be removed daily or as necessary to keep rooms clean and sanitary. Bath-rooms, including showers, tubs, toilets, floors and sink areas should be cleaned weekly for sanitary purposes. Floors should be swept, mopped or vacuumed. A resident whose room does not pass inspection will be given 24 hours to clean the room as outlined by the Resident Assistant or will be fined accordingly. Candles, incense and any item that presents a fire and safety hazard are not allowed. Repeat offenders may face removal from the residence hall.

### **Lock Outs**

Students should keep their key with them when leaving their room. The first time a student is locked-out for forgetting or losing their key; will not be fined. Subsequent or frequent lockouts due to negligence of the student will result in a small charge to unlock the door each time a lockout occurs.

### **Loss or Damage**

The University is not responsible for loss or damage to the personal property of occupants. Each resident is urged to provide security of their own belongings by locking rooms and carrying personal property insurance. Parents should check their homeowner's policy to make sure that their student's belongings are included in their policy. This type of insurance is available through a private insurance company for which the Housing and Residence Life Office provides a brochure to the residents. Thefts should be reported to the Community Director and the University Police.

### **Lounges**

Staff should monitor the use and/or abuse of the lounge facilities. Students are reminded that it is not the housekeeping staff's job to clean up unnecessary messes or to have to rearrange furniture every morning.

Lounge furniture is provided for all students to use. Any lounge or other unauthorized furniture found in a student's room should be returned to its' original location and recorded on an incident report. Students who move furniture from its' original location are subject to a \$50.00 fine (first offense).

### **Mattress Covers**

Quilted mattress covers are necessary for health and sanitation and are required in all the residence halls.

### **Noise**

Sound carries easily throughout the residence halls. Voices, stereos, televisions, and bouncing balls in rooms can often be heard in other rooms on residence floors above and below residents. Remember that while residents have rights to listen to music of their choice, other residents have the right to sleep, study or listen to music of their choice without disturbance. Residents may be asked by other residents or staff to adjust the noise level in their room to reduce the disturbance of others around them. They must be considerate and flexible. Yelling, playing loud music, etc., out of windows is strictly prohibited. The playing of musical instruments is prohibited within the living area. (See Quiet Hour Policy)

### **Open Flame**

Open flames or candles are prohibited at all time in all places in the residence halls.

### **Personal Property**

The University is not responsible for lost or stolen property. Students are encouraged to document serial numbers and other means of identification for their personal property. Students may wish to take out rental insurance that will cover lost, stolen or damaged property. Operation ID is a free identification and recording of personal property offered by the University Police. Students may contact the University Police for information regarding this service. Students should always lock their rooms any time they leave the room and should keep the key with them at all times. Students are not encouraged to keep large amounts of cash or expensive valuables in their rooms.

### **Personal Safety**

The University does all within its power to assure that the residence halls are safe, secure places to live. We recognize, however, that sometimes crimes do occur. Most problems are petty thefts, which occur when students fail to lock their room door. Encourage residents to lock doors at all times. Warn them against propping or tampering with exterior doors. They are not only endangering themselves, but all residents in the building.

### **Pets**

No animals, with the exception of fish in properly maintained aquariums of 20 gallons or less, will be allowed in residence halls.

### **Private Rooms**

Each semester the Housing Office receives numerous requests for private or single rooms. The Housing Office will not be able to honor all requests as space is not always available. Documented medical needs will be given first priority and then requests will be based on seniority. Double occupancy traditional rooms that are granted as private rooms will be billed 30% above the stated room rent. Double Occupancy Suite style rooms that are granted as private rooms will be billed at double the room rate. Rooms designated as Singles are designed for only one resident and will be billed on the rental scale for that building. Students who sign a Request for Private Room and are granted a private room will be billed accordingly. Parents and students should discuss this in advance of the student signing the form.

### **Quiet Hours**

Quiet hours provide a structure to achieve a balance between quiet and privacy. During quiet hours, noise that can be heard one door away from the source is too loud. Quiet hours will be observed during the following times:

- 7:00 p.m. to 7:00 a.m. with the exception of Friday and Saturday. On those days, Quiet Hours begin at 12:00 a.m. and end at 10:00 a.m. the following morning. While some areas

are designated as 24 hour Quiet/Study Halls, other living units may vote to increase the number of quiet hours if they so choose.

