

TO: Prospective and Current University of Alabama Students and Employees
FROM: Dr. Kevin Whitaker, Interim Provost

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires that universities participating in federal student aid programs make certain information available to their campus communities. You are strongly encouraged to read the notice below and to access the information referenced herein through the websites noted below or through UA's centralized web portal, <http://www.ua.edu/academic/hea/>. To request a paper copy of policy materials, please contact the appropriate office(s) indicated below. Detailed contact information for each office and the University's Compliance Office is provided at the end of this notice.

General Institutional Information

- The University of Alabama's policies and procedures comply with **The Family Educational Rights and Privacy Act of 1974 (FERPA)**, which protects the privacy and confidentiality of personally identifiable information contained within student education records maintained by UA. Please review the statement of these policies at <http://registrar.ua.edu/academics/privacy-guidelines>. For more information, contact the Office of the University Registrar.
- **Facilities and Services for Students with Disabilities.** Services for students with disabilities are facilitated by the Office of Disability Services (ODS) (<http://ods.ua.edu>). ODS provides disability-related information and referrals; documents a student's disability and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, and advocacy and training. Dr. Gwendolyn Hood, University Compliance Officer, serves as the ADA Coordinator for the campus. Inquiries concerning ADA requirements and compliance may be directed to Dr. Hood in the Office of Equal Opportunity Programs/Compliance. The Director of Emerging Technology and Accessibility, Center for Instructional Technology, works with University committees to evaluate and implement the use of accessible technology, including web site accessibility. See <http://accessibility.ua.edu> for information and resources.
- Information about **Student Diversity** at the University, including the number of enrolled full-time students by gender and race/ethnicity, is available at <http://oira.ua.edu/HEA>. More detailed information is available in the **Common Data Set** at <http://oira.ua.edu/d/content/reports>. These reports are available from the Office of Institutional Research and Assessment (OIRA). **Enrollment data** for the Law School as required by the ABA may be found at <http://www.law.ua.edu/wp-content/uploads/Std509InfoReport2015.pdf> and for the Graduate School by gender and race/ethnicity may be found in tables 6.8 and 6.9 of the Graduate School's Annual report at <http://graduate.ua.edu/publications/ar2015/>.
- The **Price of Attendance** at the University for all students, including a complete list of current costs for the current year, is available at <https://studentaccounts.ua.edu/cost/>. For more information, contact Student Account Services.

- The **Net Price Calculator** for total annual cost of attendance as well as scholarship and financial aid eligibility, is at <http://financialaid.ua.edu/net-price-calculator>. For more information, contact the Office of Student Financial Aid.
- The University's **Refund Policy** is available at <https://studentaccounts.ua.edu/refunds/>. Information about the **Impact of Withdrawal on Federal Financial Aid, Loans and Scholarships** is available at <https://studentaccounts.ua.edu/withdrawal-from-the-university/>. For more information, contact Student Account Services.
- The University's undergraduate student **Withdrawal Policy** (from the University, from a course, or when called to active military duty) is available in the online catalog at <https://catalog.ua.edu/undergraduate/about/academic-regulations/policies/withdrawal/>. For more information, contact the Office of the University Registrar. The **Withdrawal Policy** for graduate students is in the Graduate School catalog available on-line at <http://services.graduate.ua.edu/catalog/14470.html>. The **Withdrawal Policy** for law students is contained on page 51 of the School of Law Student Handbook at <https://www.law.ua.edu/misc/handbook.pdf>.
- **Course materials** information for undergraduate and graduate courses is available on the website for the University Supply Store at http://www.universitysupplystore.com/buy_main.asp. To the extent it is available, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks for students is also available in the schedule of classes through <https://mybama.ua.edu>. For more information, contact The University Supply Store (SUPeStore). Course materials for Law School classes also may be found in the textbook listing on the School of Law website at <http://www.law.ua.edu/resources/textbooks>.
- For a listing of **Academic Programs** leading to an undergraduate degree, visit <https://catalog.ua.edu/programs/>. Graduate School Academic Program information is available at <http://graduate.ua.edu/degrees>. The School of Law Academic Program information is available at <http://www.law.ua.edu/academics>.
- Information about the **Instructional Facilities and Demographics** is available at <http://oira.ua.edu/HEA> or more detailed information may be accessed through departmental websites. For more information, contact the Office of Institutional Research and Assessment (OIRA). The plan for **Academic Program Review** of a department, college or school, or interdisciplinary program, including University accountability indicators, is available at <http://graduate.ua.edu/apr>.
- Information about **Transfer Credit Policies and Articulation Agreements** is available at <http://registrar.ua.edu/services/transfer-credit>. For more information, contact the Office of the University Registrar. For School of Law transfer credit information, visit <http://www.law.ua.edu/students/transferred-credit/>. For Graduate School transfer credit information, review the Graduate Catalog: for master's students, visit http://services.graduate.ua.edu/catalog/14800.html#transfercredit_ms; for Ed.S. students, visit

