

**2024 - 2025**

# ORACLE

**STUDENT HANDBOOK  
AND PLANNER**

**TROY UNIVERSITY™**

# Troy University

## 2024-2025

# Student Handbook



Revised and Effective . . . April 2024

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

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# TROY History

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

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

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

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

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

On April 16, 2004, the Board of Trustees voted unanimously to drop the word "state" from the University name. The trustees said the new name, **Troy University**, more accurately reflected the University's world-wide mission as TROY operates more than fifty teaching sites outside Alabama in sixteen U.S. states and seven nations without state of Alabama appropriations. The University's name may have evolved, but TROY has shown over one hundred years of progress and dedication to its students, faculty, alumni, and fans. That progress shows no sign of slowing down. There has never been a better time to be a TROY TROJAN!!!

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# Oracle

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**Chancellor's Message...**

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

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



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

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

Sincerely,

A handwritten signature in black ink that reads "Jack Hawkins, Jr." The signature is written in a cursive, flowing style.

Jack Hawkins, Jr., Ph.D.

Chancellor

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



Welcome to TROY. Thank you for choosing to spend your formative years at Troy University.

We are partners in this journey and will work collaboratively to guide you through your academic endeavors. Our support systems focus on your academic, mental, and physical well-being as you progress toward your degree, preparing you for graduation and beyond. Troy University allows you to expand your horizons by interacting with others, especially those unlike yourself, to gain a broader perspective. These opportunities to connect with those from different states and countries allow you to embark on your globalization journey. At TROY, we provide a range of assistance oriented to your success:

counseling, advising, tutoring, financial aid, health services, referrals, recreation, and many other services.

In addition to being an excellent academic student and a good citizen, we want you to enjoy your time at TROY. Take the time to step outside your comfort zone and get involved on campus. Engage in Study Abroad utilizing the generous scholarships we offer. Seek and build lifelong relationships and enjoy Division I athletics, one of the country's leading university bands, the Sound of the South, over 120 student associations, and intramural programs. You can have fun, grow as a person and a leader, and have the courage to do what is right. Commit to excellence in all you do, have faith, and care for yourself and others.

Our mission is to serve you on a never-ending journey of knowledge, truth, and strength. All the best...and Go Trojans!

Sincerely,

Sohail Agboatwala  
Senior Vice Chancellor  
Student Services and Administration

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**Student Government Association President Message...**



Dear Troy University Community,

When I first stepped foot on Troy's campus nearly three years ago, I was full of uncertainty surrounding what my college experience would hold. Now, I can look back fondly on the unpredictability of entering college because I know that Troy University is a community that is willing to go above and beyond to ensure success for its students. From nurturing enduring connections with people from various backgrounds to equipping me for the challenges beyond college, Troy University has played a crucial role in molding both my personal and professional development. I am confident that those of you joining our campus will have a similar experience due to Troy University's ability to promote personal growth and facilitate professional success.

Troy is not just a place of education, it's a community fostering collaboration, innovation, and inclusivity. Through engaging classes, enriching campus activities, and supportive faculty mentorships, I am constantly challenged and inspired to push the boundaries of my potential. I can assure you that the experiences and opportunities I have described are not unique to me alone. Troy has a long-standing reputation for nurturing talent, fostering creativity, and empowering students to reach their full potential.

Transitioning to college is an exciting adventure, full of personal and academic growth opportunities. Here at Troy, we believe in providing a supportive environment where every student has opportunities to thrive. With engaging classes, dynamic student organizations, and service-leadership projects, there is something here for everyone to explore and enjoy. Throughout their years on campus, I encourage each student to make the most out of their college experience. Take the time to immerse yourself in our campus experiences, cheer on our athletic teams, and get involved in the vibrant student life that defines our university.

As you embark on this new chapter of life, know that you are not alone. You are now part of a community supporting you, challenging you, and inspiring you to be the best version of yourself. Embrace every opportunity that comes your way, and never hesitate to reach out if you need a helping hand.

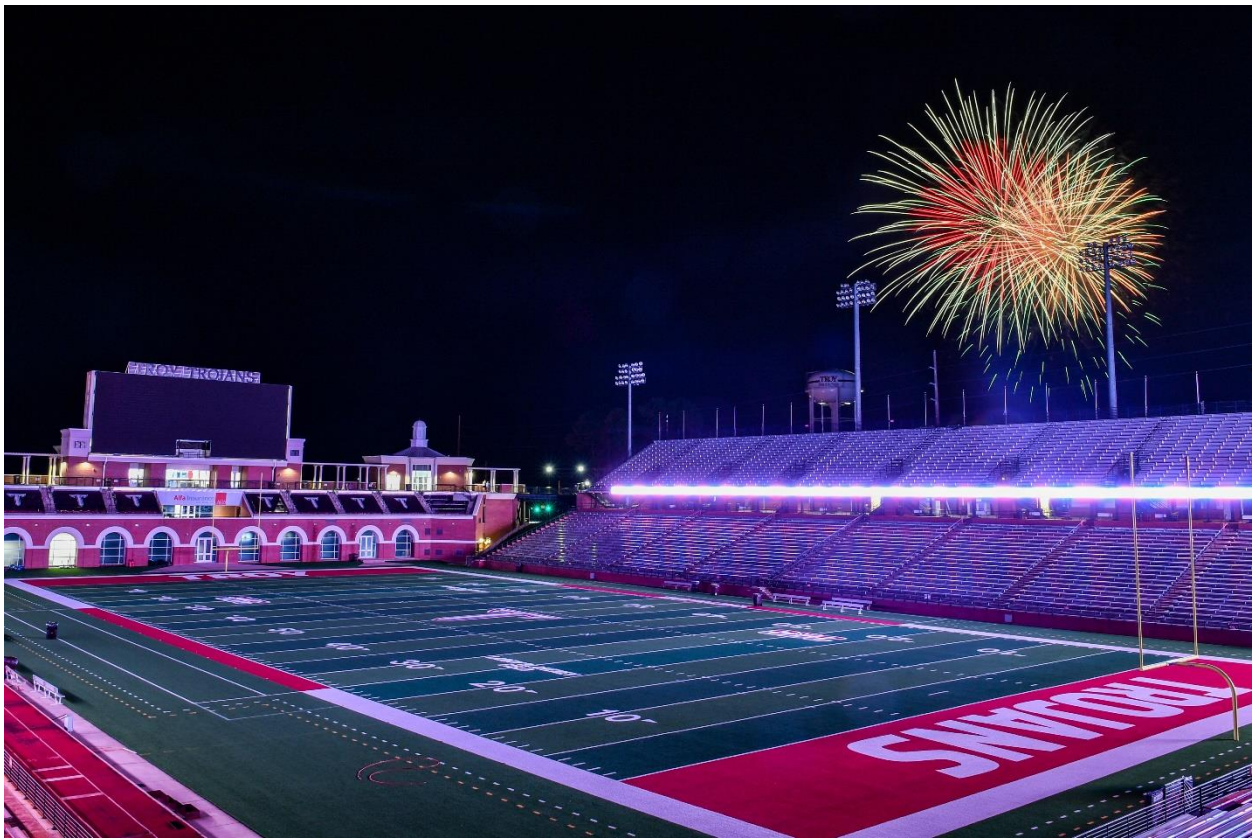
It is my honor to welcome you to the Trojan Family!