- Modified Quiet Hours will be in effect at all other times. During Modified Quiet Hours, noise should not be heard more than three (3) doors from the source. At any time a resident's right to a quieter environment should be honored.

### **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.

### **Responsibility for Student Property**

Although precautions are taken to maintain adequate security, the University cannot assume the responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Theft/damage insurance is available to residents through a private insurance company. The Housing and Residence Life Office has brochures concerning this program. Each resident should be encouraged to provide for the security of their belongings by locking their doors. Any thefts should be reported to the University Police and the Community Director.

### **Room Care**

A good standard of room cleanliness is required of all residents. Beds must be made, room swept, and waste baskets emptied as needed. Possessions are to be kept in order. Vacuum cleaners, brooms, etc. must be returned to hall closets/staff members. Room inspections will be done approximately four times throughout the semester. Staff should knock on the door and ask the resident to enter to complete the room inspection. In the absence of the resident, staff can enter the room but should only do a visual inspection from the doorway. Residents whose rooms are rated "poor" will be given a reprimand and asked to clean their room. It is the responsibility of the RA to follow-up on this matter and ensure the room has been brought up to a satisfactory and sanitary condition.

### **Room Condition**

Students are expected to keep residence rooms in a reasonably clean and sanitary condition. Rooms will be inspected twice monthly to insure that health and sanitary conditions are being met. Students may be instructed by their Resident Assistant that they should clean their room or take out trash to avoid fines. Residents should comply with the request of the R.A. in a timely manner to avoid fines, but more importantly to maintain a safe and clean learning environment on the hall.

### **Room Entry and Unauthorized Entry**

The University reserves the right to enter student rooms for purposes of safety, improvements, routine maintenance inspections, cleanliness inspections, or to control rooms in the event of an epidemic or emergency which jeopardizes the well-being of the occupant or other students in the hall. Residence Hall staff members should try to do room inspections in the presence of the resident or another staff member. If this is not possible, a door hanger should be left indicating the room has been inspected.

### **Room Searches**

If deemed necessary and advisable for the safety, security, and maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding statement or if there is reasonable cause to believe that a student(s) is using his/her room for a purpose in violation of federal, state or local laws, or University regulations. Any room search, except one conducted by law enforcement officers with a duly issued search warrant, must be approved by the Senior Vice Chancellor for Student Services/Administration, the Dean of Student Services, or the Assistant Director of Housing as the case may be.

## **Sales and Solicitation**

Sales and solicitations in the residence halls/apartments are prohibited. University related sales must be approved by the Assistant Director of Housing and Residence Life prior to the sale beginning.

## **Severe Weather**

Troy University has a free notification system referred to as SOS. Students and parents may sign up for this free email, cell phone or computer notification system that will automatically send a message notifying students of severe weather or other threatening situations. All students are highly encouraged to sign up for this free service. Information is available on the Troy website. Students living in residence or in class attendance on campus are expected to follow directions given to them by a R.A. or other designated personnel. Students will evacuate to the lowest level or safest area of the building away from glass and should be prepared to stay until the all clear is issued.

## **Signs**

Possession of state, federal, local or miscellaneous signs illegally obtained is prohibited in the residence halls. Residents must be able to prove they purchased the sign(s) legally.

## **Smoke Detectors and Sprinklers**

Smoke detectors should not be covered or tampered with to avoid malfunctioning of the system and to avoid fines. Smoke detectors that beep may need a battery change or may need to be checked by an authorized repairman. Mal-functioning units should be reported immediately to your Resident Assistant or Community Director. Students should not attempt to repair or disarm detectors themselves. Nothing should ever be hung from a sprinkler head as this may cause immediate activation of the system leading to flooding and water damage. Damages that result from misuse of a sprinkler will result in the responsible party being billed for all damages.

## **Storage**

Storage facilities are limited in the residence halls. However, some space is available for those of special situations. Please contact the Housing and Residence Life Office for more details concerning storage.

## **Students' Rights and Responsibilities**

As students at this university, residents are guaranteed all of the rights, privileges, and freedoms granted to every United States citizen. However, with these rights come responsibilities. The University is not a place where students can escape the responsibilities imposed by law upon all citizens. As students at Troy University, residents are expected to abide by all Federal, State, and local laws. Alleged violations of these laws will be referred to the appropriate court of police authority. Violations of these laws may also lead to disciplinary actions by Troy University. When students enroll at Troy University they assume special responsibility for the University's conduct regulations. They were not made to deny any of the rights guaranteed previously; rather they were adopted to ensure that this university is able to maintain an atmosphere conducive to learning and growth.

