

## Appendix – University Policies & Resources

*(Listed in order of attachment)*

- Drug-Free Campus Policy For Students
- Drug-Free Campus Policy for Students – Attachment A (Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance)
- Drug-Free Campus Policy for Students – Attachment B (Drug and Alcohol Use Health Risks)
- Drug-Free Campus/Workplace Policy – Attachment B.1 (Alcohol – Effects)
- Drug-Free Campus Policy – Attachment C (Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs)
- Drug-Free Workplace Policy
- Drug-Free Workplace Policy – Attachment A (Applicable Legal Sanctions)
- Drug-Free Workplace Policy – Attachment B (Drug and Alcohol Use Health Risks)
- Drug-Free Workplace Policy – Attachment C (Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs)
- Drug-Free Workplace Policy – HR Policy 633
- Drug-Free Campus/Workplace Policy Attachment A.1 (Federal Trafficking penalties associated with the use of drugs)
- Alcohol and Drug Testing for Reasonable Cause – HR Policy 634
- Board of Trustees, Board Rule 303, Compliance with Drug-Free Workplace Requirements (Excerpt, pages 79-81)
- General Policy Regarding the Use and Consumption of Alcoholic Beverages
- UAB Student Conduct Code – Sanctioning Guide
- UAB Student Conduct Code – Sanctioning Grid
- Residence Life Handbook – (Excerpt pages 1-4, & 22)
- University Housing website summary Alcohol & Illegal Drugs
- Human Resources website – Addiction Recovery Groups
- You and UAB – Handbook for Faculty and Staff (Excerpt table of contents and page 32)

## Drug-Free Campus Policy for Students

**Abstract:** Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB student is prohibited.

**Effective Date:** 12/14/1991  
**Responsible Party:** [All individual departments](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Board of Trustees](#)  
**Applies To:** Students  
**Keyword(s):** Behavior, Drugs, Student  
**Material Original Source:**

University of Alabama at Birmingham

### DRUG-FREE CAMPUS POLICY FOR STUDENTS

**December 14, 1991**

(Replaces policy dated September 26, 1990)  
[Edited October 12, 2011, to reflect changes in organizational structure]

#### Related Policies

##### [Drug-free Workplace Policy](#)

Drug Screening Policy for Student Athletes  
School of Medicine "Policy on Impairment and Chemical Substance Abuse"  
School of Dentistry "Policy on Impairment and Chemical Substance Abuse"  
School of Nursing "Policy on Impairment and Chemical Substance Abuse"

#### Related Attachments

[Drug-free Campus Policy - Attachment A, Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance](#)

[Drug-free Campus Policy - Attachment B, Drug and Alcohol Use Health Risks](#)

[Drug-free Campus Policy - Attachment C, Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs](#)

[Drug-free Campus/Workplace Policy - Attachment A.1, Federal Trafficking Penalties](#)

[Drug-free Campus/Workplace Policy - Attachment B.1, Alcohol - Effects](#)

#### Policy Statement

This policy is applicable to all students enrolled in credit course(s) or degree-granting programs at the University of Alabama at Birmingham and to all students receiving academic credit at UAB (other than for continuing education units) for study in a program in a foreign country conducted by UAB alone or in conjunction with a foreign university.

Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB student on UAB property or as part of any UAB-sponsored or UAB-sanctioned activity is prohibited. The legal possession, use, or distribution of alcoholic beverages on UAB property or at UAB-sponsored or UAB-sanctioned activities is governed by the UAB *General Policy Regarding the Use and Consumption of Alcoholic Beverages* and applicable local, state, and federal laws.

In certain situations, the University is required to report the activities prohibited by this policy to appropriate law enforcement authorities. In all cases, the University may report activities prohibited by this policy to appropriate law enforcement authorities if it appears that the activity is a violation of law.

#### Disciplinary Actions

Violations of this policy constitute nonacademic misconduct and will be subject to established disciplinary action for nonacademic misconduct in accordance with stipulations in the *Direction* Student Handbook or other applicable procedures. Violations of this policy by students should be reported to the appropriate student affairs office or other office handling student nonacademic misconduct in the same manner in which other instances of nonacademic misconduct are reported.

In some cases of violation of this policy for unlawful use, a student may be given, at the discretion of the University, the option to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program in lieu of dismissal. Participation in such an assistance or rehabilitation program is at the expense of the student.

### **Drug-free Awareness Program**

At least annually, UAB shall inform students of the dangers of drug and alcohol abuse on campus, of the existence of this policy statement and its penalties for violations, and of available drug and alcohol counseling, rehabilitation, and assistance through the following activities:

1. Publication, at least annually, of this policy in appropriate student publications and distribution to students in UAB's foreign programs and to students in programs conducted in conjunction with foreign universities;
2. Inclusion of this policy in future editions of student class schedules and/or registration materials, student handbooks, and student catalogs;
3. Dissemination of this policy and of information at student orientation and assistance programs regarding the dangers of drug and alcohol use and abuse and available rehabilitation programs; and
4. Continuation, and expansion, of the UAB drug and alcohol awareness program which includes sponsorship of the "Alcohol/Drug Awareness Week" and publication of pamphlets and other materials.

### **Applicability to Other Policies**

Other drug-free policies created to cover specific areas of the University may be more restrictive than this policy but may not be less restrictive. At a minimum, other such policies must include, or reference, the provisions of this policy. Violators will be subject to the provisions of the more stringent policy but will not be punished under more than one policy for the same offense.

This policy does not revoke or otherwise interfere with policies in the health professional schools designed to determine whether health care professionals are impaired and to offer rehabilitation, subject to the above provisions.

The wording in the "Non-academic Conduct" section of the *Direction* student handbook which relates to causes of dismissal due to the use, possession, etc. of illicit drugs, controlled substances, or alcoholic beverages references only certain provisions of this more extensive policy. The entire policy is applicable in all cases even if the policy itself is not printed in full.

### **Attachments**

The "Applicable Legal Sanctions," "Drug and Alcohol Use Health Risks," and "Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs" attached to this policy are a part of the policy but may be revised from time to time without affecting the policy itself.

### **Effective Date and Implementation**

This policy is effective immediately upon its being signed by the President.

The offices of the appropriate Vice Presidents are responsible for the development and maintenance of procedures to implement this policy within their areas of responsibility.

In addition to being distributed to students on the UAB campus, this policy will be distributed to students in UAB's foreign programs and to students in programs conducted in conjunction with foreign universities. The Vice Provost for Student and Faculty Success is responsible for all distributions to students covered by this policy.

## Drug-free Campus Policy for Students -Attachment A

**Abstract:** This attachment for the Drug-free Campus Policy for Students outlines the Federal penalties and sanctions for the illegal possession of a controlled substance.

**Effective Date:** 12/14/1991

[All individual departments](#)

**Responsible Party:** None Assigned

**Contacts:** Academic Affairs

**Administrative Category:** Students

**Applies To:** Drugs, Alcohol

**Keyword(s):** Drugs, Alcohol

**Material Original Source:**

[Drug-free Campus Policy for Students - Attachment A](#)

"Applicable Legal Sanctions"

December 14, 1991

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance (55 Federal Register 33589)

#### 21 U.S.C. 844 (a)

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds 5 grams.
2. Second crack conviction and the amount of crack possessed exceeds 3 grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### 21 U.S.C. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

#### 21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

#### 21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### 21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### 18 U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

#### Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Note:* See Attachment A.1 for additional Federal drug trafficking penalties and Information.

*Note:* These are only Federal penalties and sanctions. Additional *State* penalties and sanctions may apply.

#### Summary of State Penalties and Sanctions

Under Alabama law, the possession, purchase, or consumption of alcoholic beverages by a person under 21 years of age is punishable by a fine of up to \$500 and by up to three months in jail. Also under Alabama law, for a first offense, unlawful possession of a controlled substance (that is, illegal drugs)

may be punished by imprisonment up to ten years and a \$5,000 fine and unlawful distribution of controlled substances may be punished by imprisonment up to 20 years and a \$10,000 fine. Subsequent offenses may carry more stringent sentences.

#### **Drug-Free Schools and Communities Act**

Illegal drug and alcohol use, consumption, distribution, etc. on college and university campuses also are covered by the provisions of the United States Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

#### **Legal Sanctions in Foreign Countries**

Students in a program in a foreign country conducted by UAB alone or in conjunction with a foreign university also may be subject to sanctions under foreign law or under the Uniform Code of Military Justice. Although the legal sanctions described in this policy under United States law may not apply to students in a foreign country, UAB will nevertheless hold such students to the same standards as students within the United States and will take the disciplinary actions described in this policy for violations of these standards.

## Drug-free Campus Policy for Students - Attachment B

[Return to Previous Page](#)[Hide Details](#)

**Abstract:** This attachment to the Drug-free Campus Policy for Students outlines the health risks associated with the use of drugs and alcohol.

**Effective Date:** 12/14/1991

**Responsible Party:** [All individual departments](#)

**Contacts:** None Assigned

**Administrative Category:** [Academic Affairs](#)

**Applies To:** Faculty, Staff, Students

**Keyword(s):** [Drugs, Alcohol](#)

**Material Original Source:**

### [Drug-free Campus for Policy for Students - Attachment B](#)

"Drug and Alcohol Use Health Risks"

December 14, 1991

#### General

Although there has been recent change in American health habits and societal attitudes toward recreational drug and alcohol use, problems continue to exist and experimentation is starting at an earlier age. An important piece of information to surface in recent years is that even moderate, nonprescribed use of alcohol and nonprescribed use of drugs can have an adverse effect on overall health and well-being. Consider the following facts:

1. Drinking more than one or two alcoholic beverages a week promotes more visible signs of aging;
2. Consuming one and one-half or more alcoholic beverages per day increases the risk of breast cancer;
3. Drinking alcoholic beverages poisons the heart muscle, counteracts the benefits of exercise, increases male impotence, and depresses the body's immune system;
4. Tobacco use is a contributing factor in the development of chronic bronchitis, emphysema, circulatory problems, and coronary disease, as well as being the leading cause of lung cancer;
5. Cocaine use is responsible for kidney damage, stroke, lung and heart diseases, seizures, and intense psychological problems.
6. Many forms of narcotics are highly addictive to users.
7. Marijuana use creates certain dysfunctions related to thinking, learning, and recall; aggravates asthma, bronchitis, and emphysema; contributes to fertility problems; and contributes to the development of lung cancer;
8. The nonprescribed use of tranquilizers, barbiturates, and amphetamines is dangerous and may cause major health problems, including death;
9. Extended drug and/or alcohol use may result in substance dependency and loss of control of an individual's life.

Source: Compiled by UAB Substance Abuse Program from the following resources:

[Drug Data: What Everyone Needs to Know about Mood-altering Drugs](#), Comp Care Publications, Minneapolis.  
[You Are What You Drink](#), Allan Luks and Joseph Barbato, Villard Books, New York.  
[You Can Stop](#), Jacquelyn Rogers, Simon & Schuster, New York.

## Drug-Free Campus/Workplace Policy-Attachment B.1

**Abstract:** This Attachment to the Drug-Free Campus and Drug-Free Workplace Policies outlines effects related to the consumption of alcohol.

**Effective Date:** None Published  
**Responsible Party:** [All individual departments](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Administration](#)  
**Applies To:** Faculty, Staff, Students  
**Keyword(s):** [Alcohol](#)  
**Material Original Source:**

### Attachment B.1

#### **Alcohol -- Effects** (55 Federal Register 33591)

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Uses and Effects of Controlled Substances**

See [Attachment B.2](#) for additional information concerning health risks involved in drug use.

## Drug-Free Campus Policy-Attachment C

[Return to Previous Page](#)
[Hide Details](#)

**Abstract:** This attachment to the Drug-Free Campus Policy describes available programs through UAB offering counseling and assistance for drug and alcohol abuse.