http://services.graduate.ua.edu/catalog/14800.html#transfercredit_ed; and for doctoral students, visit http://services.graduate.ua.edu/catalog/14800.html#transfercredit_phd.

- Information about **Accreditation, Approval, and Licensure of Institution and Academic Programs** at the University is available at <http://oiraservices.ua.edu/content/oie/accreditation>. For more information, contact the Office of Institutional Effectiveness.
- Information about the University's **Internal Complaint Process** for students regarding educational programs, and **contact information for filing complaints** with the University's accrediting agency, and/or regarding state approval or licensing for distance learning programs, and/or for complaints regarding state consumer protection laws is available at <http://provost.ua.edu/internal-complaint-process.html>. For more information, contact the Office of the Provost. The Provost's internal complaint process website also has links to other complaint processes at the University, including the on-line student complaint and appeal process (<http://www.sa2.ua.edu/complaints.cfm>) and the School of Law's student complaint process (<http://www.law.ua.edu/resources/contact/studentcontact.php>).
- The University's **Copyright Infringement Policies and Sanctions** comply with the Digital Millennium Copyright Act of 1998 (DMCA). When notified of a copyright infringement, the University will suspend network access and instruct the user to run a full virus scan, remove file sharing programs, and remove copyrighted materials. The user is instructed that if they need assistance, they should contact the Office of Information Technology. In order to avoid civil or criminal penalties, an extensive list of legal alternatives for peer-to-peer file sharing is maintained at <http://www.educause.edu/legalcontent>. For more information, contact the Office of Information Technology or refer to <https://www.ua.edu/copyright>. Typical sanctions imposed on students found responsible for copyright infringement by the Office of Student Conduct are located at <https://oit.ua.edu/security/industry-and-government-regulation/peer-to-peer-file-sharing/>.
- UA's **rules, regulations, and policies applicable to students** are in the Student Handbook published online at <http://www.studenthandbook.ua.edu>. Because this handbook may be revised from semester to semester, it is the responsibility of the student to view revisions online or to obtain revisions from the Office of Student Conduct. The Graduate School's catalog (<http://services.graduate.ua.edu/catalog/index.html>) includes all rules, regulations, and policies for graduate students. The School of Law students are subject to the Law School Handbook <https://www.law.ua.edu/misc/handbook.pdf> and Law School Honor Code available at <http://www.law.ua.edu/misc/Honor%20Code%202013.pdf>.
- The University has also developed a website to assist UA students in submitting other types of **Student Complaints and Appeals** by directing students to the most effective venue for accurate information at <http://sa.ua.edu/complaints.cfm>.
- The SOURCE (<http://thesource.ua.edu>) provides a complete list of opportunities for students to become involved in the campus through recognized student organizations. With over 600 such organizations, the choices are endless and represent options for varied leadership/advocacy roles

important to the overall education of our student body. For more information, contact The Office of Student Involvement.

- **Career and Job Placement** services are provided by the University's Career Center. The Career Center provides a variety of resources to assist students and alumni with self-assessment, career exploration, career preparation and job search strategies. The Career Center engages employers through development efforts, career fairs, on-campus interviewing and a variety of other initiatives in an effort to connect students with internship and employment opportunities. For more information, see <http://career.ua.edu> or contact the Career Center. For information on the Law School Career Services Office and law student employment outcomes, visit <http://www.law.ua.edu/career-services/>.
- The Alabama Department of Education reports annually to the United States Department of Education on the quality of **teacher preparation programs** in Alabama. This report contains data submitted by The University of Alabama and other institutions. To view the State of Alabama's Title II report, see <https://title2.ed.gov/Public/Home.aspx> (select Alabama).

