

# MEMORANDUM

TO: Prospective and Current University of Alabama Students and Employees

FROM: Dr. Kevin Whitaker, Executive Vice President and Provost

Re: Fall 2018 Higher Education Act Compliance

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 [Higher Education Act Compliance](#) webpage.

Please contact the University's [Compliance, Ethics, and Regulatory Affairs Office](#), to obtain a paper copy of this notice or to obtain paper copies of policy materials. Additionally, applicable departmental contact information is provided at the end of this notice.

## GENERAL INSTITUTIONAL INFORMATION

### **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The University of Alabama has policies and procedures to comply with The Family Educational Rights and Privacy Act of 1974 (FERPA) available in the [Office of the University Registrar's](#) privacy guidelines. FERPA protects the privacy and confidentiality of personally identifiable information contained within student education records maintained by UA.

### **Facilities and Services for Students with Disabilities**

Services for students with disabilities are facilitated by the [Office of Disability Services](#) (ODS). 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. Inquiries concerning ADA requirements and compliance may be directed to the [Office of Equal Opportunity Programs](#). Additionally, the University's [accessibility initiative](#) provides technology users, including those with disabilities, a functional and accessible technology experience with our web presence and our instructional and emerging technologies. Questions about this initiative should be directed to the [Technology Accessibility](#) office.

### **Career Center**

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. Questions about career services should be directed to the [Career Center](#) or the [Law School Career Services Office](#).

The [First Destination/Placement Report](#) captures 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. Questions about the report should be directed to the University Career Center. [Employment Summary Reports for School of Law](#) graduates are available from the School of Law.

### **Teacher Preparation Program Report**

The Alabama Department of Education reports annually to the United States Department of Education on the quality of teacher preparation programs in Alabama. The [2017 State Report](#) contains data submitted by The University of Alabama and other institutions.

### **Instructional Facilities and Demographics**

Information about the Instructional Facilities and Demographics is available through the [Office of Institutional Research and Assessment](#) (OIRA) or more detailed information may be accessed through departmental websites.

### **Accreditation, Approval, and Licensure of Institution and Academic Programs**

Information about Accreditation, Approval, and Licensure of Institution and Academic Programs at the University is available through the [Office of Institutional Effectiveness](#).

## Copyright Infringement Policies and Sanctions

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 through [Educause](#). For more information, contact the Office of Information Technology or refer to the [University's Copyright Statement](#). Typical sanctions imposed on students found responsible for copyright infringement by the Office of Student Conduct are listed on the Office of Information Technology's website.

## STUDENT INFORMATION

### Academic Programs

The listings leading to an undergraduate degree and graduate degree are available online in the [Academic Catalog](#). The School of Law [Academic Program](#) information is available on the Law School website.

### Student Handbook

UA's rules, regulations, and policies applicable to students are found in the [Student Handbook](#). 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 Catalog](#) includes all rules, regulations, and policies for graduate students. The School of Law students are subject to the [Law School Handbook](#) and [Law School Honor Code](#).

Required immunizations need to be completed and verified prior to registering for coursework. UA's [Health Requirements for Registration Policy](#) provides additional details concerning screening and required immunization forms. Additional information can be found on the [Immunization Control](#) website.

The [SOURCE](#) 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.

### Student Diversity

Student Diversity at the University, including the number of enrolled full-time students by gender and race/ethnicity, is captured by the [Office of Institutional Research and Assessment](#). More detailed information is available in the [Common Data Set](#). The Law School is required to capture [Enrollment data](#) by the ABA and it is updated annually. The Graduate School captures gender and race/ethnicity in its [Graduate Student Population](#) report.

### Student Accounts

Price of attendance at the University for all students, including a complete list of current costs for the current year, is available at [Student Account Services](#). The total annual cost of attendance as well as scholarship and financial aid eligibility, is captured in the [Net Price Calculator](#). Refunds may be issued to students if sufficient funds exist to create credit balances and in accordance with the University withdrawal policy. Additional information about the [Impact of Withdrawal on Federal Financial Aid, Loans and Scholarships](#) is captured in the University's withdrawal policy. The University's [Undergraduate Student Withdrawal Policy](#) (from the University, from a course, or when called to active

military duty) is available in the [Academic Catalog](#). The Withdrawal Policy for graduate students is captured in the [Graduate Catalog](#) and the withdrawal policy for law students is captured in the School of Law [Student Handbook](#).

## Student Financial Assistance

Federal assistance is available from [Federal, State and Institutional Programs](#). The list includes Federal Pell Grants, Federal Perkins Loan, Direct Subsidized and Unsubsidized Stafford Loans, and many others. The process for applying for scholarships varies based on whether you are an [entering freshman](#), a [transfer student](#), or a [currently enrolled student](#).