**Effective Date:** 12/14/1991

**Responsible Party:** [All individual departments](#)

**Contacts:** None Assigned

**Administrative Category:** [Academic Affairs](#)

**Applies To:** Faculty, Staff, Students

**Keyword(s):** [Counseling](#), [Alcohol](#), [Drugs](#)

**Material Original Source:**

### Drug-free Campus Policy - Attachment C

"Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs"

December 14, 1991

[This page revised August 5, 1998]

#### Student Services

The Campus Assistance Program is designed to address the following issues: continued longitudinal needs assessments, campus community awareness, enlistment of support from all campus segments, identification of high-risk students, early intervention, development of peer counseling and support groups, and referral to on/off campus resources and treatment facilities when indicated. The following are on-campus programs available to students:

Campus Assistance Program  
Wellness Center  
Hill University Center - Suite 460  
934-5816

UAB Mental Health Services Center for Psychiatric Medicine  
1713 Sixth Avenue, South  
Birmingham, Alabama 35294-0018  
ACCESS line 934-7008

UAB Substance Abuse Program  
401 Beacon Parkway West  
Birmingham, Alabama 35209  
917-3733

Other non-UAB, off-campus services are available in the Birmingham area and in many of the foreign countries in which UAB conducts programs of study. Such counseling, treatment, and rehabilitation services are too numerous to list here, but anyone needing assistance with locating such off-campus or foreign country services may contact one of the programs listed above or the UAB Center for International Programs, as appropriate.

## Drug-Free Workplace Policy

**Abstract:** Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB employee is prohibited.

**Effective Date:** 3/10/1992

**Responsible Party:** [Vice President for Financial Affairs and Administration](#)

**Contacts:** None Assigned

**Administrative Category:** [Board of Trustees](#)

**Applies To:** Faculty, Staff, Students

**Keyword(s):** [Behavior](#), [Drugs](#)

**Material Original Source:**

### University of Alabama at Birmingham

### DRUG-FREE WORKPLACE POLICY

**March 10, 1992**

(Replaces policy dated November 2, 1990.)  
[Edited February 10, 2009, for changes in unit names]

NOTE: This policy was approved by the University of Alabama System on March 2, 1992.

#### Related Policies

[Board of Trustees Board Rule 315 Compliance with Drug-free Workplace Requirements](#)

[Drug-Free Campus Policy for Students](#)

School of Medicine "Policy on Impairment and Chemical Substance Abuse"

School of Dentistry "Policy on Impairment and Chemical Substance Abuse"

School of Nursing "Policy on Impairment and Chemical Substance Abuse"

University Hospital pre-employment drug testing rules and regulations

Sections of the [You & UAB Handbook for Faculty and Staff](#) and [Faculty Handbook](#) related to dismissal

#### Related Attachments

[Drug-free Workplace Policy - Attachment A, Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance](#)

[Drug-free Workplace Policy - Attachment B, Drug and Alcohol Use Health Risks](#)

[Drug-free Workplace Policy - Attachment C, Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs](#)

[Drug-free Campus/Workplace Policy - Attachment A.1, Federal Trafficking Penalties](#)

[Drug-free Campus/Workplace Policy - Attachment B.1, Alcohol -- Effects](#)

#### Policy Statement

Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB employee, including employees of UAB programs in foreign countries, during his or her work period, whether on the premises of UAB or at any other site where the employee is carrying out assigned UAB duties, is prohibited. The legal possession, use, or distribution of alcoholic beverages on UAB property or at UAB activities is governed by the UAB *General Policy Regarding the Use and Consumption of Alcoholic Beverages* and applicable local, state, and federal laws.

In certain situations, the University is required to report the activities prohibited by this policy to appropriate law enforcement authorities. In all cases, the University may report activities prohibited by this policy to appropriate law enforcement authorities if it appears that the activity is a violation of law.

**Disciplinary Actions**

Violation of this policy by employees shall result in immediate suspension. Except in those cases in which an unusual mitigating or extenuating circumstance exists, suspension will be followed by dismissal without notice.

All disciplinary measures against tenured employees/faculty members or against those employed for a specific term will be carried out in accordance with rules governing those situations.

In some cases of first violation of this policy for unlawful use, an employee may be given, at the discretion of the University, the option to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program in lieu of dismissal. Participation in such an assistance or rehabilitation program is at the expense of the employee. The option shall not be available for subsequent violations of the policy.

**Drug-free Awareness Program**

UAB shall inform employees of the dangers of drug and alcohol abuse in the workplace, of the existence of this policy statement and its penalties for violations, and of available drug and alcohol counseling, rehabilitation, and assistance through the following activities:

1. Publication, at least annually, of this policy in appropriate employee publications such as the *UAB Reporter* and distribution to employees in UAB's foreign programs and to employees in programs conducted in conjunction with foreign universities;
2. Inclusion of this policy in future editions of employee handbooks;
3. Dissemination of this policy and of information at employee orientation and assistance programs regarding the dangers of drug and alcohol use and abuse and available rehabilitation programs;
4. Dissemination of information to supervisors concerning their responsibilities relative to the provisions of this policy.

**Notifications and Distribution of the Policy**

All persons employed by the University will be provided a copy of this policy and will be advised that, as a condition of employment, they are required (1) to abide by this policy and (2) to notify their supervisors of any criminal drug statute conviction for a violation occurring in the University workplace within five days after such conviction. A supervisor who receives such a notice from an employee shall forward the notice through proper administrative channels to the appropriate vice president/Provost/ CEO of UAB Health System. Within thirty days of receiving notice, UAB will implement personnel action as indicated in the "Disciplinary Actions" section of this policy.

**Special Conditions Applicable to Persons Performing Work on Federal Grants or Contracts**

In cases in which a UAB employee is supported by a federal grant or contract, the appropriate vice president/Provost/CEO of UAB Health System, upon receiving a notice of conviction covered by this policy, shall notify the UAB Office of Grants and Contracts Administration. Within ten days after receiving notice of conviction of an employee, the Office of Grants and Contracts Administration shall notify the granting agency of the conviction.

**Applicability to Other Policies**

Other drug-free policies created to cover specific areas of the University may be more restrictive than this policy but may not be less restrictive. At a minimum, other such policies must include, or reference, the provisions of this policy. Violators will be subject to the provisions of the more stringent policy but will not be punished under more than one policy for the same offense.

This policy does not revoke or otherwise interfere with policies in the health professional schools designed to determine whether health care professionals are impaired and to offer rehabilitation, subject to the above provisions.

The wording in the "Dismissal" sections of the *You & UAB Handbook for Faculty and Staff* and the *Personnel Policies and Procedures Manual* which relates to causes of dismissal due to the use, possession, etc. of illicit drugs, controlled substances, or alcoholic beverages is superseded by the wording of this policy's "Policy Statement" section until those publications sufficiently incorporate the provisions of this policy.

#### Attachments

The "Applicable Legal Sanctions," "Drug and Alcohol Use Health Risks," and "Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs" attached to this policy are a part of the policy but may be revised from time to time without affecting the policy itself.

#### Effective Date and Implementation

This policy is effective immediately upon its being signed by the President.

The Office of the Vice President for Financial Affairs and Administration is responsible for the development and maintenance of procedures to implement this policy.

In addition to being distributed to employees on the UAB campus, this policy will be distributed to employees in UAB's foreign programs and to employees in programs conducted in conjunction with foreign universities. The Center for International Programs is responsible for all distributions to UAB employees participating in foreign programs.

## Drug-free Workplace Policy-Attachment A

**Abstract:** This attachment to the Drug-free Workplace Policy outlines the federal penalties and sanctions for illegal possession of a controlled substance.

**Effective Date:** 3/10/1992  
**Responsible Party:** [Vice President for Financial Affairs and Administration](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Administration](#)  
**Applies To:** Faculty, Staff  
**Keyword(s):** [Drugs](#), [Alcohol](#)  
**Material Original Source:**

### Drug-free Workplace Policy-Attachment A

"Applicable Legal Sanctions"

March 10, 1992

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance** (55 Federal Register 33589)

#### *21 U.S.C. 844 (a)*

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.  
 After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.  
 After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.  
 Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds 5 grams.
2. Second crack conviction and the amount of crack possessed exceeds 3 grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### *21 U.S.C. 853 (a) (2) and 881 (a) (7)*

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

#### *21 U.S.C. 881 (a) (4)*

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

#### *21 U.S.C. 844a*

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### *21 U.S.C. 853a*

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### *18 U.S.C. 922 (g)*

Ineligible to receive or purchase a firearm.

#### *Miscellaneous*

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Note:* See Attachment A.1 for additional Federal drug trafficking penalties and information.

*Note:* These are only Federal penalties and sanctions. Additional *State* penalties and sanctions may apply.

#### **Summary of State Penalties and Sanctions**

Under Alabama law, the possession, purchase, or consumption of alcoholic beverages by a person under 21 years of age is punishable by a fine of up to \$500 and by up to three months in jail. Also under Alabama law, for a first offense, unlawful possession of a controlled substance (that is, illegal drugs)

may be punished by imprisonment up to ten years and a \$5,000 fine and unlawful distribution of controlled substances may be punished by imprisonment up to 20 years and a \$10,000 fine. Subsequent offenses may carry more stringent sentences.

#### **Drug-Free Schools and Communities Act**

Illegal drug and alcohol use, consumption, distribution, etc. on college and university campuses also are covered by the provisions of the United States Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

#### **Legal Sanctions in Foreign Countries**

Employees in a program in a foreign country conducted by UAB alone or in conjunction with a foreign university also may be subject to sanctions under foreign law or under the Uniform Code of Military Justice. Although the legal sanctions described in this policy under United States law may not apply to employees in a foreign country, UAB will nevertheless hold such employees to the same standards as employees within the United States and will take the disciplinary actions described in this policy for violations of these standards.

## Drug-free Workplace Policy - Attachment B

[Return to Previous Page](#)
[Hide Details](#)

**Abstract:** This attachment for the Drug-free Workplace Policy outlines the risks associated with the use of drugs and alcohol.

**Effective Date:** 3/10/1992

**Responsible Party:** [Vice President for Financial Affairs and Administration](#)

**Contacts:** None Assigned

**Administrative Category:** [Administration](#)

**Applies To:** Faculty, Staff

**Keyword(s):** [Drugs, Alcohol](#)

**Material Original Source:**

### [Drug-free Workplace Policy - Attachment B](#)

"Drug and Alcohol Use Health Risks"

March 10, 1992

#### General

Although there has been recent change in American health habits and societal attitudes toward recreational drug and alcohol use, problems continue to exist and experimentation is starting at an earlier age. An important piece of information to surface in recent years is that even moderate, nonprescribed use of alcohol and nonprescribed use of drugs can have an adverse effect on overall health and well-being. Consider the following facts:

1. Drinking more than one or two alcoholic beverages a week promotes more visible signs of aging;
2. Consuming one and one-half or more alcoholic beverages per day increases the risk of breast cancer;
3. Drinking alcoholic beverages poisons the heart muscle, counteracts the benefits of exercise, increases male impotence, and depresses the body's immune system;
4. Tobacco use is a contributing factor in the development of chronic bronchitis, emphysema, circulatory problems, and coronary disease, as well as being the leading cause of lung cancer;
5. Cocaine use is responsible for kidney damage, stroke, lung and heart diseases, seizures, and intense psychological problems.
6. Many forms of narcotics are highly addictive to users.
7. Marijuana use creates certain dysfunctions related to thinking, learning, and recall; aggravates asthma, bronchitis, and emphysema; contributes to fertility problems; and contributes to the development of lung cancer;
8. The nonprescribed use of tranquilizers, barbiturates, and amphetamines is dangerous and may cause major health problems, including death;
9. Extended drug and/or alcohol use may result in substance dependency and loss of control of an individual's life.

Source: Compiled by UAB Substance Abuse Program from the following resources:

[Drug Data: What Everyone Needs to Know about Mood-altering Drugs](#), Comp Care Publications, Minneapolis.  
[You Are What You Drink](#), Allan Luks and Joseph Barbato, Villard Books, New York.  
[You Can Stop](#), Jacquelyn Rogers, Simon & Schuster, New York.