With Trojan Pride,

Betsy Bennett

SGA President

# Policies and Procedures





**Trojan Wellness Tip:**

Get to know your on-campus resources early on so you can utilize them throughout your college experience.

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Troy University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education specialist and doctoral degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas approved degree levels. Questions about the accreditation of Troy University may be directed in writing to the Southern Association of Colleges and Schools at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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

## **Administration, Enforcement and Appeals**

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

## **Administrative Summons**

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

## **Alcoholic Beverages Policy Statement**

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

### **Summary of State and Local Laws regarding Alcohol**

All campus leaders (faculty, staff, and students) must ensure compliance with the following laws of the State of Alabama, and the cities of Troy, Montgomery, Dothan and Phenix City as applicable.

1. Possession, use or purchase of liquor, beer, or wine by persons under 21 years of age.  
(Code of Alabama, 28-3-266)
2. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28-3-60:10)
3. Public drunkenness. (Code of Alabama, 28-3-260:3)
4. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
5. Sale of alcoholic beverages on Sunday. (Code of Alabama, 28-3-261)
6. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-

**University Regulations**

1. No individual under the legal drinking age of 21 years will be allowed to consume, serve, sell, or possess alcohol on university property.
  2. Public drunkenness or driving under the influence on campus is prohibited.
  3. The consumption of alcohol by those of legal drinking age will be restricted to the following properties of Troy University:
    - A. The Arboretum Building
    - B. Hawkins Adams Long Hall of Honor
    - C. Dining facility in specified areas
    - D. Tailgate Terrace(s)
    - E. Riddle-Pace Field/Stadium
    - F. Stadium Club and Executive Suites
    - G. Trojan Arena
    - H. Other sports venues/locations as approved by the Chancellor
    - I. Private University living quarters where those present are of legal drinking age. Consumption or display of alcoholic beverages in the public areas of residence halls is prohibited.
    - J. For faculty sponsored events, the designee is the Senior Vice Chancellor for Academic Affairs; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Affairs; for development and alumni events, the designee is the Senior Vice Chancellor for Advancement and External Relations; and for all student services groups, the designee is the Senior Vice Chancellor for Student Services and Administration. The Chancellor in coordination with the Athletic Director will approve the use and/or sale of alcohol at athletic events. The consumption of alcohol at other campus locations will be approved by the respective Campus Vice Chancellor in accordance with above policies.
  4. Sponsorship of events promoting or glamorizing the consumption of alcoholic beverages is prohibited (i.e., two for one specials, beer bashes, happy hours, etc.).
  5. On-campus advertisements directly promoting consumption of alcoholic beverages are prohibited.
  6. Campus organizations must enforce additional group/individual standards, as directed by their national or international organizational bylaws, which may be more restrictive than those established in this policy.
  7. The consumption of alcohol during university field trips, off-campus student group activities, and other student-oriented off campus events is prohibited, unless in compliance with applicable laws and regulations (i.e., students are 21-years old, travel abroad where laws on alcohol consumption are less restrictive).
  8. University employees are strongly advised not to provide alcohol for students at off-campus locations. Employees choosing to provide alcohol to students do so outside the scope of their employment and assume all risks.
  9. The university may employ an agent for the purpose of selling alcohol at athletic events. The agent will be obligated to follow all the requirements of this policy. The Athletic Director in conjunction with the Senior Vice Chancellor for Finance and Business will recommend agent selection to the Chancellor. The Chancellor will have final authority for designating an agent.
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## Policy Violations

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

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

### University Organizations

First Time Offenders, within an academic year:

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

Repeat Offenders, within an academic year:

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

### Students

First Time Offenders, within an academic year:

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

Repeat Offenders, within an academic year:

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

### Faculty/Staff

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

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

## Services Provided

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

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

## Policy Distribution

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

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

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

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

### **Policy Review**

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

### **Cellular Phone Use in the Classroom**

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

### **Drug-Free Workplace and Drug-Free School Act\***

Drug and alcohol use and abuse are threats to American society. The use of illicit drugs and abuse of alcohol interferes with the rights of everyone to a safe and productive educational environment or workplace. Troy University has both a legal and moral obligation to maintain a drug-free school and drug-free workplace. The unlawful possession, use, consumption, manufacture, distribution or dispensation of alcohol or controlled substances on Troy University property, in the workplace of any employee of the University, or as any part of any functions or activities by any student or employee of the University is prohibited. In any of the instances above, Troy University will act swiftly to prevent recurrence of such actions.

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

### **Family Educational Rights & Privacy Act (FERPA)**

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

### **General Policy**

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

- A. Other school officials and teachers of this university who have been determined by the university to have legitimate educational interests.

A school official is:

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.

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

- Performing a task that is specified in his/her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

- B. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student may receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record.
- C. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes.
- D. In connection with a student's application for, or receipt of, financial aid. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- E. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- F. Accrediting organizations in order to carry out their accrediting functions.
- G. Parents of a student who is a dependent for income tax purposes. Non-custodial parents are allowed under law.
- H. Pursuant to a lawful subpoena or court order.
- I. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified in the following paragraph 2.

## **Definition of Educational Records**

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

- A. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the
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maker.

- B. Records of campus security, except in those instances where they have been transmitted within the university for administrative purposes.

C. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment or who could not be involved officially within the university, but such records are available to a physician or appropriate professional of the student's choice, if requested by the student.