Student Financial Assistance

- For information about **Assistance Available from Federal, State and Institutional Programs**, visit <http://financialaid.ua.edu/funds/index.html>. The list includes Federal Pell Grants, Federal Perkins Loan, Direct Subsidized and Unsubsidized Stafford Loans, and many others. For information about undergraduate scholarships, visit www.scholarships.ua.edu; for information about financial support administered by the Graduate School, visit <http://graduate.ua.edu/students/financial-support>; for information about scholarships and financial aid at the School of Law, visit <http://www.law.ua.edu/admissions/tuition-financial-aid/>. For more information, contact the Office of Student Financial Aid.
- **Satisfactory Academic Progress** must be maintained to remain eligible for federal financial aid. For more information, see the policy at <http://financialaid.ua.edu/sap/index.php>. For information on **Financial Aid Penalties for Drug Law Violations**, see <http://financialaid.ua.edu/faq/drug-law-violation.php>. For more information, contact the Office of Student Financial Aid.
- **Student Loan Information** is available at <http://financialaid.ua.edu/loans/index.php>. This website contains information about eligibility requirements and procedures for applying for aid; criteria for selecting recipients and determining amount of award; methods and frequency of disbursements; financial aid terms and conditions; and student rights and responsibilities. Notices about entrance counseling, exit counseling, or promissory notes for the Federal Perkins Loan or Institutional Loans are available at <https://borrower.ecsi.net>. Notices about entrance counseling, exit counseling and promissory notes for Federal Direct Loans are available at <https://studentloans.gov/myDirectLoan/index.action>. To view the **Institutional Code of Conduct for Education Loans**, go to <http://financialaid.ua.edu/other/conduct.html>. For more information, contact the Office of Student Financial Aid.

Health and Safety

- The University's **UAct** website, <http://www.ua.edu/campuslife/uact/>, provides extensive information on how to report or obtain assistance with a variety of issues, including issues related to dating violence, domestic violence, stalking, sexual assault, sexual violence or other Title IX violations, illegal discrimination, harassment, child abuse or neglect, hazing, threat assessment, retaliation, and ethical violations or fraud.
- For information about UA's **Harassment Policy, Title IX Coordinator, and Designated Harassment Resources Persons**, see <http://eop.ua.edu/harassment.html> and www.titleix.ua.edu. **The Title IX Coordinator** is responsible for UA's **Sexual Misconduct Policy** (<http://titleix.ua.edu/sexual-misconduct-policy.html>) and coordinating UA's compliance with Title IX, including overseeing complaints of gender discrimination (including complaints of sexual harassment, sexual misconduct, sexual assault, domestic and dating violence and stalking) and overseeing/providing educational programs for UA students and employees regarding reporting, resources, prevention, and awareness. The Title IX Coordinator also identifies and addresses any patterns or systemic issues that arise in reviewing such complaints. For more information, contact Beth Howard, Title IX Coordinator, or visit the Title IX website at www.titleix.ua.edu.
- Each year, the University publishes the **Annual Campus Security and Fire Safety Report**. It contains crime and fire statistics for the three most recent calendar years, details UA security and fire safety policies and procedures, and has information about where to request information about registered sex offenders. It also contains information about UA's **Sexual Misconduct Policy, Missing Residential Student Policy** and its **Emergency Response, Notification, and Evacuation Procedures**. The report is available online to view or print at <http://police.ua.edu/campus-security-report-2-2>. A separate report is available at that same location for the Gadsden Center campus. To request a printed copy of the Campus Security and Fire Safety Report for UA or the UA Gadsden Center, contact the Clery Compliance Coordinator. More information is available at: <http://police.ua.edu/campus-security-report-2-2>.
- The **Drug-Free Campus and Workplace Policy**, applicable to students and employees, contains information about standards of conduct; disciplinary sanctions; education, counseling, and treatment programs; alcohol and other drug health risks; and drug and alcohol laws and penalties, and is available at <http://policies.ua.edu/drugfree.html>. As noted in that policy, a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for federal financial aid programs. For more information about the period of ineligibility and how to regain eligibility, see the **Notice of Federal Student Financial Aid Penalties for Drug Law Violations** at: <http://financialaid.ua.edu/faq/drug-law-violation.php>. **The University of Alabama Alcohol and Other Drug Policy for Students** (<http://www.sc.ua.edu/alcoholdrugpolicy.cfm>) summarizes expectations for students and contains links to other applicable policies and resources specific to students. The Office of Student Conduct publishes common disciplinary sanctions for drug and alcohol violations at: <http://sc.ua.edu/documents/commonSanctions2015.pdf>. **The Annual Campus Security Report**, <http://police.ua.edu/campus-security-report-2-2>, also contains a section summarizing the Drug-Free Campus and Workplace Policy and provides a link to the website identifying **Drug-**