## Drug-free Workplace Policy-Attachment C

[Return to Previous Page](#)
[Hide Details](#)

**Abstract:** This attachment to the Drug-Free Workplace Policy describes available programs through UAB offering counseling and assistance for drug and alcohol abuse.

**Effective Date:** 3/10/1992

**Responsible Party:** [Vice President for Financial Affairs and Administration](#)

**Contacts:** None Assigned

**Administrative Category:** [Administration](#)

**Applies To:** Faculty, Staff

**Keyword(s):** [Drugs](#), [Alcohol](#), [Counseling](#)

**Material Original Source:**

### Drug-free Workplace Policy - Attachment C

"Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs"

March 10, 1992

[This page revised August 5, 1998]

### Employee Services

The Faculty and Staff Assistance Program was established to provide comprehensive counseling and referral services to all UAB employees or their dependents with drug- and/or alcohol-related problems. Referrals for services are confidential and may include the following:

UAB Mental Health Services Center for Psychiatric Medicine  
1713 Sixth Avenue, South  
Birmingham, Alabama 35294-0018  
ACCESS line 934-7008

UAB Substance Abuse Program  
401 Beacon Parkway West  
Birmingham, Alabama 35209  
917-3733

UAB Benevolent Fund  
934-2281

Other non-UAB, off-campus services are available in the Birmingham area and in many of the foreign countries in which UAB conducts programs of study. Such counseling, treatment, and rehabilitation services are too numerous to list here, but anyone needing assistance with locating such off-campus or foreign country services may contact one of the programs listed above, the UAB Faculty and Staff Assistance Program, or the UAB Center for International Programs, as appropriate.

[Policy's Home](#)[Search Library](#)[Manuals and Handbooks](#)[Policy User Resources](#)[Return to Previous Page](#)[Hide Details](#)

## Drug-Free Workplace Policy - HR Policy 633

**Abstract:** This policy defines the rules and regulations on maintaining a drug-free workplace at UAB.

**Effective Date:** 3/1/1992  
**Responsible Party:** [Human Resources](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Human Resources](#)  
**Applies To:** Faculty, Staff  
**Keyword(s):** [Alcohol](#), [Controlled Substances](#), [Drugs](#)  
**Material Original Source:**

### Policy 633 - Drug-Free Workplace Policy

Date Issued: 10/80  
Date Revised: 03/92

For complete text of this policy, go to:

[Drug-free Workplace Policy](#)

## Alcohol and Drug Testing for Reasonable Cause - HR Policy 634

**Abstract:** This policy states that UAB is committed to providing a drug-free environment, and therefore may subject employees to drug and alcohol testing based on reasonable cause.

**Effective Date:** 1/19/2017  
**Responsible Party:** [Human Resources](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Human Resources](#)  
**Applies To:** Faculty, Staff  
**Keyword(s):** [Alcohol](#), [Drugs](#), [Reasonable Cause](#), [Testing](#)  
**Material Original Source:**

### Policy 634 - Alcohol and Drug Testing for Reasonable Cause

Date Issued: 10/17/95

Date Revised: 1/19/17

#### Purpose and Background

Employees are the most valuable resource of the University. The work environment is safer and more effective without the presence or effect of illegal drugs, controlled substances abuse, or alcohol. Employees who abuse alcohol or drugs are a danger to themselves, coworkers, patients, and students. The adverse impact of illegal drugs, controlled substance abuse, and alcohol in the workplace has been recognized by the federal government. All of UAB is required by federal law to maintain a drug-free workplace. It is a condition of employment at UAB that employees be, and remain, free of illegal drugs, controlled substance abuse, and alcohol while at work or while performing job functions related to employment at UAB.

This policy establishes rules and procedures for drug and alcohol testing based on reasonable cause to believe that an employee is using alcohol or illegal drugs in the workplace, is abusing controlled substances in the workplace, or is performing official duties while under the influence of alcohol, illegal drugs, or controlled substance abuse.

#### Definitions

For purposes of this policy, the following definitions shall apply:

"Employee" is defined as any individual in employment categories 01, 03, 12, and 17 who receives a paycheck from UAB.

"Supervisor" is defined as any employee who has supervisory or managerial authority over another employee or over a student. In the case of the Medical and Dental Staff, the "supervisor" is considered to be the Division Director or the Department Chair. In the case of House Staff, the "supervisor" is considered to be the Program Director.

"Illegal drugs" are defined as (1) drugs and controlled substances the possession or use of which are unlawful pursuant to any federal, state, county, or local laws and regulations governing drugs and controlled substances that are not legally obtainable, (2) drugs and controlled substances which are legally obtainable but which have not been legally obtained, and (3) controlled substances that were legally obtained but which are being abused. Examples include, but are not limited to, street drugs such as cocaine, heroin, and marijuana, and controlled substances such as amphetamine, methamphetamine, and barbiturates. (See the UAB Drug-free Workplace Policy for a more complete definition and lists of drugs.)

"Controlled substances" are those listed as such by the federal government but which are not being used for prescribed purposes or in a prescribed manner. This includes, but is not limited to, prescribed drugs being used by, or in the possession of, someone other than the person to whom they were lawfully prescribed. (See the UAB Drug-free Workplace Policy for a more complete definition and lists of drugs.)

"Alcohol" (or "alcoholic beverages") is defined as beer and other brewed malt beverages, wine, and distilled spirits.

#### "Reasonable Cause" Drug and Alcohol Testing

Any employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits patterns of behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug and/or alcohol test if management officials or supervisors have reasonable cause to believe that the employee's faculties are impaired while at work due to drug or alcohol use. An employee who refuses to consent to an alcohol and/or drug test will be discharged from employment.

#### "Reasonable Cause" Administrative Standards

##### *Assessment of Employee Behavior*

Any observed behavior which reasonably suggests that the employee is using drugs or is under the influence of alcohol may result in immediate action as outlined elsewhere in this policy. The following behaviors may indicate abuse of alcohol, controlled substances, or illegal drugs:

- Unauthorized leave from work areas.
- Excessive tardiness when returning from breaks or meal periods.
- Accidents on the job.
- Significant swings in normal behavior, morale, or level of productivity.
- Inattention to work or assigned duties and poor judgment.
- Over-reaction to real or imagined criticism.
- Poor or inappropriate patient care.

Other actions or behavior not enumerated above as indicators of alcohol or illegal drug use or controlled substances abuse also may constitute reasonable cause for alcohol and/or drug testing.

If there is suspicion that an employee is impaired, it should be immediately reported to a supervisor.

#### *Actions to be Taken by Supervisor*

Upon *reasonable cause* to believe that an employee is using alcohol or illegal drugs in the workplace, is abusing controlled substances in the workplace, or is performing official duties while under the influence of alcohol, illegal drugs, or controlled substance abuse the supervisor is to take the following action:

- Immediately notify the supervisor's superior, and, as soon as practicable, notify the appropriate department head and the Office of HR Employee Relations. If possible, the supervisor should have another supervisor also observe and evaluate the employee's behavior.
- Escort the employee in question to a location away from other employees, patients, or the public so that the employee in question can be interviewed privately and confidentially.
- In the presence of the supervisor's superior or another supervisor, if possible, ask the employee to explain the situation and condition surrounding the incident and/or behavior. Document the explanation. If the explanation is not considered by the supervisor(s) to be a reasonable one, the supervisor may require the employee to take a drug test as stipulated by this policy.
- Explain to the employee the implications of the testing, the possible outcome for the person's employment, and the consequences if the employee refuses to submit to the testing.

The supervisor then is to follow as closely as reasonably practicable the steps set forth in the following sections entitled "Procedures for Employee Drug and Alcohol Testing," "Reporting and Reviewing of Drug Test Results," "Appeal and Retesting," and "Chain of Custody." Failure to strictly comply with provisions of such sections shall not invalidate test results nor affect enforcement of this policy.

#### **Procedures for Employee Drug and Alcohol Testing**

- The employee's supervisor (or the UAB Police if the situation warrants it) shall contact the Nursing Resource Coordinator (NRC) regarding reasonable cause testing. For Hospital employees and Campus employees working within the main Hospital, the NRC contact information is pager number 8149, phone number 934-9884. The NRC will then notify the on-call Drug Screen Staff and HR Employee Relations. The NRC will escort the employee to the drug screen collection site. For UAB Highland employees and all other Campus employees who work outside of the main Hospital, the screens will be collected at UAB Highlands. The contact information for UAB Highlands is the same as above.
- Prior to testing, the employee must sign a consent form agreeing to the testing and authorizing the release of test results based on the need to know, but specifically to the Medical Review Officer, the employee's supervisor, the employee's department head (or division/program director, if applicable), HR Employee Relations, Employee Assistance and Counseling Center, Risk Management and Insurance, an approved treatment program (if applicable), the Office of Counsel, and others on a need-to-know basis. Employees who refuse to sign the consent form or refuse testing will not be tested and will be discharged from employment.
- A specimen will be collected by the on-call Drug Screen Technician.
- No specimen may be taken unless the employee is conscious and has given verbal and written permission.
- Depending on the employee's condition, the supervisor may offer assistance with making transportation arrangements for the employee to get home. If the employee leaves the work premises prior to arrival of the arranged transportation, the supervisor shall document that fact.

#### **Reporting and Reviewing of Drug Test Results**

- The employee's specimen will be sent to a certified National Institute on Drug Abuse (NIDA) laboratory.
- The certified NIDA laboratory will report all test results as required within an average of five days after receipt of a specimen by the laboratory. Test results will be reported to the Medical Review Officer.
- The Medical Review Officer will notify the employee and HR Employee Relations of the test results.
- HR Employee Relations will inform the employee's supervisor and the Office of Risk Management and Insurance. HR Employee Relations will notify an approved treatment program if applicable for first incident (see "Positive Tests" section below).

#### **Appeal and Retesting**

- An employee may appeal a positive test result by submitting a written request to the Medical Review Officer within three days after being informed of the positive test result.
- The Medical Review Officer or designee will contact the laboratory holding the specimen and will provide instruction and guidance to the employee as to how to proceed to have a second confirmatory test conducted on the same specimen. All expenses for retests will be the responsibility of the employee. In the event that the retest is negative thereby indicating that the positive result from the first test was erroneous, the department will reimburse the employee for the cost of the retest.

#### **Chain of Custody**

To preserve the integrity of all specimens collected for reasonable cause testing for alcohol or illegal drug use or controlled substance abuse, a chain of custody will be maintained as documented in separate procedures established for the purpose of controlling custody of the specimens.

#### **Policies and Procedures Following Testing**

##### *General*

The Medical Review Officer will review all positive test results with the employee.

Employees who are tested due to reasonable cause to suspect alcohol or drug use/abuse will be placed on administrative leave without pay until the employee's department receives the test results. If the test results are negative, the employee on leave without pay will be compensated for the time off on leave.

#### *Positive Tests*

If the test results are positive, the employee will be discharged without notice and/or without pay in lieu of notice (except as stated below related to first incident). The employee will not receive compensation for the period of the unpaid administrative leave prior to discharge.

If the test results are positive and the employee is in the first six months of employment as a full-time regular or part-time regular employee, the employee will be discharged without notice and/or without pay in lieu of notice.

In cases of the first incident of an employee's testing positive for alcohol or illegal drug use or controlled substance abuse, in lieu of discharge the employee may elect to enter a treatment program approved by UAB. In the event that an employee is referred to an approved treatment program, as a condition of consideration for continuing employment the employee must abide by the advice and recommendations of the professional staff and/or clinicians of that program and must adhere to procedures and/or guidelines established by the University administration. Participation in approved treatment programs shall be at the expense of the employee. The University shall not refer employees to an approved treatment program in lieu of discharge following any positive tests for alcohol or illegal drug use or controlled substance abuse beyond the first incident. While participating in an approved treatment program for first incident, the employee will be placed on an appropriate leave of absence with or without pay depending on the status of accrued benefit time in accordance with the UAB leave of absence policy. Before the employee may return to work, the employee must present to his or her department head (or division/program director, if applicable) and to HR Employee Relations a physician's certification stating that the employee has complied with an alcohol or illegal drug use or controlled substances abuse approved treatment program and is able to return to work. Such an employee must agree to periodic random tests for alcohol or illegal drug use or controlled substance abuse for a period of two years at the employee's expense at a UAB-designated facility. Licensed professionals must abide by the requirements of their respective licensing boards. Certain licensed professionals may be required to submit to periodic screens in addition to two years, as deemed by their licensing board.