The University Standards of Conduct are explained in The Oracle. It is the student's responsibility to know these regulations.

## **Telephones**

The Troy Telecom Office provides on campus phone service in some residence hall room. Residents desiring long distance service must apply for a personal authorization code number from the Telecommunication Office in Bibb Graves Hall. This code is authorized for use in the resident's room only. Confidentiality and safeguarding of an authorization code is the sole responsibility of the resident. All inquiries concerning authorization codes should be referred to the Telecommunication Office.

**Thefts**

All thefts should be reported to the University Police Department (670-3215) as well as your Community Director. A Police Report and a Resident Incident Form is to be completed on all thefts (student thefts, University property, etc.).

**Tobacco Policy**

Troy University is a tobacco free campus along with the residence halls. Please see the Tobacco Free Policy in the Oracle.

**Trash**

Occasionally, situations created by the residents occur which create excessive trash or mess in the residence hall. Unfortunately, some residents take the attitude that cleaning up after such incidents is the housekeeping staff's responsibility or "that's what they get paid to do". This simply is not the case. All trash must be taken to the appropriate receptacle provided for each building. When trash is left in public areas (lounges, halls, and restrooms), the staff member should first attempt to determine the individual(s) responsible. If identified, staff should contact the individual(s) and request that the problem be corrected. If the student is not cooperative and fails to remove the trash or clean up the mess, an incident report should be filed and the resident should be assessed the \$50.00 fine. If trash cannot be traced, the fee may be assessed against all residents of the hall or building, as the case may be.

**Vacation Periods**

Residence halls are closed between semesters. Only those students who have been approved to stay in the halls during an interim period may remain after the hall is closed. Students requiring housing during an interim period should come by the Housing and Residence Life Office prior to the period and make application. Students not approved to stay cannot re-enter the building during breaks without permission from the Housing and Residence Life Office. Students may be asked to take their person possessions home if work is being done in the residence halls and are encouraged to do so between long breaks. Students not attending summer semester must remove all personal possessions from their room regardless of the fact that they may be returning to the same room in the fall. The University cannot be responsible for lost or stolen property left in the residence halls during the interim periods and school breaks.

**Vandalism of Safety Equipment**

Persons who vandalize safety equipment such as fire extinguishers, or pull fire alarms as a prank will face judicial action and are subject to all fines established by the law. Prank pulling of a fire alarm will result in a \$500 fine and if the building is occupied by anyone with a disability is subject to judicial action and may result in prosecution by the State Fire Inspector.

**Videotape Guidelines**

Due to the copyright laws, Troy University residence halls will not be able to show videotapes in lounges or public areas without specific authorization from the owner of the copyright. The U.S. Copyright Act grants to the copyright owner the exclusive right, among others, "to perform the copy- righted work publicly." Any willful infringement of this right is a Federal crime. The first offense is punishable by up to one year in jail or a \$25,000 fine. In addition, each innocent or inadvertent infringes are subject to substantial civil penalties.

Because of this, the residence halls can no longer rent video tapes to show in residence hall lounges, without infringing the copyright law, unless authorization is granted. Only authorized distributors have a license to distribute videos for non-theatrical release on college campuses. Video stores are not authorized distributors. Renting tapes to show in lounges or public areas is a violation of the copyright. If you have further questions, please contact your Hall Director or the Coordinator of Residence Life.

### **Videotaping of Individuals Without Their Consent**

Students may not use videotaping equipment, cell phones or other devices to videotape their roommates or guests without their knowledge. Residents who have a reason to suspect their roommate of theft or other concerns should report this to the University Police. Unlawful videotaping may result in the video or equipment being confiscated. Students may not post materials that would be considered sexually explicit or humiliating to YouTube or other internet means. Violators may face judicial action.

### **Visitation**

Troy University's residence hall visitation policy seeks to balance the rights and wishes of individual students with those of other students living nearby. The continuation of the policy depends upon a demonstration of maturity and responsibility by those participating in visitation. Cooperation within the regulations is essential to all residents.