Abuse and/or Substance Education Programs: www.aodprevention.ua.edu. For more information, contact the Department of Health Promotion & Wellness of the Student Health Center.

- UA's **Immunization Policy** is available at <http://shc.ua.edu/immunization-policy>. Required vaccinations need to be completed before entering the University. For more information, contact Immunization Control, Student Health Center.

Student Outcomes

- Information about UA's **Retention Rate for First-time Freshmen, Graduation Rate, Transfer-out Rate, and Graduate and Professional Education Placement** (including the types of programs in which graduates are enrolled) is available at <http://oira.ua.edu/HEA>. For more information, contact the Office of Institutional Research and Assessment (OIRA). School of Law specific student outcomes are available at <http://www.law.ua.edu/wp-content/uploads/Std509InfoReport2015.pdf>. Each department with graduate programs must provide yearly updates of student learning outcomes for each degree program in Taskstream, the University's online assessment management system. For more information, contact the Office of Institutional Effectiveness (OIE). Graduate School student graduation data are available at <http://graduate.ua.edu/publications/ar2015/> (select Commencement Activities).
- Information about **Graduation Rate for Students Receiving Athletically Related Student Aid** is available at <http://registrar.ua.edu/policies/right-to-know>. For more information, contact the Office of the University Registrar.
- The **First Destination/Placement Report** (<http://career.ua.edu/students/firstDestination.cfm>) provides information about **Job Placement for Graduates** from The University of Alabama. The report provides a variety of information including employment status and salary information for engineering and business undergraduates. For more information, contact the Career Center. **Employment Summary Reports for School of Law** graduates are available at <http://www.law.ua.edu/career-services/>.

Intercollegiate Athletic Program

- By October 15th of each year, the University prepares an Equity in Athletics Disclosure Act (EADA) report, which includes **Athletic Participation Rates and Financial Support Data**. The report can be accessed online at <https://eada.ia.ua.edu>. To request a paper copy of the report, contact The Office of Strategic Communications.

Voter Registration

- All students are encouraged to participate in local, state, and national elections. A copy of the Alabama voter registration form is at <http://www.alabamavotes.gov/GetRegForm.aspx?m=voters>. This form may be completed online, printed out, and mailed to the voter registration official in your county of residence. For additional information, please contact the Secretary of State, Elections Division, P.O. Box 5616, Montgomery, AL 36130; or call 1-800-274-8683.

Contact Information: Offices Maintaining Higher Education Act Compliance Information