### **Definition of Student**

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

### **Directory Information**

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

- A. Student's name and email address
- B. Date of attendance
- C. Major and minor fields of study, degree desired, and classification (freshman, sophomore, junior, senior) and full time and part time status
- D. Participation in officially recognized activities and sports
- E. Degrees and awards received (i.e., Dean's list, Who's Who, etc.)

### **Location of Records**

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

- A. Senior Vice Chancellor for Student Services and Administration
- B. Provost
- C. Vice Chancellor for Financial Affairs
- D. University Registrar and Associate Registrars
- E. Deans of various schools within the university.

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

### **Access of Student Records to Student**

The student is accorded the right to inspect and review, in the presence of a university staff member,

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any records, files and data directly related to the student. To inspect his/her education records, a student shall submit a written request to the appropriate records official signed by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon

within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

### **Limitations on Access**

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

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

### **Challenging the Contents of the Records**

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

### **Waiver of Access**

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

### **Providing Records to Third Parties – Content of Consent**

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

### **Transfer of Information by Third Parties**

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

### **Record Access**

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

### **Destruction of Records**

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

### **Cost of Copies**

Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service. At present, the cost is \$10.00 for official transcripts.

## **Food and Beverages in Classrooms**

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

## **Free Speech and Assembly Policy**

### **I. Background**

Alabama State Legislature Act 2019-396 enacted in June 2019 mandated certain free speech and assembly actions applicable to state universities and concurrent with other state and Constitutional freedoms. Complying with provisions of this new law, Troy University fully supports a campus environment that promotes, protects and upholds intellectual freedom of expression contributing to the marketplace of ideas to include those expressions that may be considered unwelcome, unpopular or disagreeable.

### **II. Policy Statement**

Troy University recognizes and supports the role of a university as a marketplace for ideas. Freedom of expression and public assembly are essential components of the education process. Troy University is committed to its function as an institution in which stakeholders discover and disseminate knowledge by means of research and teaching. Further, Troy University supports the rights of students, employees, and visitors to speak in public and to demonstrate for or against actions and opinions with which they agree or disagree.

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Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition. The responsibility of the University to operate and maintain an effective and efficient institution of higher education requires regulation of time, place, and manner of assembly, speech, and other expressive activities on the grounds and facilities of the University. In keeping with this responsibility, students, faculty, and staff are free to exercise the rights to assemble and engage in expressive activity in a constitutionally protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligations of the University, preserve the rights of others, coordinate multiple uses of limited space, assure preservation of the campus facilities and grounds, and assure financial accountability for any damage caused by these activities.

It is not the proper role of the University to shield individuals from speech protected by the First Amendment of the United State Constitution and Article I, Section 4 of the Constitution of Alabama, including, without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

The University will at all times strive to remain neutral as an institution on the public policy controversies of the day, except as far as administrative decisions on the issues are essential to the day-to-day functioning of the University. The University will not require students, faculty, or staff to publicly express a given view of a public controversy. However, students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

In all cases of expressive activity, university employees must be mindful such expression should be in keeping with the mission of the university and do no harm to the university or others.

### **III. Definitions**

**Amplified Sound** is sound that is increased or enhanced by any electric, electronic, or mechanical means, including handheld devices such as megaphones and sound trucks.

**Campus Grounds** means all outdoor areas owned, leased or controlled by the University that are common accessible to all students and employees such as sidewalks, lawns, parking lots, and promenades.

**Demonstration** action by a mass group or collection of groups of people in favor of a political or other cause or people partaking in a protest against a cause of concern; it often consists of walking in a mass march formation and either beginning with or meeting at a designated endpoint, or rally, to hear speakers.

**Debate** is a discussion involving opposite viewpoints in which opposing sides of an issue are advocated and/or presented by differing speakers.

**Expressive Activity** is the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, marches, parades, rallies, picketing, distribution of literature, graphic or pictorial displays and other similar activities intended to communicate an idea or opinion. Expressive Activity does not include speech that is likely to incite or produce imminent lawless action, expression that consists of fighting words or threats of physical harm or expression that is defamatory, obscene or commercial in nature.

**Literature** is any printed material that is produced in multiple copies for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include the *Tropolitan* or official University material.

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**Official University Function** is all activities, events and programs sponsored by an academic or administrative unit of the University.

**Outdoor Forum** is a designated area on campus not confined by walls or a roof. Within this designated area, individuals or groups are encouraged to openly discuss, express, and/or exchange ideas on topics in accordance with university policies.

**Outside Group/Individual.** An **Outside Group** is an organization or group of people not registered with or recognized by the Dean of Students or, if a nonstudent group, another University division. An **Outside Individual** is any person not enrolled at or employed directly by the University.

**Registered Student Organization** is an organization that has been approved and recognized by the Division of Student Affairs in accordance with the ORACLE.

**Sponsored Activity** is any expressive activity that is presented by a sponsored guest under this policy.

**Sponsored Guest** is any person or organization invited to engage in expressive activity on campus grounds by a sponsoring organization in accordance with this policy.

#### **IV. Policy**

- A. **General.** Troy University is committed to providing an educational environment that is conducive to the development of each individual. As a public institution, the university provides formal and informal forums for the expression of ideas and opinions as long as it is done within the context of university policies and does not impede pedestrian and/or vehicular traffic, disturb or interfere with normal academic, administrative or student activities, or involve coercive behavior.
- B. **Application.** This policy applies to all University students, employees, organizations, and sponsored guests. This policy does not apply to official academic activities and official functions of the University. For Faculty policies, refer to the Faculty Handbook.
- C. **Outdoor Forums.**  
Nothing in this section shall be interpreted to limit a student's right to free expression elsewhere on campus so long as the expressive activities or related conduct do not violate any other applicable university policies.

- 1. An outdoor forum area is designated in the Quadrangle area adjacent to the student center on the Troy campus.
- 2. An outdoor forum area is designated in the Quadrangle area between the three main campus buildings on the Dothan campus.
- 3. An outdoor forum area is designated on the south side of the Riverfront Building on the Phenix City campus.
- 4. An outdoor forum area is designated on the paved walkway to the west of the main entrance to Bartlett Hall on the Montgomery campus.

The University reserves the right to define, redefine or re-designate outdoor forum locations at its sole discretion.

These forum areas provide an area for free exchange of ideas and do not have to be pre-scheduled. However, sponsors/participants are encouraged to schedule with the Dean of Students to minimize possible conflict.