All concerned must recognize the importance of the guidelines being strictly adhered to if the program is to be successful. Visitation in the residence halls will be conducted according to the following guidelines.

- The right of privacy must be maintained; visitation will not be permitted in any room or suite without the consent of all assigned occupants, regardless of the visitation policy in effect.
- Measures for enforcement of the visitation regulations and for residence hall security shall be maintained. The privilege of visitation shall be revoked for individuals or for residence units where the rules governing visitation are violated.
- Visitation is permitted in designated halls daily from 12:00 p.m. to 12:00 a.m.
- All persons participating are required to use the outside phones to call the residents before entering the building. The resident will then escort the guest into the building. No guest will be permitted in the corridors or bedroom areas of a residence hall unless escorted by a resident.
- Only one guest will be allowed per resident unless special permission is given by the Hall Director for study purposes.
- Only lobby doors will be used for entering and leaving the building.
- Guests will not be allowed in any resident's room at times other than the times set aside for visitation.
- So as not to cause anyone any embarrassment, all residents using public areas and corridors during visitation hours must be clothed
- Overnight guests of the opposite sex are not allowed. Anyone wishing to have an overnight guest must register the guest with the Community Director and must be approved. A form of identification must be presented and documented. Anyone found in violation of this policy is subject to a fine.

### **Waterbeds**

For safety and facility reasons, waterbeds are not permitted in student rooms.

### **Windows and Screens**

No objects should be thrown or hung from windows. Screens are not to be removed from any window.

Whenever there is a broken window, staff should do the following:

- Try to discover what happened and if possible who was responsible for the damaged window. The resident(s) responsible will be billed for the damage.
- Clean up the broken glass. Do not leave the area unattended before the glass is cleaned up and the remaining glass fragments in the window frame are disposed. This is to protect

residents unaware of the danger.

- If the broken window is on an upper floor, do not leave the area without posting a sign or placing tape across the window opening to forewarn of the danger.
- If the window has been broken during regular business hours (8:00-5:00, Monday-Friday), staff should follow the work order procedures for repairs. If after 5:00 p.m. or on a weekend, staff should notify your Community Director to access the need for emergency maintenance.
- Emergency maintenance should be called if:
  - The window is on the ground floor of the building and it is a breach of the building security.
  - Inclement weather is pending.

### **Wiring, Electrical, Cable, Etc.**

Residents should not splice or otherwise tamper with any existing wire in the building. Should there be a problem with the wiring; a work order should be created to have a trained technician examine the problem. Additionally, residents must not have television aerials, masts, or other radio transmitting equipment stuck or mounted outside their room.

### **Withdrawal from the University**

Official withdrawal from the university is when the student has registered but decides to cancel registration and formally withdraw. The refund of the room rent is prorated based upon the date the room is vacated and the key is returned provided it is before the last date to register for classes. After this date charges will not be refunded unless there is a documented medical reason, military service or student marries or the withdrawal is beyond the control of the student. This will be reviewed on a case by case basis.

Denied Admission, Suspension, or Dismissal- If a student is not permitted to register at the university for an upcoming semester, the student must cancel in writing with the Housing Office prior to the hall opening. The written cancellation must identify the student's denied admission status.





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# Campus Contact Information