<p>Office of the Provost Dr. Kevin Whitaker, Interim Provost Box 870114, 254 Rose Admin. Bldg. Tuscaloosa, AL 35487-0114 205-348-4892 Fax: 205-348-9137 kwhitaker@ua.edu</p>	<p>Graduate School Dr. Susan Carvalho, Associate Provost and Dean 102 Rose Administration Building Box 870118 Tuscaloosa, AL 35487-0118 (205) 348-8280 Fax: (205) 348-0400 secarvalho@ua.edu http://graduate.ua.edu</p>
<p>Office of the University Registrar Dr. Kenneth Foshee, Registrar 206 Student Services Center, Box 870134 Tuscaloosa, AL 35487-0134 (205) 348-2020 registrar@ua.edu http://registrar.ua.edu</p>	<p>Office of Equal Opportunity Programs Dr. Gwendolyn Hood, Director & University Compliance Officer & ADA Coordinator 107 Mary Burke Hall, Box 870300 Tuscaloosa, AL 35487-0300 (205) 348-5855 ghood@alan.ua.edu http://www.eop.ua.edu/disabilities.html</p>
<p>Title IX Coordinator Beth Howard 107 Mary Burke Hall, Box 870300 Tuscaloosa, AL 35487-0300 (205) 348-5496; Fax: (205) 348-9137 gbhoward@ua.edu http://titleix.ua.edu</p>	<p>Office of Disability Services Judy Thorpe, Director Houser Hall, Suite 1000, Box 870185 Tuscaloosa AL 35487-0185 (205) 348-4285 or (205) 348-3081 (TTY) http://ods.ua.edu</p>
<p>Office of Strategic Communications Monica Watts, Associate Vice President for Communications Box 870144, 166 Rose Administration Tuscaloosa, AL 35487-0144 (205) 348-5411 monica.watts@ua.edu</p>	<p>Career Center Melinda J. King, Executive Director 3400 Ferguson Student Center, 751 Campus Drive Box 870293 Tuscaloosa, AL 35487 (205) 348-4904; Fax: (205) 348-5852 http://career.sa.ua.edu/</p>

<p>Office of Student Conduct Todd Borst, Executive Director 173 Burke Hall East Box 870295 (205) 348-8384; Fax: (205) 348-2651 student.conduct@sa.ua.edu http://www.sc.ua.edu/index.cfm</p>	<p>Clery Compliance Officer Dr. Chad Clark 1110 Jackson Avenue, Box 870180 Tuscaloosa, AL 35487-0810 (205) 347-0547 cclark@fa.ua.edu ua.police@ua.edu http://police.ua.edu</p>
<p>Office of Student Involvement 3610 Ferguson Center, Box 870167 Tuscaloosa, AL 35487-0292 (205) 348-6114 rlmoore@sa.ua.edu http://thesource.ua.edu http://studentinvolvement.ua.edu</p>	<p>Office of Institutional Research and Assessment (OIRA) Lorne Kuffel, Executive Director 304 East Annex, Box 870166 Tuscaloosa, AL 35487-0166 (205) 348-7200 lkuffel@ua.edu http://oira.ua.edu</p>
<p>Office of Student Financial Aid Helen Allen, Director Box 870162, 106 Student Services Center Tuscaloosa, AL 35487-0162 (205) 348-6758 helen.allen@ua.edu http://financialaid.ua.edu</p>	<p>Office of Institutional Effectiveness Ginger Bishop, Director Box 870166, 222 East Annex Tuscaloosa, AL 35487 205-348-7125 vabishop@ua.edu http://oie.ua.edu</p>
<p>Office of Student Account Services Kristy Pritchett, Director Box 870120, 105 Student Services Center Tuscaloosa, AL 35487-0120 (205) 348-5350 studentaccounts@fa.ua.edu http://studentaccounts.ua.edu</p>	<p>The School of Law Office of Associate Dean for Academic Services Grace Lee, Associate Professor of Law in Residence Box 870382 Room 257, Law School 205-348-1125; Fax: 205-348-3077 glee@law.ua.edu</p>
<p>University Supply Store (SUPe Store) Teresa Shreve, Director Box 870291; Ferguson Center Tuscaloosa, AL 35487-0291 (205) 348-7625 tshreve@fa.ua.edu http://www.universitysupplystore.com</p>	<p>Office of Information Technology John P. McGowan, Vice Provost/CIO Box 870346, 125 Gordon Palmer Hall Tuscaloosa, AL 35487-0346 (205) 348-5610 security@ua.edu https://oit.ua.edu/security/heoa-compliance-plan/</p>

**Immunization Control
Student Health Center**

Margaret Garner, Executive Director
L224, Student Health Center
(205) 348-7961
Fax: (205) 348-8611
<http://shc.ua.edu/immunization-policy>

**Department of Health Promotion &
Wellness, Student Health Center**

Margaret Garner, Executive Director
L224, Student Health Center
(205) 348-7961
Fax: (205) 348-8611
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<https://shc.ua.edu>

Center for Instructional Technology

Director, Emerging Technology and
Accessibility
Dr. Rachel S. Thompson
Box 870248; 123 Russell Hall
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205-348-0216
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**Compliance, Ethics, and Regulatory
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