- D. **Free Expression Responsibilities**
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Freedom of expression at the university includes organized demonstrations or events. At the same time, the university has long recognized that this right does not include the right to engage in conduct that disrupts the university's operations or endangers the safety of others. Expressive activity may not create a vehicular or other safety hazard or constitute disruptive activity, defamation, riotous conduct or obscenity as defined by federal or state law and may not impede access to other expressive activity, such as blocking the audience's view or preventing the audience from hearing a speaker. Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible anywhere unless it is a disruptive activity as defined by federal or state law.

E. **Expressive Activity Speaking and Use of Campus Facilities**

1. **Campus Events**

- Campus large scale events defined as events attracting 50 or more people require coordination with either the Senior Vice Chancellor for Academic Affairs (for academic events) or Dean of Students (for student organizations) for speaking events or demonstrations outside the outdoor forum.
- Such events may include: invited speakers, use of amplified sounds, marches etc.
- Only campus recognized organizations may sponsor such activities and must request authorization to use a university-controlled building or campus area.
- Such requests must be submitted seven working days in advance to Dean of Students using the online event management request system.

2. **Organization responsibility.** Organizations inviting outside groups or speakers to campus will ensure that a safe, non-disruptive environment exists for free expression. In turn, speakers "expressive actions" must avoid defamation, threats, obscenities or conduct not conducive to good order and discipline. The University will not change security fees based on anticipated speech content requiring the need for additional security.

3. **Reservation Denial.**

- The University will not deny a registered student organization any benefit or privilege available to any other registered student organization or otherwise discriminate against the organization based on the expression or beliefs of the organization.
- Requests to reserve a designated area, to use amplified sound, or to register a route for a parade, march or rally may not be denied based on the content of the proposed expressive activity.
- Requests may be denied for the following reasons:
  - Scheduling conflict with another group;
  - the designated area or an adjacent area has been reserved for an official University function or the designated area is no longer suitable for use due to a conflict with a nearby official University function;
  - the reservation or registration form is incomplete;
  - the request exceeds more than fifteen days in a semester or is for more than five consecutive days;
  - the proposed event or activity will substantially interrupt the safe and orderly movement of traffic or create a safety hazard; or
  - the request was submitted by an individual or organization that is not permitted to reserve space on campus under this policy.

4. **Expressive Activities Relocation**

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Individuals and organizations engaged in expressive activity on campus may be required to relocate to other areas by the Dean of Students or, when immediate action is necessary, the University police department, under the following circumstances:

- the noise generated by the activity disrupts an official University function or substantially interferes with resident housing life and activities (e.g. the activity is too close to an academic, administrative or residential building);
- the location does not safely accommodate the number of participants;
- the number of individuals participating in or attending the activity creates unsafe conditions for vehicular or pedestrian traffic, parking, or blocks the ingress or egress to buildings or official university activities;
- the space has been reserved for an official University function, has been reserved in accordance with this policy, or a reserved location is needed for an official University function; or
- the activity creates a health or welfare hazard, such as interfering with fire, police or emergency services.

**5. Distribution of Literature**

Students, employees and sponsoring organizations may distribute literature on campus grounds. Sponsored guests may distribute literature only in the designated area reserved for their use. If no Registered Student Organization will sponsor an outside individual or organization to distribute literature on campus grounds, they may file a request with the Dean of Students seven business days before the requested event or activity. If an outside individual or organization does not reserve an area at least seven business days before they intend to distribute literature, they must use a designated outdoor forum defined in Section IV. C of this policy.

Students, employees, sponsoring organizations and sponsored guests who distribute literature should be responsible for refraining from littering on campus grounds.

It should be understood and presumed that all literature distributed by students, employees, sponsoring organizations, or sponsored guests does not represent the views and opinions of Troy University. If literature could be reasonably mistaken as taking an official position on behalf of the University, a disclaimer statement should be added to the literature.

This policy does not apply to attempts to distribute literature that is commercial in nature (i.e. information about goods or services offered for sale).

**6. Responsibilities of Individuals, Sponsoring Organizations and Sponsored Guests**

Sponsoring organizations are responsible for ensuring that sponsored guests read and understand all obligations set out in this and all other applicable University policies. Members of the University community may be held individually responsible and sponsoring organizations may be held collectively accountable for any violations of University policies, including the Code of Student Conduct and personnel policies, as applicable. Sponsored guests who do not comply with this or other applicable University policies automatically forfeit their reservations and must immediately vacate University property. Repeat violations of this policy by a sponsored guest may result in loss of privilege for the sponsored guests as determined by the Dean of Students.

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## 7. Appeal of Decisions Related to Expressive Activity

Students, employees and organizations whose requests for use of campus grounds for expressive activity are denied may appeal the decision to the Dean of Students no later than two business days after the decision that is being challenged was made. The appeal must be made in writing and state the specific reason(s) the individual or organization disagrees with the decision. The appeal should include all information the individual or organization believes will assist the Dean of Students to decide the matter. The Dean of Students will issue a decision on the appeal within three business days of its receipt. The decision is final.

## V. Sanctions

Anyone under the jurisdiction of the University who materially and substantially disrupts the free expression of others is subject to a range of disciplinary sanctions per Alabama law. For students, see the Student Code of Conduct. For employees, see Staff and Faculty handbook.

## VI. Event Termination/ Postponement

In addition to the forgoing stipulations in this policy, the University reserves the right to cancel, relocate, postpone, or take protective measures with respect to proposed or ongoing expressive activity if the speech or conduct in question poses an imminent threat of unlawful action, violence, or disruption of University activities or operations.

## VII. Implementation and Reporting:

- A. This policy will be incorporated as follows:
  - Publish annually in student handbook- The ORACLE
  - Include with Human Resources materials for new faculty and staff orientation
  - Post on TROY website
  - Share annually with Student Government Association
- B. Troy Board of Trustee Reporting
  - On implementation, Troy Board of Trustees will report initial action to the Legislature and Governor no later than September 28, 2020.
  - Annually, by August 1, the Senior Vice Chancellor for Student Services will provide a 12 Month report (August 1-July 31) to Chancellor who will submit to the Board, information as follows:
    - Violations of policy with dates/ description.
    - Outcome of violation-administrative, punitive
    - Describe challenges/ successes in supporting administratively or maintaining institutional neutrality
    - Any other information Board feels necessary to report
  - Board, in turn, must submit an annual report to Governor and Legislature beginning September 1, 2021.
  - Troy University will submit Board report to ACHE and post on its university web site.