#### **Confidentiality**

All information regarding testing for alcohol or illegal drug use or controlled substances abuse and the results of such testing is to be held in strict confidence by all parties involved. Failure by any employee to maintain confidentiality will result in disciplinary action, which may include discharge from employment.

#### **Implementation**

This policy has been approved by the President and is effective immediately. The policy will be included as an update to the Human Resources Personnel Policies and Procedures Manual and the Hospital manuals and handbooks, as appropriate.

[Return to Previous Page](#)[Hide Details](#)

## Drug-free Campus/Workplace Policy Attachment A.1

**Abstract:** This attachment to the Drug-free Campus and Drug-free Workplace Policies outlines Federal Trafficking penalties associated with the use of drugs.

**Effective Date:** 11/18/1988  
**Responsible Party:** [All individual departments](#)  
**Contacts:** None Assigned  
**Administrative Category:** [Administration](#)  
**Applies To:** Faculty, Staff, Students  
**Keyword(s):** [Drugs](#) [Material Original Source](#):

## Attachment A.1

(55 Federal Register 33588)

## Federal Trafficking Penalties

As of November 18, 1988

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY		
	2nd Offense	1st Offense				1st Offense	2nd Offense	
I and II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than life.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.	
			100-999 gm mixture	HEROIN	1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.	
			500-4,999 gm mixture	COCAINE	5 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.	
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.	
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.	
	1-10 gm mixture	10 gm or more mixture	1-10 gm mixture	LSD	10 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.	
			40-399 gm mixture	FENTANYL	400 gm or more mixture			
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture			
Drug		Quantity	First Offense		Second Offense			
Others <sup>1</sup>		Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.			
IV	All	Any	Not more than 3 years Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years. Fine not more than \$200,000 individual, \$500,00 not individual.			

<sup>1</sup>Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.<sup>2</sup>Does not include marijuana, hashish, or hash oil. (See separate chart.)

## Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity <sup>2</sup>	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$40 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity <sup>2</sup>	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana		
10 to 100 kg	Hashish	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana		
Less than 10 kg	Hashish	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 1 kg	Hashish Oil		

<sup>1</sup>Includes Hashish and Hashish Oil.

(Marijuana is a Schedule I Controlled Substance)



THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ALABAMA

**BOARD MANUAL**

For further information about the Board Manual, please contact:

The Office of The Board of Trustees  
The University of Alabama System  
500 University Boulevard East  
Tuscaloosa, Alabama 35401-1551  
(205) 348-8346  
e-mail: [macalderone@uasystem.edu](mailto:macalderone@uasystem.edu)

Revised August 2017

**THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ALABAMA  
BOARD MANUAL**

**TABLE OF CONTENTS**

<b>BYLAWS OF THE BOARD OF TRUSTEES .....</b>	<b>1</b>
<b>BOARD RULES .....</b>	<b>21</b>
<b>CONSTITUTIONAL AND STATUTORY PROVISIONS .....</b>	<b>269</b>
<b>APPENDICES.....</b>	<b>309</b>
The Mission of The University of Alabama System .....	311
UAS Organizational Chart .....	313
<b>INDEX.....</b>	<b>315</b>

### **303. Compliance With Drug-Free Workplace Requirements**

The Board of Trustees of The University of Alabama charges the Chancellor to authorize and direct the Presidents of each campus to enact policies and procedures to ensure that each campus will not fail to meet the requirements recited in the Drug-Free Workplace Act of 1988 for recipients of federal grants and federal contracts involving \$25,000 or more. Such policies and procedures shall comply with the following guidelines.

A. Each campus shall publish a written Policy Statement on a Drug-Free Workplace, which shall include the following information:

1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully in the University workplace.
2. Specified sanctions shall be imposed for violation of this policy.
3. Any person employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, all University employees, must consent, as a condition of employment:
  - a. to abide by the University's Drug-Free Workplace Policy;
  - b. to notify the University within five (5) days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace.

The Policy Statement shall be distributed to all persons who are employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, to all University employees.

A suggested format for the Policy Statement is attached hereto as Attachment A.

B. Each campus shall develop and present employee drug-free awareness programs covering:

1. Dangers of drug abuse in the workplace;
2. The University's drug-free workplace policy;
3. The availability of counseling and rehabilitation programs for individuals with drug-related problems;
4. The penalties that will be imposed on employees who violate the University's drug-free policy.

C. Each campus shall require, as a condition of employment in connection with the performance of any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, as a condition of employment by the University that employees consent in writing:

1. To abide by the terms of the Policy Statement provided to them;
2. To provide notice to the University within five (5) days of their conviction under any criminal drug statute for a violation occurring in the University workplace.

D. Each campus shall designate a University office responsible for receiving information on the conviction, under any criminal drug statute, of any person employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, where the conviction involves a violation occurring in the University workplace.

Each campus shall develop procedures for conveying to this designated Office any such information received by anyone in the University.

Each campus shall develop procedures under which this designated Office shall:

1. Notify the contracting or granting agency of any such conviction, within 10 days of receipt of the information by the University;
2. Ensure that, within 30 days of receipt of the information by the University, appropriate personnel action has been taken against the employee, up to and including termination, or the employee has been required to participate in a drug abuse rehabilitation program.

E. Each campus shall submit to the Chancellor for approval, not later than March 4, 1989, a proposed set of policies and procedures developed in compliance with this Board Rule.

Any subsequent modifications or amendments made to the drug-free workplace policies and procedures of any campus shall be submitted to the Chancellor for approval prior to their adoption.

(Adopted February 10, 1989 as Rule 315; revised May 5, 1989; renumbered December 5, 1997.)

**Attachment A to Board Rule 303**

**SAMPLE UNIVERSITY POLICY STATEMENT**

The Drug-Free Workplace Act of 1988 requires The University of Alabama to provide the following statement of the University's Drug-Free Workplace Policy to all persons employed by the University [in connection with any federal grant or a federal contract involving \$25,000 or more].

1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully in the University workplace.
2. The following sanctions shall be imposed for violation of this policy:

---

---

---

---

3. Any person employed by the University [in connection with any federal grant or a federal contract involving \$25,000 or more] must consent, as a condition of employment:
  - a. To abide by the University's Drug-Free Workplace Policy;
  - b. To notify the University within 5 days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace.

## General Policy Regarding the Use and Consumption of Alcoholic Beverages

**Abstract:** Within the academic and social environment of UAB, there are occasions where alcohol may be served in a responsible manner within the campus community.

**Effective Date:** 10/1/2012

[All individual departments](#)

**Responsible Party:** None Assigned

[Administration](#)

**Contacts:**

Faculty, Staff, Students

**Administrative Category:**

[Alcohol, Behavior](#)

**Applies To:**

**Keyword(s):**

**Material Original Source:**

### University of Alabama at Birmingham

#### GENERAL POLICY REGARDING THE USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

**October 1, 2012**

NOTE: This policy replaces the General Policy Regarding the Use and Consumption of Alcoholic Beverages dated October 17, 1986, and Office of the Provost Academic Programs Alcoholic Beverage Policy dated October 16, 1997.

#### Introduction

Diversity of opinion and freedom of choice are concepts which have long been an integral part of higher education tradition. This freedom, however, entails the exercise of personal accountability, including the obligation to make informed decisions regarding use and consumption of alcoholic beverages.

Within the academic and social environment of the University of Alabama at Birmingham, alcohol may be served at certain occasions. In an effort to ensure that alcohol is used only in a responsible manner, the following policies are established.

#### General University Policies

##### 1. Compliance

The use of alcoholic beverages must be in compliance with federal, state and local laws; the regulations of the Alabama ABC Board; and other university policies and procedures, including, but not limited to, the Drug-Free Workplace Policy and the Drug-Free Campus Policy for Students.

##### 2. Approval and Location of the Event

The service of alcoholic beverages on campus is limited to areas approved in advance by the dean/vice president or his/her designee. A "responsible person" must be designated for every function at which alcoholic beverages are served. That individual is responsible for ensuring that this policy and other related policies (see "Compliance") are followed.

##### 3. Controlled Areas

Alcoholic beverages may not be taken outside predetermined boundaries of the university-sponsored event. Steps should be taken to ensure that alcoholic beverages are contained within these boundaries. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.

##### 4. Event Advertisements

Advertisements or invitations to university-sponsored events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.

##### 5. Self-Service

Alcoholic beverages served at a university-sponsored event must not be freely available to attendees. A designated server or hired professional bartender must be on duty at the event to limit the size and number of drinks served. If the function involves a sit-down meal at which alcohol is served, waiters and/or waitresses should be instructed to ask before automatically refilling wine or liquor glasses.

##### 6. Proper Identification

Alabama state law prohibits purchase, consumption or serving of beer, wine or distilled spirits by persons under legal drinking age. It is also a violation of Alabama state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. Therefore, at all university-sponsored events where alcoholic beverages will be served, the designated server or hired professional bartender will be required to check for proper identification before serving any alcoholic beverages and must reject any questionable forms of identification. Alcoholic beverages may not be served at functions where the majority of attendees are under legal drinking age.

##### 7. Non-Alcoholic Beverage Alternatives

Alternative non-alcoholic beverages must be equally available and accessible at all university-sponsored events where alcoholic beverages are served. Water should not be the only alternative beverage offered.

##### 8. Food

Food must be made available to those in attendance at all university-sponsored events where alcoholic beverages are served.

**9. Hours of Service**

Service of alcoholic beverages must be discontinued at least one hour before an event is scheduled to end.

**10. Refusal to Serve Intoxicated Guests**

If a participant or guest at a university-sponsored event where alcoholic beverages are being served appears to have exceeded his or her consumption limit, the designated server or hired professional bartender must discontinue serving alcoholic beverages to this individual.

**11. Individual Responsibilities**

Failure to comply with the policies and regulations stated within this document or violation of the law may result in civil and/or university action.

**Implementation**

The Office of the Provost and the Office of the Vice President for Financial Affairs and Administration are responsible for procedures to implement this policy.



## **Sanctioning Guide 2017-18**

### INTRODUCTION

The Office of Student Conduct Sanctioning Guide has been developed to offer general sanctioning recommendations for violations of the Student Conduct Code ("Code") and to ensure a level of consistency among conduct officers and hearing boards when issuing sanctions. While it is sound practice for conduct officers and hearing boards to sanction within the established guidelines, the following recommendations are not prescriptive. Conduct officers and hearing boards are empowered by the Code to utilize their professional judgement when weighing the aggravating and mitigating factors that may exist in each incident to determine the most appropriate sanctioning for the development of the individual student and the common good of University community.

### GOALS

Sanctions are designed to achieve the following goals:

- To **reestablish** order while considering the common good, which sometimes necessitates the temporary or permanent removal of the Respondent from the University community;
- To **repair** the harm for those impacted by the Respondent;
- To **restore** the Respondent to good standing within the University community, provided the safety of the community is not jeopardized by the individual's presence;
- To address the cause of the violation and to allow Respondents to **reflect** upon their actions and their impact on themselves, others, and the University community.

### SANCTIONING CONSIDERATIONS

The following factors may be considered to guide the range and variation of sanctions.

- The Office of Student Conduct's Sanctioning Guidelines;
- The nature and severity of the incident;
- The development needs of the Respondent;
- Any prior conduct history of the Respondent;
- The need to remedy the effects of the incident on others;
- The level of accountability and cooperation taken by the Respondent;
- The level of risk and/or harm of the Respondent to the University community;
- Any other aggravating, mitigating, or relevant factors.