Financial support in the form of assistantships, fellowships and scholarships are available to qualified graduate students. In most cases, assistantships and fellowships include a full-tuition scholarship, health insurance and a generous stipend. Further details are found in the [Financial Assistance](#) section of the [Academic Catalog](#). Additionally, the School of Law offers [scholarship opportunities](#) for Law students.

[Satisfactory Academic Progress](#) must be maintained to remain eligible for federal financial aid. Additionally, there are financial aid penalties that exist for [Drug Law Violations](#). The Student Financial Aid website contains information about eligibility requirements and procedures to apply 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 thru [ECSI](#). [Federal Direct Loan](#) notices concerning entrance counseling, exit counseling and promissory notes are available on the Federal Student Aid website. Students should be aware of the [Institutional Code of Conduct for Education Loans](#). For more information, [contact](#) the [Office of Student Financial Aid](#).

## Course materials

Undergraduate and graduate course material are available online at the [University Supply Store](#). 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 [MyBama](#). For more information, contact The University Supply Store (SUPeStore). Course materials for Law School classes are available online in the [textbook listing](#) on the School of Law website.

## 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. To request a paper copy of the report, contact [The Office of Strategic Communications](#).

## Student Outcomes

Enrollment data, 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 on the [Office of Institutional Research and Assessment's \(OIRA\)](#) website. For more information, contact the [Office of Institutional Research and Assessment](#). [Student learning outcome](#) information for Law School students is available on the School of Law website. The Graduate School [student graduation data](#) is also maintained on the OIRA website. Each academic degree program (undergraduate and graduate) must provide yearly reports regarding student learning outcomes in Taskstream, the University's online assessment management system. For more information, contact the [Office of Institutional Effectiveness \(OIE\)](#).

Information about [Graduation Rates for Students Receiving Athletically Related Student Aid](#) is available at the Office of the University Registrar's website.

## Transfer Credit Policies and Articulation Agreements

Information about [Transfer Credit Policies and Articulation Agreements](#) is available through the Office of the University Registrar. [Transfer credit](#) for the School of Law is available on the Law School website. Graduate School transfer credit information is available in the [Graduate School Catalog](#).

## Internal Complaint Process

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 through the Office of the Provost's website. The Provost's website for internal complaints also provides additional details concerning other complaint processes at the University, including the on-line [student complaint and appeal process](#) and the [School of Law's student complaint process](#)

## CAMPUS CLIMATE

The University of Alabama is committed to providing an environment for employees, students and campus visitors that is free from illegal harassment based on genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis. The University will not tolerate and will take action against individuals who retaliate against individuals who, in good faith, report violations of this policy or participate in investigations related to such policy violations. Information, questions, intervention training, and incident reporting are available on the University's [UAct](#) website.

Information concerning UA's Harassment Resources is available in the [Harassment Policy](#) and by contacting your designated [Harassment Resource Persons](#). The University also employs Office of Title IX Coordinator that is responsible for UA's [Sexual Misconduct Policy](#). The [Office of Title IX Coordinator](#) oversees the University's compliance with [Title IX](#) of the Education Amendments of 1972. The Title IX Office works with University Administration, departments, students, faculty, staff, campus police, and other support services to ensure that University policies and programs foster a campus community free of illegal gender discrimination and sexual violence.

Additionally, the University publishes the [Annual Campus Security and Fire Safety Report](#). The report 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. 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](#).

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. 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](#). The [University of Alabama Alcohol and Other Drug Policy for Students](#) summarizes expectations for students and contains links to other applicable policies and resources specific to students. Common [disciplinary sanctions](#) for drug and alcohol violations is published through the Office of Student Conduct. The [Annual Campus Security Report](#), 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](#). For more information, contact the [Department of Health Promotion & Wellness](#) at the Student Health Center.