## Hazing Policy

Hazing is defined by Section 16-1-23, Code of Alabama (1975), and by such section as may be amended from time to time. Additionally, for the purpose of these standards, hazing is any action taken or situation created, whether on or off organizational premises, to produce mental or physical discomfort,

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embarrassment, harassment or ridicule to any person, **whether or not such person has consented to participation in the activity**. Such activities and situations include but are not limited to paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts, morally degrading or humiliating activities, blind-folding, branding, calisthenics, running, forced consumption of food, alcohol, drugs, or any other substances and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Troy University. No organization shall allow any of its pledges/associates, members, or other persons to participate in any hazing ceremony, activity or practice. Hazing in any form is absolutely prohibited at Troy University. For enforcement purposes, this policy applies to both individuals and organizations.

### **Trojan Identification Card**

Identification cards are mandatory and valid only to the person issued and may not be given to anyone else to use. This card must be carried at all times while the student is on campus and presented to any university official or duly constituted authority upon request. Refusal to identify oneself to an official of the university or any misuse of the ID card constitutes grounds for serious disciplinary action.

### **Loitering**

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

### **Nondiscrimination Policy**

Troy University is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, political or religious opinions or affiliations, sexual preference, gender, disability, or disabled veteran/Vietnam-Era veteran status, (except in those cases in which sex, age, national origin, or disability are bona fide occupational qualifications) in any of its programs including admissions of students and employment. The university complies with Title IX of the Education Amendments of 1972. Inquiries concerning the application of Title IX may be referred by employees to the Director of Human Resources at telephone number (334) 670-3554.

### **Notices Through the Mail**

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

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

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

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

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

#### **Definition of Harassment**

For purposes of Troy University's policy, harassment is any comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, color, marital status, pregnancy, disability or veteran's status. This is inclusive of comments or

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conduct by a person in a position of authority that is intimidating, threatening or abusive. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendos, display of offensive materials, threats, imposition of academic penalties, hazing, stalking, shunning, or exclusion related to the discriminatory or harassing grounds. The victim should directly inform the harasser that the conduct is unwelcome and must stop. The victim should report any complaint as dictated by policy.

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

## **A. Sexual Harassment**

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

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

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

## **Definition of Discrimination**

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

## **Procedures**

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

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

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

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

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

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

### **B. Investigation**

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

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

1. Interview complainant.
  2. Have complainant read, approve, and sign a written report of the incident.
  3. Notify accused of complaint.
  4. Interview and obtain written report from accused.
  5. Interview and obtain written reports from witnesses to the incident of harassment or discrimination.
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The University is committed to investigating and resolving any complaint of harassment or discrimination brought to the attention of the University. The investigation process will be completed in an appropriate and timely manner.

An individual who believes he or she is a victim of harassment, discrimination, or retaliation is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the University may be considered privileged, to any extent possible.

**C. Committee Review and Resolution**

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

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

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

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

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

In all cases, The Senior Leader in Human Resources will provide a written response to the complainant and the accused following conclusion of the process. The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

**D. Confidentiality**

Harassment or Discrimination is a particularly sensitive issue that may affect any member of the University community. The University recognizes the privacy rights of both the complainant and the accused in a harassment or discrimination situation. The University and its employees will take

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care to provide confidentiality to all parties involved in a discrimination or harassment charge. However, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings, which may arise out of or relate to the harassment or discrimination complaint. The need to include individuals in the investigation will obligate sharing of information in the process.

**E. Non-Retaliation**

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

**F. Protection of the Alleged Harasser**

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

**G. False Claims**

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

**Sanctions**

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

A. Employees

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

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

B. Students

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

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

**Appeals**

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

**Education and Training**

The university commits to this policy by:

1. Developing and reviewing the comprehensive policy on a timely basis;
2. Annually communicating the policy to students and employees;
3. Annually training and educating students and employees;

4. Confidentiality, insofar as possible, in investigating incidents;
5. Documenting findings and maintaining records;
6. Taking appropriate action when incidents occur.

## **Policy Regarding Children on Campus**

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

## **Policies and Procedures for Disability Services**

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

### **Qualification for Services**

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

The Disability Services Coordinator/Director of Human Resources will determine whether the student/employee is eligible for services and inform the student/employee in writing of the determination.

### **Reasonable Accommodations**

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

### **Providing Services for Students and Employees with Disabilities**

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

The University is not required to make modifications that would pose an undue financial burden or violate the code of conduct.
  5. Students/employees with disabilities are responsible for identifying themselves to the campus Disability Services Coordinator/Director of Human Resources in order to assure timely provision of accommodations. Students should register with the Disability Services Office and make requests
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for accommodations prior to the beginning of the term. Students/employees with sensory impairments should request accommodations at least 6 weeks prior to the beginning of the term.

6. Students must provide documentation of a disability no later than midterm (posted last day to drop/withdraw from classes) in order to receive services for that semester.

### **ADA Grievance Procedure**

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

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

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

Students attending on-campus course(s) with the Troy campus (T01 location) of Troy University are required to complete the Student Medical History Record and present verification of required immunization dates before registering for classes. Two doses of Mumps, Measles, and Rubella (MMR) vaccine are required for students born after December 31, 1956. Also, a tuberculin skin test (PPD) is required within the last 12 months. Domestic students must have a negative reading of 15 mm. or less and international students must have a negative reading of 10 mm. or less. Students with a positive skin test reading must have a chest x-ray. In the event that a student cannot provide required medical documentation at the time of registration, Student Health Services may issue a temporary medical clearance which enables a student to register for classes with the understanding that he/she must provide required medical documentation within two weeks following registration. Students who do not provide missing documentation will have a restriction placed on their account and will be unable to register for future terms with the Troy campus until required information is provided to Student Health Services. The MMR vaccination and TB Skin Test can be administered at Student Health Services. Students may call (334) 670-3452 for an appointment if needed.

International students applying to Troy University and seeking a student VISA, regardless of home location, will be required to complete the Student Medical History Record as above with verification of two doses of MMR vaccine and in addition, submit evidence that active Tuberculosis is not present. A negative (less than 10 mm.) TB Skin test or a negative chest x-ray within one year of application will constitute acceptable evidence. All students with positive results will be referred to Troy Regional Medical Center for a chest x-ray at the student's expense unless covered by their insurance.