**Troy Campus Contact Information**

Academic Affairs . . . . .	(334) 670-3104
Accountancy, School of . . . . .	(334) 670-3137
Accounts Receivable . . . . .	(334) 670-3124
Admissions Office . . . . .	(334) 670-3179
Aerospace Studies (AFROTC) . . . . .	(334) 670-3383
Alabama Articulation (STARS) . . . . .	(334) 670-3690
Alumni Affairs . . . . .	(334) 670-3318
Army ROTC . . . . .	(334) 670-5623
Art & Design . . . . .	(334) 670-3391
Arts & Sciences, College of . . . . .	(334) 670-3399
Athletic Department . . . . .	(334) 670-3480
Biology & Environmental Sciences . . . . .	(334) 670-3401
Career Services . . . . .	(334) 670-3217
Center for International Business & Economic Development . . . . .	(334) 670-3524
Center for Environmental Research . . . . .	(334) 670-3624
Chancellor’s Office . . . . .	(334) 670-3200
Communication & Fine Arts, College of . . . . .	(334) 670-3869
Computer Works . . . . .	(334) 670-3413
Controller’s Office . . . . .	(334) 670-3241
Counseling, Rehabilitation & Interpreter Training . . . . .	(334) 670-3350
Counseling Services . . . . .	(334) 670-3700
Criminal Justice Department . . . . .	(334) 670-3440
Division of Education . . . . .	(334) 670-3546
Drug Prevention Programs . . . . .	(334) 670-3700
Economics & Finance . . . . .	(334) 808-6494
Education, College of . . . . .	(334) 670-3365
English Department . . . . .	(334) 670-3286
Event Mgt & Conference Services . . . . .	(334) 670-3208
Financial Aid Office . . . . .	(334) 670-3186
Fitness Center . . . . .	(334) 670-3791
Graduate Business Programs . . . . .	(334) 670-3299
Graduate School . . . . .	(334) 670-3189
Health Center . . . . .	(334) 670-3452
Health & Human Services, College of . . . . .	(334) 670-3712
History Department . . . . .	(334) 670-3412
Honors Program Director . . . . .	(334) 670-3304
Hospitality, Sport, and Tourism Mgt, School of . . . . .	(334) 670-3827
Housing & Residence Life. . . . .	(334) 670-3346
Human Services & Social Work . . . . .	(334) 670-3366
IMPACT . . . . .	(334) 808-6391
Information . . . . .	(334) 670-3100
Information Systems & Quantitative Methods . . . . .	(334) 670-3143
Instructional Support . . . . .	(334) 670-3210
Interfraternity Council . . . . .	(334) 670-3202
International Programs, Center for . . . . .	(334) 670-3335
Intramural Sports . . . . .	(334) 670-3329

IT Help Desk . . . . .	(334) 670-5660
John M. Long School of Music . . . . .	(334) 670-3322
Journalism & Communication . . . . .	(334) 670-3289
Kinesiology & Health Promotion . . . . .	(334) 670-3443
Leadership Development, Institute for . . . . .	(334) 670-5686
Management Information Systems (MIS) . . . . .	(334) 670-3134
Marketing/Management/Law . . . . .	(334) 670-3459
Mathematics Department . . . . .	(334) 670-3406
Modern Languages & Classics . . . . .	(334) 670-3316
Natorium . . . . .	(334) 670-3193
Natural Science Learning Center . . . . .	(334) 670-3139
Nursing, School of . . . . .	(334) 670-3427
Palladium . . . . .	(334) 670-3211
Panhellenic . . . . .	(334) 670-3505
Physical Plant . . . . .	(334) 670-3342
Physics & Chemistry . . . . .	(334) 670-3408
Pre-Health Professions . . . . .	(334) 670-3581
Psychology, Department of . . . . .	(334) 670-3350
Political Science . . . . .	(334) 670-5926
Post Office . . . . .	(334) 670-3225
Provost Office . . . . .	(334) 670-3104
Public Affairs . . . . .	(334) 670-3196
Radio & TV . . . . .	(334) 670-3268
RICOH Graphics & Printing . . . . .	(334) 670-3230
SAVE Project . . . . .	(334) 670-3700
Social Sciences Department . . . . .	(334) 670-3442
Sodexo Food Services . . . . .	(334) 670-3454
Sorrell College of Business . . . . .	(334) 670-3989
Sports Medicine/Athletic Training . . . . .	(334) 670-3746
Student Services . . . . .	(334) 670-3203
Student Development/Counseling . . . . .	(334) 670-3221
Student Financial Services . . . . .	(334) 670-3124
Student Government Association . . . . .	(334) 670-3212
Student Involvement . . . . .	(334) 670-3204
Student Recreation Center . . . . .	(334) 670-3791
Telecommunications . . . . .	(334) 670-3339
Theatre & Dance . . . . .	(334) 808-6142
Trojan Center Info . . . . .	(334) 670-3202
Tropolitan . . . . .	(334) 670-3327
Troy for Troops Center . . . . .	(334) 670-3856
University Activities Council . . . . .	(334) 670-3329
University Police . . . . .	(334) 670-3215
University Records . . . . .	(334) 670-3164
University Bookstore . . . . .	(334) 670-3223
Upward Bound . . . . .	(334) 670-3669
Veteran Affairs . . . . .	(334) 670-3701
Writing Center . . . . .	(334) 670-3305