## **Voter Registration**

All students are encouraged to participate in local, state, and national elections. A copy of the Alabama [voter registration form](#) is available thru the Alabama Secretary of State. 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

#### Career Center

Dr. Melinda J. King, Executive Director  
3400 Ferguson Student Center  
Box 870293  
Tuscaloosa, AL 35487  
(205) 348-4904  
Mjking4@ua.edu  
<https://career.sa.ua.edu/>

#### 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>

#### Compliance, Ethics, and Regulatory Affairs

Dr. Marcy Huey, CCEP, Executive Director  
401 Queen City Avenue  
Tuscaloosa, AL 35401  
205-348-2334  
mhuey@fa.ua.edu  
<https://compliance.ua.edu/>

#### Disability Services

Ms. Vanessa Goepel, Director  
Houser Hall, Suite 1000, Box 870185  
Tuscaloosa AL 35487  
(205) 348-4285 or (205) 348-3081 (TTY)  
ods@ua.edu  
<http://ods.ua.edu>

#### Equal Opportunity Programs

Dr. Gwendolyn Hood, Director & University  
Compliance Officer & ADA Coordinator  
107 Mary Burke Hall, Box 870300  
Tuscaloosa, AL 35487  
(205) 348-5855  
ghood@aaan.ua.edu  
<http://www.eop.ua.edu/disabilities.html>

#### Graduate School

Dr. Susan Carvalho, Associate  
Provost and Dean  
116 Rose Administration Building  
Box 870118  
Tuscaloosa, AL 35487-0118  
(205) 348-8280  
secarvalho@ua.edu  
<http://graduate.ua.edu>

#### Health Promotion & Wellness,

#### Immunization Control

#### Student Health Center

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

## **Information Technology**

Dr. John P. McGowan, Vice Provost/CIO  
Box 870346, A313 Gordon Palmer Hall  
Tuscaloosa, AL 35487-0346  
(205) 348-5610  
security@ua.edu  
<https://oit.ua.edu/security/heoa-compliance-plan/>

## **Institutional Effectiveness**

Dr. Ginger Bishop, Director  
Box 870166, 222 East Annex  
Tuscaloosa, AL 35487  
(205) 348-7125  
vabishop@ua.edu  
<http://oie.ua.edu>

## **Institutional Research and Assessment**

Mr. Lorne Kuffel, Executive Director  
304 East Annex, Box 870166  
Tuscaloosa, AL 35487-0166  
(205) 348-7200  
lkuffel@ua.edu  
<http://oira.ua.edu>

## **Provost**

Dr. Kevin Whitaker, Executive Vice President  
& Provost  
Box 870114, 254 Rose Administration  
Tuscaloosa, AL 35487-0114  
(205) 348-4892  
kwhitaker@ua.edu  
<http://provost.ua.edu/>

## **School of Law Office of Associate Dean for Academic Services**

Dr. Grace Lee, Associate Dean  
for Academic Affairs  
Box 870382  
Room 260, Law School  
(205)-348-7190  
glee@law.ua.edu

## **Strategic Communications**

Ms. Monica Watts, Associate Vice President  
for Communications  
Box 870144, 166 Rose Administration  
Tuscaloosa, AL 35487  
(205) 348-5411  
monica.watts@ua.edu

## **Student Account Services**

Ms. Kristy Pritchett, Director  
Box 870120, 105 Student Services Center  
Tuscaloosa, AL 35487-0120  
(205) 348-5350  
studentaccounts@fa.ua.edu  
<http://studentaccounts.ua.edu>

## **Student Financial Aid**

Ms. Helen Allen, Director  
Box 870162, 106 Student Services Center  
Tuscaloosa, AL 35487-0120  
(205) 348-6758  
Helen.allen@ua.edu  
<http://financialaid.ua.edu>

## **Student Conduct**

Mr. Todd Borst, Executive Director  
173e Mary Burke Hall East  
Box 870295  
(205) 348-8284  
student.conduct@sa.ua.edu  
<https://studentconduct.sa.ua.edu/>

## **Student Involvement**

Dr. Rosalind Moore-Miller, Director of  
Undergraduate & Graduate 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>

## **Title IX Coordinator**

Ms. Beth Howard  
107 Mary Burke Hall, Box 870300  
Tuscaloosa, AL 35487  
(205) 348-5496  
gbhoward@ua.edu  
<http://titleix.ua.edu>

## **Technology Accessibility Initiative**

Dr. Rachel S. Thompson  
Director, Faculty Resource Center  
Box 870248; A202 Gordon Palmer Hall  
Tuscaloosa, AL 35487  
205-348-0216  
[rsthompson2@ua.edu](mailto:rsthompson2@ua.edu)  
<http://accessibility.ua.edu>  
<http://frc.ua.edu>

## **University Registrar**

Dr. Kenneth Foshee, Registrar  
206 Student Services Center, Box 870134  
Tuscaloosa, AL 35487  
(205) 348-2020  
registrar@ua.edu  
<http://registrar.ua.edu>

## **University Supply Store (Supe Store)**

Bernadette Chavira-Trull, Associate Director  
Ferguson Center, Box 870291  
Tuscaloosa, AL 35487-0291  
(205) 348-2384  
bchavira@bama.ua.edu  
<http://www.univeristysupplystore.com>