### **Policy Regarding Animals and Pets on Campus**

#### **Purpose**

The purpose of this policy is to set forth general animal control guidelines and owner responsibilities for animals on campus and to ensure compliance with all applicable laws so that individuals with disabilities (students, faculty, staff and visitors) on Troy University campus (the "University" or "TROY") who require the use of Service or Support Animals (collectively referred to as "Assistance Animals") as a reasonable accommodation receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. In addition, this policy is written to safeguard the health

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and well-being of the student body, faculty and staff by preventing stray, feral or unaccompanied animals from taking up residence on the campus.

## **Policy**

### **Animal Control and General Requirements for Animals on Troy University Campus**

All individuals are generally prohibited from bringing animals, including pets, into any buildings or other controlled spaces on the TROY campus, except as otherwise set forth herein or in other applicable TROY policies. For purposes of this policy, "Controlled Spaces" are defined as any indoor areas owned or controlled by TROY, any outdoor area owned or controlled by TROY that has limitations on use or access (including, but not limited to, athletic facilities, including practice fields, tennis courts, stadium, etc.), University transit vehicles, and any other area not generally open to the public. Areas open to the public (such as streets, sidewalks, parking lots, etc.) with no limitations on access are not controlled spaces for purposes of this policy.

The following requirements apply to all animals on the TROY campus, subject to the provisions regarding accommodations for individuals with disabilities set forth herein:

1. Animals shall not be brought onto TROY grounds unless they are fully vaccinated and current on said vaccinations, they are under the complete control of the owner, and they present no hazard to people.
2. In the event of any incident involving physical injury to a person by an animal, the owner shall make an immediate report to the TROY University Police Department so that the incident can be properly investigated and documented. TROY and the owner shall also fully comply with any state or local law or regulation requiring additional reports to other governmental agencies that may be required due to any physical injury caused by an animal.
3. The owner of any animal brought onto the TROY campus must clean up after the animal at all times.
4. Animals are not permitted in any controlled spaces, whether or not leashed, except those animals involved in research or otherwise permitted as set forth herein.
5. Animals may not be tethered on the TROY campus under any circumstances.
6. Animals, including dogs and cats, found running at large or without evidence of current rabies vaccination are subject to confinement in an animal shelter or relocation.
7. All faculty, staff and students are prohibited from feeding or sheltering stray, feral or unaccompanied animals. Individuals found violating this policy will be subject to punitive action.
8. Complaints concerning animals in controlled spaces or running at large on the TROY campus should be reported to the TROY University Police at 334-670-3215.
9. Reports of dead animals on the TROY campus should be made to the TROY Physical Plant at 334-670-3342.
10. Animal owners are required to follow all City of Troy municipal ordinances and State of Alabama laws regarding animal care and responsibilities.

## **Assistance Animals**

It is University policy to ensure that individuals with disabilities who require the use of Service or Support Animals (collectively, "Assistance Animals") as a reasonable accommodation receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. As such, Service Animals

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assisting individuals with disabilities are generally permitted in all controlled spaces, including all TROY facilities, TROY-owned, leased, or managed housing, TROY transit vehicles, and TROY campus programs that are open to the public and/or students, except as described below. Support Animals are generally permitted only in TROY-owned, leased, or managed housing (specifically, in the room assigned to the owner of the Support Animal), and only when it is necessary to afford the individual an equal opportunity to use and enjoy TROY-owned, leased, or managed housing, provided the individual meets certain conditions described herein below.

## **The Use of Service Animals on TROY Campus**

Service Animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public, except as otherwise prohibited in this policy. In these areas, and when it is not readily apparent that a dog is a Service Animal, TROY officials may appropriately ask a person with the animal to answer only the following two questions:

1. Is the animal a certified service animal?
2. What work or tasks is the animal trained to perform?

Students using Service Animals in TROY controlled spaces are required to submit the Service Animal Registration Form providing information about the service animal to the University's Office of Adaptive Needs, who will include this information in the accommodations letter to faculty and can assist in making recommendations on how to handle inquiries from TROY officials. The Office of Adaptive Needs can be reached at [334-670-3221](tel:334-670-3221) or via email at [ajhughes@troy.edu](mailto:ajhughes@troy.edu). It is particularly helpful for the Office of Adaptive Needs to have a description of the Service Animal (e.g. weight, breed, color, markings) and the Service Animal's name.

Employees using Service Animals in offices or other areas of campus not open to the public must follow the University's ADA policy found at this link: <https://my.troy.edu/human-resources/ada-policy.html>. Employee requests for reasonable accommodations, including requests to have a Service Animal at work, are handled through the Human Resources (HR) Americans with Disabilities Act (ADA) Coordinator, who may be reached through the HR Service Center at [334-670-3710](tel:334-670-3710) or at [jscalhoun@troy.edu](mailto:jscalhoun@troy.edu)

Visitors using Service Animals are welcome in areas of the TROY campus that are open to the public, as set forth in this Policy. Specific questions related to the use of Service Dogs on the TROY campus by visitors can be directed to the ADA Coordinator (contact information provided above) or to the TROY University Police Department when offices are not open.

## **Information Regarding the Use of Assistance Animals in TROY-Owned, Leased, or Managed Housing**

Pets, other than fish, are generally prohibited in TROY-owned, leased, or managed housing. Service Animal and approved Support Animals are not considered pets, and are permitted to reside in TROY-owned, leased, or managed housing.

A student with a disability residing with a Service Dog in TROY-owned, leased, or managed housing must meet with the Housing and Residence Life Office to complete the Assistance Animal Agreement prior to moving the Service Animal into TROY-owned, leased, or managed housing. Proof of current rabies

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vaccination must also be submitted before a Service Animal may reside in TROY-owned, leased, or managed housing. It is preferable for this meeting to take place at least 30 days prior to move in.

For further information on the use of Service Animal in TROY-owned, leased, or managed housing, students may contact the Housing and Residence Life Office at [\(334\) 670-3346](tel:3346703346) or email the Housing and Residence Life Office at [housing@troy.edu](mailto:housing@troy.edu).