**Montgomery Campus Contact Information**  
**(888)357-8843 (toll free)**

College Arts & Sciences . . . . .	(334) 241-5477
College of Business . . . . .	(334) 241-9703
Computer Science Department . . . . .	(334) 832-7282
College of Education . . . . .	(334) 241-9577
Counseling & Psychology . . . . .	(334) 241-9577
Alumni Affairs/Development . . . . .	(334) 241-9501
Bookstore . . . . .	(334) 241-9510
Career Services . . . . .	(334) 241-9763
Cashiers . . . . .	(334) 241-9517
Disability Services . . . . .	(334) 241-5486
Enrollment Management . . . . .	(334) 241-9506
Financial Aid . . . . .	(800) 414-5756
General Information/ Emergency Locator . . . . .	(334) 834-1400
Center for Student Success . . . . .	(334) 241-9530
Graduate School Information . . . . .	(334) 241-9507
Library . . . . .	(334) 241-9576
New Student Information . . . . .	(334) 241-9506
Registrar/Records . . . . .	(334) 241-9511
Security Office . . . . .	(334) 241-9500
Student Services . . . . .	(334) 241-9532
Troy School of Nursing . . . . .	(334) 834-2320
Troy-Montgomery Switchboard . . . . .	(334) 834-1400
University Police . . . . .	(334) 241-9716
University Relations . . . . .	(334) 241-9585
Veterans Affairs/Student Financial Assistance . . . . .	(334) 241-9519
Troy for Troops Center. . . . .	(334)241-9748
WTSU . . . . .	(334) 241-9574

**Dothan Campus Contact Information**  
**(334) 983-6556**  
**(866) 291-0317 (toll free)**

Admissions . . . . .	Ext. 1231
Bookstore . . . . .	Ext. 1301
Business Office . . . . .	Ext. 1209
Campus Security . . . . .	Ext. 1313
College of Arts and Sciences . . . . .	Ext. 1390
College of Business Administration. . . . .	Ext. 1264
College of Education. . . . .	Ext. 1360
College of Health and Human Services . . . . .	Ext. 1435
Continuing Education . . . . .	Ext. 1421
Dean of Students . . . . .	Ext. 1206
Director of Enrollment . . . . .	Ext. 1416
Financial Aid . . . . .	Ext. 1255
Fort Rucker Location . . . . .	(334) 598-2443
Library. . . . .	Ext. 1320

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Records . . . . .	Ext. 1254
Scholarships . . . . .	Ext. 1204
Student Activities . . . . .	Ext. 1233
Student Development . . . . .	Ext. 1223
Student Support Services . . . . .	Ext. 1215
Testing . . . . .	Ext. 1223

**Phenix City Campus Contact Information**  
**(866) 876-9787 (toll free)**

Accounts Receivable . . . . .	(334) 448-5120
Admissions and Records . . . . .	(334) 448-5106
Bookstore . . . . .	(334) 448-5139
Coordinator of Academic Support . . . . .	(334) 448-5137
Dean of Student Services . . . . .	(334) 448-5184
Department of Business . . . . .	(334) 448-5126
Department of Counseling & Psychology . . . . .	(334) 448-5147
Department of Education . . . . .	(334) 448-5169
Department of Nursing . . . . .	(334) 448-5156
Financial Aid . . . . .	(334) 448-5185
Graduate Records . . . . .	(334) 448-5116
Scholarships . . . . .	(334) 448-5175
Student Counseling Services . . . . .	(334) 448-5136
Undergraduate Records . . . . .	(334) 448-5117

**Troy Global Campus**

eTroy . . . . .	(334) 670-5876
Florida/Texas District . . . . .	(850) 301-2168
Disability Services . . . . .	(334) 808-6441
Southeast District . . . . .	(706) 210-2828

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# Troy University Fight Song

Here's to the school we love

We are Trojans, one and all.

We will always cheer for victory

And you'll never let us fall.

GO! GO! GO!

Cheers to T-R-O-Y

We are with you all the way

So get out there team and

FIGHT! FIGHT! FIGHT!

And win today!



# The Trojan Way

To live and perform “THE TROJAN WAY,”  
we are expected to:

- Be Respectful
- Speak Appropriately
- Dress Properly for the Occasion
- Behave as a responsible, kind person
- Adhere to applicable laws and policies