## Sanctioning Guide 2017-18

### AGGRAVATING FACTORS

An aggravating factor is a circumstance, or a set of circumstances, that may result in more significant sanctions for a violation of the Code. Examples of an aggravating factor may include, but are not limited to;

- Nature and Severity of the Incident
  - Committing multiple violations of the Code during single incident;
  - Committing a violation of the Code that results in significant injury, trauma, and/or harm to another person, property, and/or the University community.
- Alcohol and Other Drugs
  - Committing a violation of the Code while under the influence of alcohol and/or other drugs;
  - Committing a violation of the code in connection with participating in a high-risk drinking activity, such as binge drinking, drinking games, and/or using alcohol-related paraphernalia (e.g. beer funnels/bongs, alcohol luges, paint sticks, shot skis).
- Prior Student Conduct History
  - Committing multiple violations of the Code throughout the student's tenure at the University;
  - Committing a violation of the Code while an active sanction (Until any sanction is completed, it is still considered "active".)
- Bias-Related and Retaliatory Conduct
  - Committing a violation of the Code with demonstrates bias against another individual;
  - Committing a violation of the Code against another individual that is motivated by that individual's involvement in the filing or investigation of a student conduct complaint.

### MITIGATING FACTORS

A mitigating factor is a circumstance, or set of circumstances, that may merit consideration of a lesser sanction. Examples of a mitigating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing a violation of the Code that was in self-defense and/or defense of others.
- Risk and Harm



## Sanctioning Guide 2017-18

- Committing a violation of the Code that did not pose any direct risk and/or harm to an individual, property, the University, or the broader community in which we live.
- Accountability & Responsibility
  - Committing a violation of the Code, but exhibiting a significant amount of cooperation with University and public officials responding to the incident.

### BIAS-RELATED AND RETALITORY CONDUCT

#### **Bias-Related Conduct**

Bias-related conduct refers to language and/or behaviors which demonstrate bias against an individual (or group of individuals) because of, but not limited to, and individual's actual or perceived:

• Color	• Nation Origin
• Disability	• Race
• Ethnicity	• Religion
• Gender	• Sexual Orientation

Bias-related conduct is especially intolerable in view of the University's commitment to respect for all members of the community and may be considered an aggravating factor for any violation of the Code, regardless of the seriousness of the violation.

#### **Retaliatory Conduct**

Retaliatory conduct refers to conduct that adversely and unjustifiably affects another's terms and conditions of employment, educational experience, or quality of life and that is motivated by an intent to cause harm because of the targeted individual's involvement in the filing or investigation of a student conduct complaint.

It is contrary to University policy for any individual to engage, whether directly or indirectly, in retaliatory conduct directed against a person who files a complaint or participates during an investigation of such a complaint. Retaliatory conduct may be considered an aggravating factor.



## Sanctioning Guide 2017-18

### TYPES OF SANCTIONS

#### **Reestablish & Repair**

Student may receive sanctions focused on **reestablishing** order within the community and **repairing** the harm caused by a Respondent. These sanctions follow different tracts related to a student's enrollment status at the University and a student's housing status at the University.

Specifically, these types of sanctions may include:

- Written Warning
- Loss of Visitation
- Housing Probation
- Housing Relocation
- Housing Suspension
- Housing Expulsion
- Behavioral Agreement
- Disciplinary Probation
- Disciplinary Suspension
- Disciplinary Expulsion

#### **Restore**

Fines and restitution may be used to **restore** the Respondent to good standing within the University community and/or compensate those impacted by the Respondent's behavior.

#### **Reflect**

Consistent with the Office of Student Conduct's mission to promote the well-being of the community and individual student, **reflection** and developmental sanctions are used in conjunction with other sanctions to balance individual accountability with educational opportunities for the Respondent.

Reflection and developmental sanctions cannot be assigned via a "one size fits all" standards since each Respondent possesses a unique set of characteristics that may contribute to his/her behavior. These sanctions are structured by the conduct officer or hearing board to allow each Respondent the best opportunity to reflect, gain new information, and consider more deeply how his/her behavior impacts him/herself and the community. As a result, these sanctions, include educational projects, may include, but are not limited to:

- Alcohol & Drug Education Programs
- Apology Letters
- Personal Journal
- Education & Research Paper
- Reflection Papers
- Referral
- Educational Service

The following sanctioning guidelines are based on hypothetical incidents that involve a single violation of the Code with no aggravating and/or mitigating factors. The following recommendations are not prescriptive and may be reasonably adjusted based on the factors of the violation.

Violation	Type	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
Alcohol (Underage Possess/Use, Public Container, Shared Source)	<ul style="list-style-type: none"> <li>Reestablish &amp; Repair</li> <li>Restore</li> <li>Reflect</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation (1 Semester)</li> <li>\$50 – Alcohol and Drug Education Workshop Fee</li> <li>Parental Notification</li> <li>Work Educational Service Hours (5)</li> <li>Alcohol and Drug Education Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation (2 Semester)</li> <li>Alcohol Online Program</li> <li>Parental Notification</li> <li>Work Educational Service Hours (15)</li> <li>Educational Project(s)</li> <li>Referral to SCS for assessment</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semester)</li> <li>Likely Housing Suspension (2 Semester)</li> <li>Alcohol Online Program</li> <li>Alcohol/Substance Abuse Interview</li> <li>Work Educational Service Hours (20)</li> <li>Educational Project(s)</li> <li>Referral to SCS for assessment</li> <li>Parental Notification</li> </ul>
Alcohol (Misrepresent of Age, Provision of Alcohol, and Provision to an intoxicated Person)	<ul style="list-style-type: none"> <li>Reestablish &amp; Repair</li> <li>Restore</li> <li>Reflect</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation</li> <li>\$50 (Includes Workshop Fee)</li> <li>Work Educational Service Hours (10)</li> <li>Educational Project(s)</li> <li>Alcohol and Drug Education Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Likely Housing Suspension (2 Semesters)</li> <li>Handled on a Case-By-Case Basis</li> <li>Work Educational Service Hours (10)</li> <li>Educational Project(s)</li> <li>Referral</li> <li>Alcohol EDU Online Program</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension or Expulsion</li> <li>Handled on a Case-By-Case Basis</li> <li>Handled on a Case-By-Case Basis</li> <li>Alcohol/Substance Abuse Workshop</li> <li>Referral</li> <li>Parental Notification</li> </ul>

Arson	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension or Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension or Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension or Dismissal</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>
Dangerous Objects	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation (2 Semesters)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>Confiscation of Item(s)</li> </ul>	<ul style="list-style-type: none"> <li>Handles on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Work Educational Service Hours (10)</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Damage and/or Destruction	Reestablish & Repair	<ul style="list-style-type: none"> <li>Educational Project(s)</li> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Dismissal</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>Full Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Full Restitution</li> <li>\$50</li> </ul>	<ul style="list-style-type: none"> <li>Full Restitution</li> <li>\$75</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Apology</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Defacement	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Housing Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semesters)</li> <li>Likely Housing Suspension (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Housing Suspension (2 Semesters)</li> </ul>



<p><b>Drugs (Use of Paraphernalia, Being in the Possession/Use of Drugs)</b></p>	<p>Reflect</p> <ul style="list-style-type: none"> <li>• Work Educational Service Hours (5)</li> <li>• Educational Project(s)</li> <li>• Alcohol and Drug Education Workshop</li> <li>• Parental Notification</li> </ul>	<p>Work Educational Service Hours (10)</p> <ul style="list-style-type: none"> <li>• Educational Project(s)</li> <li>• Recommend Housing Suspension</li> <li>• Referral</li> </ul>	<p>Work Educational Service Hours (20)</p> <ul style="list-style-type: none"> <li>• Educational Project(s)</li> <li>• SCS for assessment</li> </ul>
	<p>Reestablish &amp; Repair</p> <ul style="list-style-type: none"> <li>• Likely Disciplinary Probation 1 (2 Semesters)</li> <li>• Likely Housing Probation (2 Semesters)</li> </ul>	<p>Likely Disciplinary Suspension</p> <ul style="list-style-type: none"> <li>• Likely Housing Suspension (2 Semesters)</li> </ul>	<p>Likely Disciplinary Suspension</p> <ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>
<p><b>Drugs (Manufacture, Sale, and/or Distribution)</b></p>	<p>Restore</p> <ul style="list-style-type: none"> <li>• \$50 Alcohol and Drug Education Workshop Fee</li> </ul>	<p>Handled on a Case-By-Case Basis</p> <ul style="list-style-type: none"> <li>• \$100</li> <li>• Marijuana 101</li> </ul>	<p>Handled on a Case-By-Case Basis</p> <ul style="list-style-type: none"> <li>• \$150</li> </ul>
	<p>Reflect</p> <ul style="list-style-type: none"> <li>• Work Educational Service Hours (5)</li> <li>• Educational Project(s)</li> <li>• Alcohol and Drug Education Workshop</li> <li>• Parental Notification</li> </ul>	<p>Work Educational Service Hours (10)</p> <ul style="list-style-type: none"> <li>• Educational Project(s)</li> <li>• Referral to SCS for assessment</li> <li>• Parental Notification</li> </ul>	<p>Work Educational Service Hours (20)</p> <ul style="list-style-type: none"> <li>• Educational Project(s)</li> <li>• Parental Notification</li> <li>• Alcohol Substance Abuse Treatment</li> </ul>
<p><b>Drugs (Manufacture, Sale, and/or Distribution)</b></p>	<p>Reestablish &amp; Repair</p> <ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> <li>• Housing Expulsion &amp; Non-Renewal</li> </ul>	<p>Likely Disciplinary Suspension</p> <ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<p>Likely Disciplinary Suspension</p> <ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>
	<p>Restore</p> <ul style="list-style-type: none"> <li>• Counseling Assessment w/ Requirement</li> <li>• Handled on a Case-By-Case Basis</li> </ul>	<p>Housing Expulsion &amp; Non-Renewal</p> <ul style="list-style-type: none"> <li>• Counseling Assessment w/ Requirement</li> <li>• Handled on a Case-By-Case Basis</li> </ul>	<p>Housing Expulsion &amp; Non-Renewal</p> <ul style="list-style-type: none"> <li>• Counseling Assessment w/ Requirement</li> <li>• Handled on a Case-By-Case Basis</li> </ul>

<b>Failure to Comply</b>	Reflect	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Alcohol and Drug Abuse Treatment Interview</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Alcohol and Drug Abuse Treatment Interview</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Alcohol and Drug Abuse Treatment Interview</li> </ul>
	Reestablish & Repair	<ul style="list-style-type: none"> <li>Written Warning</li> <li>Housing Probation (1 Semester)</li> <li>Likely Disciplinary Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Housing Probation (2 Semesters)</li> <li>Loss of Visitation (4 Weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (Through UAB Tenure)</li> <li>Housing Suspension (2 Semesters)</li> </ul>
	Restore Reflect	<ul style="list-style-type: none"> <li>Work Educational Service Hours (5)</li> <li>Educational Project(s)</li> </ul>	<ul style="list-style-type: none"> <li>Work Educational Service Hours (10)</li> <li>Educational Project(s)</li> </ul>	<ul style="list-style-type: none"> <li>Work Educational Service Hours (15)</li> <li>Educational Project(s)</li> </ul>
<b>Failure to Meet Sanction Deadlines</b>	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (Until Sanctions Have Been Satisfactorily Completed)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (Until Sanctions Have Been Satisfactorily Completed)</li> <li>Place Hold Until Complete</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (Until Sanctions Have Been Satisfactorily Completed)</li> <li>Place Hold Until Complete</li> <li>Complete</li> <li>Unpaid fines, fees, and/or restitution may be doubled</li> </ul>
	Restore Reflect	<ul style="list-style-type: none"> <li>Unpaid fines, fees, and/or restitution may be doubled</li> <li>Incomplete Work Sanction Hours May Be Doubled</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete Work Sanction Hours May Be Doubled</li> <li>Incomplete Educational Projects May Be Reassigned and/or Altered</li> </ul>	<ul style="list-style-type: none"> <li>Unpaid fines, fees, and/or restitution may be doubled</li> <li>Incomplete Work Sanction Hours May Be Doubled</li> <li>Incomplete Educational Projects May Be Reassigned and/or Altered</li> <li>Incomplete Educational Projects May Be Reassigned and/or Altered</li> </ul>