If a student with a disability needs to reside in TROY-owned, leased, or managed housing with a Support Animal in order to afford the student an equal opportunity to use and enjoy said housing, the student must request a modification to TROY's No-Pet Policy. Specifically, before a Support Animal can reside in TROY-owned, leased, or managed housing, the student must submit (1) the Support Animal Accommodation Request Form (completed by the student), and (2) the Support Animal Accommodation Request Supporting Medical Documentation Form that must be completed by the student's physician, psychiatrist, or other mental health professional. This documentation should be submitted to Housing and Residence Life Office with ample time for the Office to review and make a decision about the request, which is generally at least 30 days prior to the date on which the student wishes to move the Support Animal into the student's assigned TROY-owned, leased, or managed housing unit. The request will be reviewed to determine whether such request (1) constitutes a reasonable accommodation for a student with a documented disability; (2) the Support Animal is necessary to afford the student with a disability an equal opportunity to use and enjoy TROY-owned, leased, or managed housing; and (3) there is an identifiable relationship or nexus between the student's disability and the assistance the Support Animal provides (i.e., that the animal provides support that alleviates at least one of the identified symptoms or effects of the disability). A request will not, however, be granted if the Support Animal poses a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and/or administrative burden on the University; or would fundamentally alter the nature of TROY housing operations.

If the Housing and Residence Life Office approves the Support Animal, the student must meet with the Housing Office, to complete the Assistance Animal Agreement prior to moving the Support Animal into the student's TROY-owned, leased, or managed housing unit. Proof of current rabies vaccination and a recent picture of the Support Animal must also be submitted before the student may move the Support Animal into TROY-owned, leased, or managed housing. Support Animals are limited to the resident's rooms in the TROY-owned, leased, or managed housing units assigned to the students with whom the support animals are approved to reside.

A student dissatisfied with a decision concerning an Assistance Animal Application as a reasonable accommodation in TROY-owned, leased, or managed housing may seek further review from the Dean of Student Services at [\(334\) 670-3203](tel:3346703203).

Students who misrepresent an animal as a Support Animal or Service Dog in Training, or who fail to register an Assistance Animal as required, will be referred to the Student Service Office for possible disciplinary action.

### **When an Assistance Animal May Be Asked to Leave or Be Prohibited in a TROY Facility or Program**

In certain situations, discussed below, an Assistance Animal may not be permitted or TROY may ask that the Assistance Animal be removed from a TROY facility or program. In such instances, TROY will give an individual the opportunity to participate in the service, program, or activity without having the Assistance Animal on the premises.

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- Assistance Animals must not engage in unacceptable or disorderly behavior that is disruptive to other participants within the program or facility. If an Assistance Animal does engage in unacceptable behavior, the owner is expected to use proper training techniques to correct the behavior. TROY may ask the owner to remove an Assistance Animal from the premises if the animal is out of control and/or disruptive and the owner does not take effective action to control it. TROY may bar the Assistance Animal from the facility until significant steps (such as additional training for the Assistance Animal and owner) are taken to mitigate the behavior.
  - TROY may ask the owner to remove an Assistance Animal from the premises if the Assistance Animal is not housebroken or, in the case of a Support Animal that uses a designated cage or litter box, the owner fails to clean the cage or box such that the cleanliness of the TROY-owned, leased, or managed housing unit is not maintained.
  - Service Animals may be excluded in areas where the presence of the animal fundamentally alters the nature of a program or activity or presents a safety hazard. Examples may include, but are not limited to, research labs, areas requiring protective clothing, food preparation areas, labs, and areas with sharp objects on the floor or protruding from a surface, extremely hot or cold material on the floor, or a high level of dust. Service Animals are not permitted in any lab area requiring personal protective equipment, unless a documented need is reviewed and approved by the Adaptive Needs Office, Environmental Health and Safety (EHS). Support Animals are generally permitted only in TROY-owned, leased, or managed housing, and may be excluded where the presence of the Support Animal fundamentally alters the nature of the program or activity or presents a safety hazard.

## Requirements for Assistance Animals

Any violation of the following requirements may result in the exclusion of an Assistance Animal from TROY campus:

- **Compliance with City Ordinances/Laws.** All individuals must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for animals. It is the responsibility of the owner and/or custodian of the Assistance Animal to know about and comply with these ordinances and/or laws, some of which are noted below.
  - **Vaccination.** An Assistance Animal must be vaccinated on an annual basis in accordance with standard veterinary practice and in accordance with state and city regulations. For young animals or others that have not been previously vaccinated, the initial rabies vaccine must be administered no less than 28 days prior to the date of the Assistance Animal's occupancy in TROY-owned, leased, or managed housing. Written proof of vaccination is required, including proof that an entire series of rabies shots have been administered to the Assistance Animal. Current rabies vaccination tags must be attached to a collar or harness worn by an Assistance Animal.
  - **Animal Health.** Assistance Animals to be housed in TROY-owned, leased, or managed housing must have an annual clean bill of health from a licensed veterinarian. This will include current vaccinations (as required by state, county and city laws), and a physical exam/assessment to document the Assistance Animal's fitness to continue its role as a Service or Support Animal.
  - **License or Documentation.** A Service Animal is not required to be licensed or certified as a Service Animal. Licensing or certification as a Support Animal is neither sufficient nor necessary to establish that an animal is a Support Animal.
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- **Control.** An Assistance Animal shall be under the full control of its owner at all times. An Assistance Animal shall wear a harness or collar and shall also wear a leash when outside of the student's assigned TROY-owned, leased, or managed housing unit. If the owner is unable, because of a disability, to use a harness or leash for a Service Animal, or if the use of a harness or leash would interfere with the Service Animal's safe, effective performance of work or tasks, the Service Animal nevertheless must be under the full control of the owner by other effective means (e.g., voice commands, signals, etc.). The care and supervision of the Assistance Animal is the responsibility of the owner.
  - **Hygiene and Cleanliness.** Assistance Animals must be clean. Daily grooming and occasional baths should be utilized to keep an Assistance Animal's odor to a minimum. Adequate flea prevention and control must be maintained. If an Assistance Animal's odor is offensive to other individuals, the owner or custodian of the animal will be directed to remove the Assistance Animal and ensure that it is thoroughly bathed before the Assistance Animal is returned to the facility. Repeated occurrences may result in the Assistance Animal being temporarily barred from the facility until steps are taken to comply with the rules regarding cleanliness.
  - **Cleanup Rule.** Animal waste must be disposed of by the owner or custodian of an Assistance Animal, and cleanup must occur immediately. Animal feces, defined as cat litter box content and any solid animal waste, must be disposed of properly. It should be placed in a plastic bag and should be disposed of in an outdoor receptacle, either in a dumpster or an outdoor trash can. If the owner is unable to clean up after the Assistance Animal due to disability, it is the owner's responsibility to make satisfactory arrangements for a third party to perform proper cleanup.
  - **Expense and Care.** The care, arrangements and responsibilities for an Assistance Animal, and the costs associated with the same, are the sole responsibility of the owner at all times.
  - **Assistance Animal Agreement.** Students residing with an Assistance Animal in TROY-owned, leased, or managed housing must abide by the terms and conditions of the Assistance Animal Agreement.
  - **Damages.** Owners of Assistance Animals are financially responsible for the actions of Assistance Animals, including bodily injury, property damage, cleaning and/or replacement of furniture, carpet, blinds, and any and all other damages which may arise.