<b>False Testimony</b>	<b>Reestablish &amp; Repair</b>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>
	<b>Restore</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>
<b>Falsification of University Records of Documents</b>	<b>Reflect</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>
	<b>Reestablish &amp; Repair</b>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>
	<b>Restore</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>
<b>Fire Safety (Possession)</b>	<b>Reflect</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>
	<b>Reestablish &amp; Repair</b>	<ul style="list-style-type: none"> <li>• Written Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Housing Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Probation (2 Semesters)</li> </ul>
	<b>Restore</b>	<ul style="list-style-type: none"> <li>• Loss of Visitation (4 weeks)</li> </ul>		<ul style="list-style-type: none"> <li>• Likely Housing Suspension (1 Semester)</li> </ul>
<b>Fire Safety (Actions)</b>	<b>Reflect</b>	<ul style="list-style-type: none"> <li>• Work Educational Service Hours (5)</li> </ul>	<ul style="list-style-type: none"> <li>• Work Educational Service Hours (10)</li> </ul>	<ul style="list-style-type: none"> <li>• Work Educational Service Hours (15)</li> </ul>
	<b>Reestablish &amp; Repair</b>	<ul style="list-style-type: none"> <li>• Education Project(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Project(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Project(s)</li> </ul>
	<b>Restore</b>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Likely Disciplinary Suspension</li> </ul>
<b>Reflect</b>	<b>Handled on a Case-By-Case Basis</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>
	<b>Handled on a Case-By-Case Basis</b>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>• Handled on a Case-By-Case Basis</li> </ul>

## UAB STUDENT CONDUCT

Guests	Reestablish & Repair	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>
Reflect	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Policy that the Guest(s) Violated</li> </ul>
	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>			
Harrassment and/or Bullying	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Educational Projects</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Educational Projects</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Educational Projects</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> <li>Educational Projects</li> </ul>
Hazing and Knowledge of Hazing	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>			
	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>
Reflect	Reestablish & Repair	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis</li> </ul>
	ID Cards	<ul style="list-style-type: none"> <li>Written Warning</li> <li>Loss of Visitation (2 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Written Warning</li> <li>Loss of Visitation (2 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Throughout UAB Tenure</li> </ul>

(Failure to Produce ID, ID Transfer, Alteration of ID, Fake ID Possession)	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Housing Probation (1 Semester)</li> <li>Likely Housing Suspension (1 Semester)</li> </ul>
	Restore
ID Cards (Manufacture of Distribution of a False Driver's License or GU ID)	<ul style="list-style-type: none"> <li>Work Educational Service Hours (5)</li> <li>Educational Project(s)</li> </ul>
	Reflect
Incivility (Fellow Students)	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Handled on a Case-By-Case Basis</li> <li>Handled on a Case-By-Case Basis</li> <li>N/A</li> </ul>
	Reestablish & Repair
Reflect	<ul style="list-style-type: none"> <li>Work Educational Service Hours (10)</li> <li>Educational Project(s)</li> </ul>
	Restore
Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> <li>Handled on a Case-By-Case Basis</li> <li>Handled on a Case-By-Case Basis</li> <li>Likely Housing Probation (1 Semester)</li> <li>Disciplinary Probation (1 Semester)</li> </ul>
	Reflect
Reestablish & Repair	<ul style="list-style-type: none"> <li>Work Educational Service Hours (10)</li> <li>Apology</li> <li>Educational Project(s)</li> </ul>
	Restore
Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Likely Housing Probation (1 Semester)</li> </ul>
	Reflect

## U4-E STUDENT CONDUCT

Local Laws and/or Statutes	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Reflect	• Work Educational Service Hours (10) • Apology • Educational Project(s)	• Work Educational Service Hours (15) • Apology • Educational Project(s)	• Handled on a Case-By-Case Basis
Noise (On-Campus or Off-Campus)	Reestablish & Repair	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension
	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Objects from a Building	Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Reestablish & Repair	• Housing Written Warning • N/A	• Loss of Visitation (2 weeks) • N/A	• Likely Housing Probation (1 Semester) • N/A
Noise Residence Hall (Quiet Hours)	Restore	• Work Educational Service Hours (5) • Educational Project(s)	• Work Educational Service Hours (10) • Educational Project(s)	• Work Educational Service Hours (15) • Educational Project(s)
Objects from a Building	Reflect	• Likely Disciplinary Probation (2 Semesters) • Likely Housing Probation (2 Semesters) • Confiscation of Item(s)	• Likely Disciplinary Probation (2 Semesters) • Likely Housing Suspension (2 Semesters) • Confiscation of Item(s)	• Likely Disciplinary Suspension or Expulsion • Handled on a Case-By-Case Basis
	Reestablish & Repair	• Work Educational Service Hours (10) • Educational Project(s)	• Work Educational Service Hours (20) • Educational Project(s)	• Handled on a Case-By-Case Basis

## UV4 = STUDENT CONDUCT

Parking	Reestablish & Repair	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Party Housing	Reestablish & Repair	• Visitation Restriction (3-10 Weeks)	• Visitation Restriction (5-12 Weeks)	• Visitation Restriction (1-2 Semesters)
	Restore	• Handled on a Case-By-Case Basis	• Likely Housing Probation (1 Semester)	• Likely Housing Suspension (1 Semester)
	Reflect	• Work Educational Service Hours (5/Student)	• Work Educational Service Hours (10/Student)	• Handled on a Case-By-Case Basis
Pets	Reestablish & Repair	• Educational Project(s)	• Educational Project(s)	• Handled on a Case-By-Case Basis
	Restore	• Written Warning	• Likely Housing Probation (1 Semester)	• Likely Housing Probation (2 Semesters)
	Reflect	• Removal of Pet(s)	• Removal of Pet(s)	• Likely Housing Suspension (1 Semester)
Prohibited Items	Reestablish & Repair	• Work Educational Service Hours (5)	• Work Educational Service Hours (10)	• Removal of Pet(s)
	Restore	• Educational Project(s)	• Educational Project(s)	• Work Educational Service Hours (10)
	Reflect	• Written Warning	• Loss of Visitation (4 weeks)	• Educational Project(s)
	Reestablish & Repair	• Confiscation of Item(s)	• Confiscation of Item(s)	• Housing Probation (1 Semester)
	Restore	• Educational Project(s)	• Work Educational Service Hours (5)	• Confiscation of Item(s)
	Reflect	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension	• Work Educational Service Hours (10)

Physical Abuse of Another Person	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Public Urination/Defication	Reestablish & Repair	• N/A	• Likely Disciplinary Probation (2 Semesters)	• Likely Disciplinary Probation (2 Semesters)
	Restore	• Work Educational Service Hours (20)	• Work Educational Service Hours (20)	• Educational Project(s)
Security (Propping Exterior Doors, Disengaging Locking Devices, Unauthorized People in Halls)	Reestablish & Repair	• Likely Disciplinary Probation (2 Semesters)	• Likely Disciplinary Probation (2 Semesters)	• Likely Disciplinary Suspension
	Restore	• Likely Housing Probation (1 Semester)	• Likely Housing Suspension (2 Semesters)	• Handled on a Case-By-Case Basis
Smoking	Reestablish & Repair	• \$100	• \$200	• Handled on a Case-By-Case Basis
	Restore	• Work Educational Service Hours (20)	• Work Educational Service Hours (30)	• Handled on a Case-By-Case Basis
Stalking	Reestablish & Repair	• Likely Housing Probation (1 semester)	• Likely Housing Suspension (2 Semesters)	• Likely Disciplinary Probation (1 Semester)
	Restore	• Educational Project(s)	• Work Educational Service Hours (5)	• Work Educational Service Hours (10)
	Reestablish & Repair	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension
	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis

	Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Theft (Attempted or Actual)	Reestablish & Repair	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension	• Likely Disciplinary Suspension
	Restore	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
	Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Trash Disposal	Reestablish & Repair	• Written Warning	• N/A	• Likely Disciplinary Probation (1 Semester) • Likely Housing Probation (1 Semester)
	Restore	• Conduct Fine \$25.00	• Conduct Fine: \$50.00	• Conduct Fine: \$75.00
	Reflect	• Work Educational Service Hours (10)	• Work Educational Service Hours (20/Residence)	• Work Educational Service Hours (30/Residence)
		• Educational Project(s)		
Unauthorized Access	Reestablish & Repair	• Written Warning	• Likely Housing Probation (1 Semester)	• Likely Disciplinary Probation (1 Semester) • Likely Housing Suspension (2 Semesters)
	Restore	• Educational Project(s)	• Work Educational Service Hours (10)	• Work Educational Service Hours (15)
	Reflect		• Educational Project(s)	• Educational Project(s)
	Reestablish & Repair	• Handled on a Case-By-Case Basis Depending on the Regulation Violated	• Handled on a Case-By-Case Basis Depending on the Regulation Violated	• Handled on a Case-By-Case Basis Depending on the Regulation Violated

Violation of University Regulations	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Regulation Violated</li> </ul>
Violated Terms and Conditions of Sanctions	Reestablish & Repair	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>	<ul style="list-style-type: none"> <li>Handled on a Case-By-Case Basis Depending on the Term(s) and Condition(s) Violated</li> </ul>
Visitation	Reestablish & Repair	<ul style="list-style-type: none"> <li>Written Warning</li> <li>Loss of Visitation (2 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Visitation (4 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Likely Housing Probation (2 Semesters)</li> <li>Likely Permanent Loss of Visitation</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Work Educational Service Hours (10)</li> <li>Educational Project(s)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Work Educational Service Hours (15)</li> <li>Educational Project(s)</li> </ul>
Reflect				

Acts of Dishonesty	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> <li>Likely Housing Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> <li>Likely Probation (2 Semesters)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation Through UAB Tenure</li> <li>Likely Housing Suspension (1 Semester)</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (5)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (10)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (20)</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (5)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (10)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (20)</li> </ul>
Disruption or Destruction	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation Through UAB Tenure</li> <li>Likely Probation (1 Semester)</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (5)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (20)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (40)</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (5)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (20)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (40)</li> </ul>
Unauthorized Computer Misuse	Reestablish & Repair	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (1 Semester)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Probation (2 Semesters)</li> </ul>	<ul style="list-style-type: none"> <li>Likely Disciplinary Suspension</li> </ul>
	Restore	<ul style="list-style-type: none"> <li>\$100</li> </ul>	<ul style="list-style-type: none"> <li>\$200</li> </ul>	<ul style="list-style-type: none"> <li>\$300</li> </ul>
	Reflect	<ul style="list-style-type: none"> <li>Ethics and Values Workshops</li> <li>Educational Service Hours (10)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (20)</li> </ul>	<ul style="list-style-type: none"> <li>Ethics and Values Workshop</li> <li>Educational Service Hours (40)</li> </ul>

## Sexual Misconduct Sanctioning Guidelines

Due to the serious nature of a sexual misconduct violation, there are no minimum sanctions that must be assigned to a Respondent; however, sanctions may likely include Likely Disciplinary Suspension or Expulsion.

Sexual Misconduct (Sexual Harassment)	Reestablish & Repair	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion
	Restore & Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Sexual Misconduct (Sexual Assault)	Reestablish & Repair	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion
	Restore & Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Sexual Misconduct (Relationship Violence)	Reestablish & Repair	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion
	Restore & Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis
Sexual Misconduct (Stalking)	Reestablish & Repair	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion	• Likely Disciplinary Suspension or Expulsion
	Restore & Reflect	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis	• Handled on a Case-By-Case Basis

# RESIDENCE LIFE HANDBOOK

STUDENT  
HOUSING  
&  
RESIDENCE  
LIFE



[WWW.UAB.EDU/HOUSING](http://WWW.UAB.EDU/HOUSING)

**UAB** STUDENT HOUSING  
& RESIDENCE LIFE

## Our Mission

Student Housing and Residence Life supports students utilizing a residential curriculum approach in a safe and comfortable living-learning environment that is student-centered, inclusive and focused on the holistic development of the student.

## Our Vision

Provide a nationally recognized resident student experience, enhancing the personal, academic and social growth of the individual.

## Our Values



### Service

To meet students where they are and promote personal responsibility and community.



### Collaboration

Supporting students' best interests by working together with other departments, divisions, faculty, and community agencies.



### Stewardship

To use all resources through efficient, effective, and responsible means with the students' needs at the center of our decisions.



### Integrity

Integrating ethics into our proactive and a commitment to treating others in a respectful, fair, and consistent manner.



### Inclusion

Prepare student to thrive in a global society. Seek to understand all identities we serve and foster a community where students can engage in respectful dialogue and peacefully challenge individual assumptions.

# WELCOME

Dear Student:

Welcome to the University of Alabama at Birmingham. On behalf of Student Housing Residence Life staff, we are excited that you have chosen to live on campus within our residential community. Our goal is to assist you with getting acclimated to our diverse campus. We have worked to create a welcoming, supportive environment for you and your family.

The residence halls are great places to find your niche on campus. Whether you are a new first year, transfer or a returning upper class student, life on campus is full of opportunities to get engaged! When you live on campus you have the distinct advantage to be surrounded by resources at your fingertips to help you achieve success. Research shows that living on campus provides significant opportunities for students to transition to college. Student who live in campus typically have higher GPAs and are more likely to return their second year of college. In addition, on-campus students demonstrate higher graduation rates and benefit from the positive aspects of living in a community during their first year of college.

Our talented professional and student staff are here to serve you and create an atmosphere in which you will experience a safe living environment that promotes holistic learning and personal growth. Through our programs and services, we will challenge students to be engaged, community-minded and academically successful. We hope to provide residents with the support and resources to promote successful transitions throughout their collegiate experiences.

Student Housing and Residence Life is committed to providing you with opportunities to develop leadership skills to equip you for a successful academic journey and professional career. The Residence Hall Association (RHA) and individual Hall Councils are your student voice on campus awaiting your participation in the hall governance system. We look forward to your engagement within your living environment.

Welcome Home Blazers!

Sincerely,

*Brian O. Johnson*

Brian Johnson, Director of Residence Life  
Student Housing and Residence Life

# TABLE OF CONTENTS

Residence Life.....	7
Resident Apartments/Suites .....	8
Roommates and Room Change.....	11
Services.....	12
Safety and Security.....	15
Residence Hall Conduct.....	19
Policies and Procedures.....	22
Moving Out .....	29
Emergency Exits.....	31
Index .....	33

## A Reminder

By signing the Student Housing Contract, a resident agrees to follow all policies contained in this handbook. It is the resident's responsibility to be familiar with these policies and the Office of Student Housing and Residence Life's expectations of resident behavior. Student Housing & Residence Life reserves the right to change and/or update policies at any time throughout the year.

## The UAB Inclusive Campus Commitment

I will strive to build an inclusive community at UAB. I believe that every student, faculty member, and staff member has the right to be treated with dignity, respect and self-worth. I will work to ensure that my behavior and my actions do not harass or make fun of anyone due to their race, gender, culture, faith, class, sexual orientation, disability, or any other difference. Although I know I am not perfect and I will make mistakes, I believe that it is my responsibility to act in a manner free of bias, exclusion, and discrimination. I believe I have the power to build an inclusive UAB!

# POLICIES AND PROCEDURES

## Abandoned Property

Abandoned property will be disposed of as provided by Law.

## Alcohol

Blazer Hall, New Freshman Residence Hall, and any other designated freshman apartments/suites are substance-free areas. Alcohol is not allowed in these locations whether the resident or guest is of legal age or not.

1. The use of alcoholic beverages must comply with federal, state, and local laws, including the regulations of the Alabama Alcoholic Beverage Control (ABC) Board. Use of alcoholic beverages must also comply with University regulations (see the Student Handbook, Direction). Violations of the law or failure to comply with University policy may result in civil and/or University action with a minimum sanction or automatic probation.
2. Alabama State Law prohibits purchasing, consuming, or serving beer, wine, or distilled spirits by persons under the legal drinking age. It is also a violation of state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. In Alabama, the legal drinking age is 21.
3. Underage residents/guests are expected to know and understand state and federal laws as well as UAB Student Housing policies as they pertain to alcohol.
4. Alcoholic beverages may not be stored, consumed, or served in public areas or in the common areas of apartments where under age residents reside and/or are present. Public areas are generally defined as hallways, stairwells, entranceways, lobby areas, lounges, recreation areas, or outside areas such as parking areas or sidewalks on University property.
5. Alcoholic beverages may be possessed and consumed by person of legal age inside the resident's apartment with the exception of Blazer Hall, New Freshman Residence Hall, and identified freshman apartments in other buildings.
6. Kegs or similar containers are prohibited. Containers larger than individual bottles or cans are not permitted at any time. Beerballs, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.
7. Decorative container collections (e.g. bottles, cans, bottlecaps, etc.) are not permitted.
8. Residents who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to the conduct process.

## Bicycles

Bicycle racks are located near each residence hall. Bicycles may not be chained to trees, sign posts, railings, or any other University property other than the bicycle racks

provided. Upon mutual consent of roommates, bicycles may be stored in common area of residence hall rooms of Blount, Camp, Denman, and Rast Halls provided the exit from the room is not obstructed. Bicycles may not be kept in hallways/ stairwells, attached to fire equipment, or placed in any manner that blocks building exits. Blazer hall and New Freshman Residence Hall does not permit residents to store bicycles in the building. Bicycle hooks or other physical alterations to the ceilings, walls, closets, or furniture may not be made to accommodate bicycle storage. Bicycle hooks or other physical alterations found in rooms will be removed at the resident's expense. Pedals and other protruding parts may scratch walls and cause personal injury to others.

When transporting bicycles indoors, avoid tracking dirt into the hall and causing congestion. Residents may not ride bicycles indoors. Violations of the Bicycle Policy may result in disciplinary action and loss of privilege to store bicycles indoors. The owner of the bicycle will be responsible for all expenses and fines associated with facilities damage and/or removal of the bicycle.

At the conclusion of the spring semester, all bicycles must be removed/relocated from racks around any residence hall not housing students during the summer semester. Student Housing will tag all remaining bicycles approx. 10 days before commencement to encourage residents to make arrangements to get their bicycles to a safe place for the duration of the summer. Any bicycle left after move out will be considered abandoned. Student Housing reserves the right to remove any bicycles considered abandoned from racks and dispose of them according to the abandoned property policy. The university is not liable for any damage caused to locking mechanisms during removal.

## Business from Rooms/Suites/Apartments

Student Housing suites/apartments may not be used for business purposes of any nature. Commercial/for-profit solicitation is prohibited on University property. Student Housing residents may not act as agents for business firms requiring solicitation or the receiving of business offers or goods in the hall. Babysitting is prohibited in the residence halls. Residents are not permitted to post signs on the doors to their suites/apartments to solicit business for goods or services.

## Community Disruption

Because of the potential for damages to the facilities, personal injury, and disruption of the sleep/study atmosphere, the playing of hall sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to, bike riding, rollerblading, bouncing balls, pranks, horse playing, or any activity that hinders the educational community. See also, Quiet Hours.



## Alcohol & Illegal Drugs

- ① No person under 21 years of age may have or consume alcoholic beverages in the residence halls.
- ② Residents who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or residents who require staff assistance due to their consumption of alcohol will be subject to the conduct process.
- ③ Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 21 years of age.
- ④ Residents 21 years and over are not permitted to consume or have open containers of alcohol in a common area, e.g. hallways, lounges, kitchens, bathrooms, elevators.
- ⑤ Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
- ⑥ Possession or use of illegal drugs or drug paraphernalia is prohibited in the residence halls.
- ⑦ Kegs, beer balls, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.
- ⑧ In addition to these restrictions, alcohol and illegal drugs are prohibited in Blazer Hall, New Freshman Residence Hall and other designated areas by residents or their guest(s).

## Human Resources Addiction Recovery Groups Webpage

<http://www.uab.edu/humanresources/home/24-departments/eacc/611-addiction-recovery-groups>

### **Narcotics Anonymous**

Their vision is that every addict in the world has the chance to experience the NA message in his or her own language and culture and to find the opportunity for a new way of life. NA is a support group for people addicted to narcotics, committed to recovery.

### **Overeaters Anonymous**

Meetings are gatherings of two or more compulsive eaters who come together to share their personal experience and the strength and hope OA has given them. They are usually held once a week and run from an hour to an hour and a half. Though there are many types of meetings, fellowship with other compulsive eaters is the basis of them all.

### **Gambler's Anonymous**

Gambler's Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from a gambling problem.

### **Cocaine Anonymous**

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their addiction.

### **Al-Anon**

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

### **Nar-Anon**

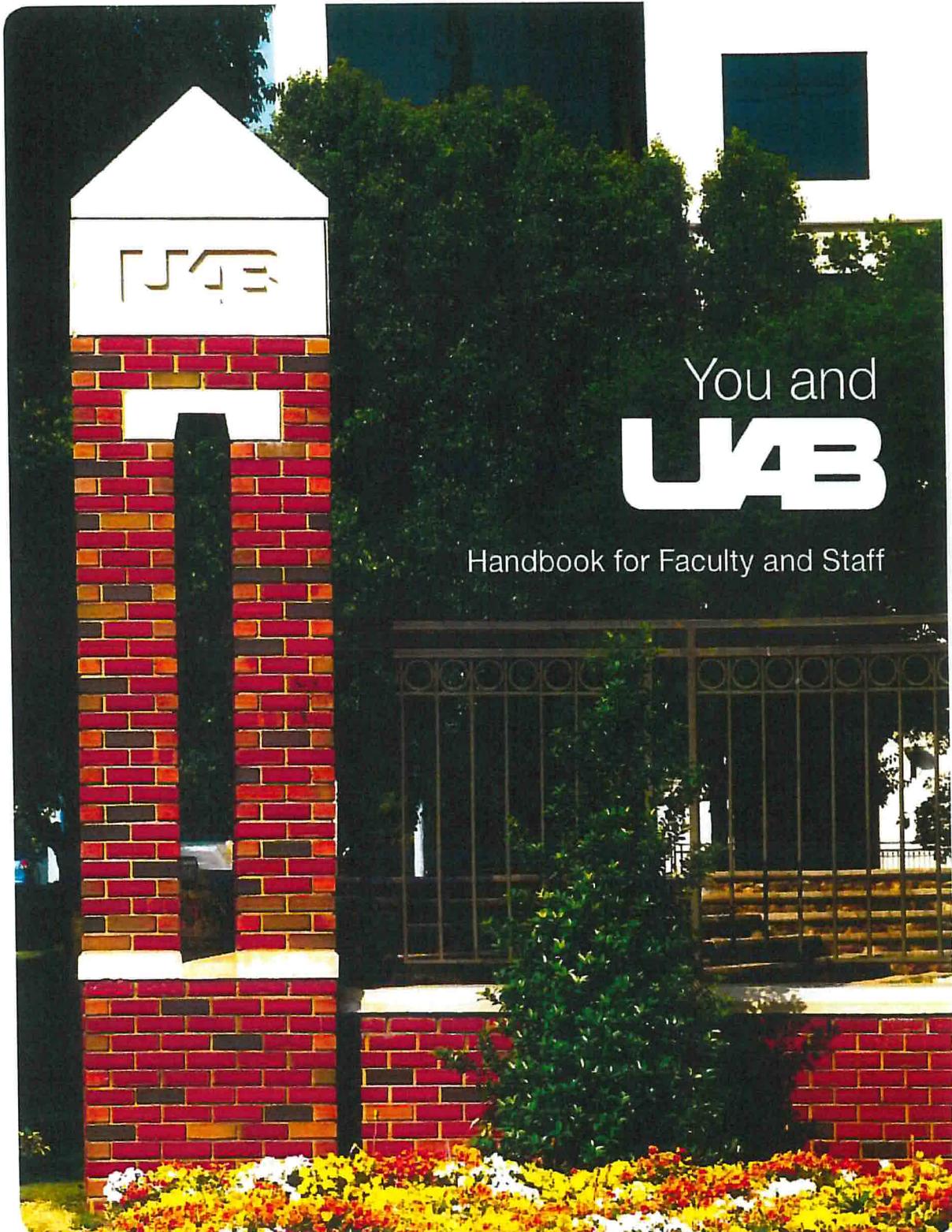
The Nar-Anon Family Groups is primarily for those who know or have known a feeling of desperation concerning the addiction problem of someone very near to you. We have traveled that unhappy road too, and found the answer with serenity and peace of mind.

### **Gam-anon**

Gam-Anon has created this website to provide information for the general public and professional community about problem (compulsive) gambling and its financial and emotional effects on the gamblers' families and loved ones.

### **Addiction Prevention Coalition**

A grassroots organization founded to prevent substance abuse in Central Alabama. The Addiction Prevention Coalition helps to prevent substance abuse by fostering community collaborations, facilitating student led drug prevention programs and expanding access to services.



You and  
**UAB**

Handbook for Faculty and Staff

**UAB** THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM

## TABLE OF CONTENTS

Welcome from the President .....	5
Reaffirmation of Equal Opportunity & the Prevention of Discriminatory Harassment Policy .....	6
UAB Employee Handbook .....	6
Policies and Procedures Library .....	6
Welcome to UAB .....	7
Introduction.....	7
A Brief History of UAB .....	7
UAB Structure .....	7
UAB Medicine Structure .....	7
Section 1 - Learning About UAB.....	8
1.1 Employee Orientation.....	8
All new faculty and staff are introduced to UAB through a general orientation program conducted by UAB Human Resources and UAB Hospital Human Resources .....	8
Section 2 – UAB Employment Categories .....	8
2.1 Employment Assignment Categories at UAB (Employment Status Codes).....	8
Full-time Regular Employees (Assignment Category 01).....	8
Full-time Temporary Employees (Assignment Category 02).....	8
Part-time Regular Employees (Assignment Category 03).....	8
Irregular Employees (Assignment Category 04) .....	9
Students (Assignment Category 06) .....	9
Interns and/or Residents (Assignment Category 07) .....	9
Work Study Students (Assignment Category 11) .....	9
Three Twelve-hour-shift (3/12 Hour) Employees (Assignment Category 12) .....	9
Weekend Staff (Assignment Category 17).....	9
Post-doctoral Scholar Trainees (Assignment Category 20 & 21).....	9
Post-doctoral Scholar Employees (Assignment Category 21) (See also Assignment Category 20) .....	9
Requisition Employees (Assignment Category 99).....	9
Section 3 – Benefits and Services Available To Eligible UAB Employees .....	12
3.1 Insurance Benefits.....	12
3.1.1 Health Insurance.....	12
3.1.2 Life Insurance.....	12
3.1.3 Accidental Death and Dismemberment Insurance .....	12
3.1.4 Long-term Disability Insurance/Retirement Due to Disability .....	12
3.1.5 Flexible Spending Accounts.....	12
3.1.6 Vision Insurance .....	13
3.2 On-the-Job Injury/Illness Program .....	13
3.3 Vacation, Holidays, and Sick Time.....	13
3.3.1 Vacation .....	13
3.3.2 Designated and Personal Holidays.....	14
3.3.3 Sick Time.....	14
3.4 Educational Assistance .....	15
3.4.1 Educational Assistance for Employees .....	15
3.4.2 Educational Assistance for Dependent Children .....	15
3.4.3 Educational Assistance for Spouses and Sponsored Adults .....	15
3.4.4 The Employee Assistance and Counseling Center: Employee Assistance Program....	15
3.5 Personal Educational Activities .....	16
3.6 Services Available to all Employees.....	16
3.6.1 Parking Facilities.....	16

3.6.2 Bus Service.....	16
3.6.3 UAB Campus Ride.....	16
3.6.4 Campus Escort Service.....	16
3.6.5 Motorist Assistance Roadside Service (MARS) .....	16
3.6.6 UAB Travel Center.....	17
3.6.7 Child Development Center.....	17
3.6.8 The AWARE Program (Assistance for Employees with Disabilities).....	17
3.6.9 Employee Discounts.....	17
3.7 Employee Service Awards .....	17
<b>Section 4 – Employment Expectations .....</b>	<b>17</b>
4.1 UAB Enterprise Code of Conduct.....	17
4.2 Initial Six-Month Probationary Period .....	18
4.3 Employee Records.....	18
4.4 Working Hours and Attendance.....	18
4.5 Work (Rest) Breaks and Meal Periods.....	18
4.6 Timekeeping .....	19
4.7 Performance Evaluations.....	19
4.8 Transfers and Promotions .....	19
4.9 Service Dates (Date of Initial Appointment at UAB).....	20
4.10 Leaves of Absence .....	20
4.10.1 Family and Medical Leave of Absence .....	22
4.11 Other Absences .....	22
4.11.1 Bereavement Leave .....	23
4.11.2 Active Military Duty.....	23
4.11.3 Voting in Elections.....	23
4.11.4 Jury Duty .....	23
4.11.5 Witness in Court .....	23
4.12 External Activities .....	23
4.13 Internal Activities .....	24
4.14 Conflicts of Interest.....	24
4.15 Conflicts of Commitment.....	24
4.16 Leave for External and Internal Activities.....	24
4.17 Political Activities of UAB Employees.....	24
4.18 Nepotism.....	25
4.19 Notification of Change of Name, Address, etc. ....	25
<b>Section 5 – Compensation &amp; Pay .....</b>	<b>25</b>
Pay Transparency Nondiscrimination Provision.....	25
5.1 Pay Periods and Receipt of Pay .....	25
5.2 Shift Differential.....	25
5.3 “Standby” Pay.....	26
5.4 24-Hour Duty.....	26
5.5 On-Call .....	26
5.6 Overtime Hours .....	27
5.7 Payroll Deductions .....	27
5.8 Wage and Salary Policy .....	27
5.9 Salary Adjustments .....	27
<b>Section 6 – Terminating Employment .....</b>	<b>27</b>
6.1 Termination of Employment.....	27
6.2 Re-employment Effects on Service Dates and Benefits .....	28
6.3 Mandatory Retirement Program .....	28
6.4 Retirement Due to Disability .....	29
6.5 Severance Pay and Benefits.....	29

Section 7 – Employment Regulations.....	29
7.1    Management Rights.....	29
7.2    Progressive Discipline .....	29
Verbal Warning .....	30
Written Warning.....	30
Suspension .....	30
Imposed Probation.....	30
Termination.....	30
Administrative Leave .....	30
Demotion .....	30
Additional Information.....	31
7.3    Employee Behavior and the Working Environment.....	31
7.4    Personal Appearance, Dress Code, and Uniforms.....	32
7.5    Patient and Student Information .....	32
7.6    Alcohol and Other Drugs.....	32
7.7    Smoking/Nonsmoking .....	32
7.8    Problem Resolution Procedure for Non-faculty Employees .....	32
7.9    Bulletin Boards .....	32
7.10    Solicitation Protection .....	32
7.11    Ownership of Intellectual Property Rights.....	32
Section 8 – General Employment Information .....	33
8.1    Identification Cards.....	33
8.2    Issuance of Keys.....	33
8.3    UAB Mail System .....	33
8.4    Use of Employee’s Personal Vehicle for UAB Business.....	33
8.5    Safeguarding UAB Equipment.....	34
Section 9 - Occupational Health & Safety .....	34
9.1    Health and Safety Overview.....	34
9.2    Reporting Incidents and Unsafe Conditions.....	34
9.3    Fire Safety.....	34
9.3.1    General Procedures for Fire Safety .....	34
9.3.2    General Procedures for Fire Safety in Hospital Areas .....	35
9.3.3    Laboratory Safety .....	35
9.3.4    Provisions for Individuals with Disabilities .....	35
9.4    Emergency Preparedness .....	35
9.5    Other Emergencies — Contacting the UAB Police.....	35
Section 10 – Unusual Circumstances.....	35
10.1    Inclement/Bad Weather Policy .....	35
10.2    Search Policy .....	36
Section 11 – Contact Information and Resources .....	37
11.1    Benefits .....	37
11.2    Compensation .....	37
11.3    Employee Relations.....	37
11.4    University and Hospital Recruitment Services.....	37
11.5    Hospital Human Resources .....	37
11.6    Office of Personnel Support Services.....	37
11.7    Organizational Learning & Development .....	37
11.8    The Employee Assistance and Counseling Center: Employee Assistance Program .....	37
11.9    HR Records Administration.....	38
11.10    Human Resource Management Data Systems.....	38
11.11    Payroll .....	38

#### **7.4 Personal Appearance, Dress Code, and Uniforms**

Employees are expected to dress appropriately in neat, clean clothing and practice good personal hygiene. Employees must adhere to special dress standards or uniforms that have been established in patient care areas or in any other department or unit at UAB. If the job requires employees to wear a standard UAB uniform, in some cases it will be provided by UAB; however, some areas may require employees to purchase their own. In some areas, an identification badge is part of the standard UAB uniform and must be worn in plain view at all times. Hospital employees should refer to the Professional Code of Conduct and Appearance standard.

Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. For questions concerning the standard of dress, ask the supervisor.

#### **7.5 Patient and Student Information**

Any patient or student related information must be protected and may not be released to anyone without proper authorization. Employees are required to sign confidentiality agreements upon hire. Unauthorized release of information may result in disciplinary action.

#### **7.6 Alcohol and Other Drugs**

An employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or performing official duties while under the influence of alcohol, illegal drugs or abused controlled substances will be required to undergo an alcohol and/or drug test. For information about the Policy and Procedure for Alcohol and Drug Testing for Reasonable Cause, please visit [www.uab.edu/policies](http://www.uab.edu/policies) and search by key words *alcohol* and *drugs*.

#### **7.7 Smoking/Nonsmoking**

Smoking is not permitted in any building owned, rented or leased by UAB. For more information about the Nonsmoking policy, please visit [www.uab.edu/policies](http://www.uab.edu/policies) and search by key words *smoking* and *nonsmoking*.

#### **7.8 Problem Resolution Procedure for Non-faculty Employees**

Full-time and part-time regular employees who have received formal corrective action or have other concerns that arise out of their employment may seek resolution through the University's Problem Resolution Procedure. To see the complete policy, please visit [www.uab.edu/policies](http://www.uab.edu/policies) and search by key words *problem resolution procedure* or call HR Employee Relations at 205-934-4458.

#### **7.9 Bulletin Boards**

Bulletin boards display information of interest to employees and are intended for official information. The department/unit head, building administrator or a Hospital Associate Executive Director should approve any posted material, advertisements or announcements. UAB's Solicitation Protection Policy also applies to bulletin boards. To view this policy, please go to [www.uab.edu/policies](http://www.uab.edu/policies) and search by keyword *solicitation*.

#### **7.10 Solicitation Protection**

UAB has a no-solicitation policy. For more information, please visit [www.uab.edu/policies](http://www.uab.edu/policies) and search by keyword *solicitation*.

#### **7.11 Ownership of Intellectual Property Rights**

Patentable inventions, discoveries, software programs, and other intellectual property often arise from UAB-related staff or faculty efforts. The policies governing the administration of inventions are included in the Board of Trustees Rule 509. To provide recognition and incentive to inventors and at the same time ensure that UAB shares in the rights pertaining to inventions in which it has an investment, inventions or discoveries which appear to have commercial value and/or utility which (1) result from research carried on by, or under the direction of, any employee of the University and/or having the costs thereof paid from University funds or from funds under the control of, or administered by, the University, or (2) are made by an employee of the University and which relates to the inventor's field of work at the University, or (3) were developed in whole or in part by the utilization of resources or facilities belonging to the University shall be disclosed to The UAB