### Service Animals in Training

State and federal law allows for individuals, both with or without disabilities, to train service dogs. In 2019, the Alabama State Legislature amended the 1975 Code of Alabama, Sections 21-7-1 to 21-7-9, inclusive, thus clarifying the rights and responsibilities of individuals with disabilities who use Service Animals in public accommodations or in housing accommodations, and for those training Service Animals. The legislation provides criminal penalties for those who misrepresent their need for Service Animals, as well as for those who falsely represent that they are Service Dog trainers. TROY understands the need for properly trained Service Dogs and allows trainers and Service Dogs in Training, provided all applicable policies and procedures are followed.

- A Service Dog that is in training must wear a harness, collar, leash, cape, or backpack that identifies
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the Service Dog is in training. The written identification on the harness, collar, leash, cape or backpack must be visible and legible from a distance of at least 20 feet.

- To determine if a dog is a Service Animal in training or a pet, TROY faculty and staff may ask any of the following:
  - Is the trainer an owner-trainer with need of a service animal or a qualified trainer with at least one year of experience training animals?
  - Agencies involved in the rehabilitation of individuals with disabilities generally recognize certain schools and/or organizations as reputable and competent to provide Service Animal training. Can the trainer provide photo identification stating that they are an employee, volunteer, agent, or graduate of such a school and/or organization and verification that they are actually involved in the training process?
  - What task(s) is the animal being trained to perform, and is the trainer currently engaged in the training of the animal?
- Trainers are expected to ensure that Service Dogs in Training have been fully vaccinated and have also been given a clean bill of health by a licensed veterinarian.
- Trainers who plan on living in TROY-owned, leased, or managed housing with their Service Dogs in Training must complete and submit required paperwork to the Housing and Residence Life Office, at least thirty (30) days prior to moving the Service Dog in Training into their TROY-owned, leased, or managed housing unit. To obtain the required paperwork, contact the Housing and Residence Life Office at ([334-670-3346](tel:334-670-3346)) or via email at [housing@troy.edu](mailto:housing@troy.edu).

## Definitions

- Controlled spaces, for purposes of this policy, are defined as any indoor areas owned or controlled by TROY, any outdoor area owned or controlled by TROY that has limitations on use or access (including, but not limited to, practice fields, tennis courts, stadium, etc.), University transit vehicles, and any other area not generally open to the public. Areas open to the public (such as streets, lawns, sidewalks, parking lots, etc.) with no limitations on access are not controlled spaces for the purposes of this policy.
  - Service animal is defined by the Americans with Disabilities Act (ADA) as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this Policy. Support Animals, sometimes referred to as Emotional Support Animals (ESAs), Therapy Animals and/or Companion Animals, are not Service Animals under the ADA. Although not a “service animal,” the use of a miniature horse by an individual with a disability is permitted under the ADA in limited circumstances.
  - Support animal, sometimes referred to as an Emotional Support Animal, Therapy Animal, and/or Companion Animal, is defined as an animal that is necessary to afford the student with a disability an equal opportunity to use and enjoy TROY-owned, leased, or managed housing, and provides emotional or other support that ameliorates one or more identified symptoms or effects of a person’s disability. Unlike Service Dogs, there is no requirement for Support Animals to be trained to perform work or tasks.
  - Work or tasks performed. Work or tasks performed by a Service Animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to:
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- Assisting individuals who are blind or who have low vision with navigation and other tasks;
  - Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
  - Pulling a wheelchair;
  - Assisting an individual during a seizure;
  - Alerting individuals to the presence of allergens;
  - Retrieving items such as medicine or the telephone;
  - Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
  - Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### **Scope**

This policy applies to all faculty, staff, students, and visitors to Troy University.

### **Release of Address Information**

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

### **Troy University Religious Accommodation Policy**

Troy University is committed to providing welcoming and inclusive learning and workplace environments. As part of this commitment, the University will make good-faith efforts to provide reasonable religious accommodations to faculty, staff, and students whose sincerely held religious practices or beliefs conflict with Troy University policy, procedure, or other academic or employment requirement, unless such an accommodation would create undue hardship.

Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices. Anyone who believes they have been discriminated against by the denial of a requested religious accommodation should contact Title IX Office at 334-670-3203 or Human Resources Office at 334-670-3710

### **Frequently Asked Questions:**

#### **What is religious accommodation?**

A religious accommodation is a change in work or school schedule or environment, or in the way tasks or assignments are customarily done, made to enable a student or employee to participate in their religious practice or belief without causing undue hardship to Troy University operations or activities.

#### **What factors are considered in determining religious accommodations?**

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Factors considered in determining religious accommodations include business needs; academic requirements; and considerations of cost, safety, efficiency, and the rights of others. Troy University is not required by law or policy to accommodate religious beliefs when such accommodation would violate other laws or interfere with the safety and security of our campus (for example, a religious practice related to use of illegal drugs or carrying a weapon might not be reasonable to accommodate). The Equal Employment Opportunity Commission (EEOC) provides guidance at [www.eeoc.gov/laws/types/religion.cfm](http://www.eeoc.gov/laws/types/religion.cfm).

### **What are some examples of religious accommodations for employees?**

Reasonable accommodations for employees might include granting individual leave for religious observances, providing a time and place to pray, or allowing the flexibility to wear religious attire to work. Other examples of accommodations for religious beliefs might include scheduling changes, voluntary substitutions of shifts or hours with supervisory approval, and appropriate job reassignments or lateral transfers. Reasonable accommodations are necessarily determined on an individual basis and depend on the particular circumstances.

**How does an employee request time off from work or other kinds of religious accommodations at work?** Employees should make accommodation requests directly to their supervisors (for faculty, this may include deans or department heads) with as much notice as possible.

### **What type of leave applies to absence from work due to a religious accommodation?**

Depending on the situation and with supervisory approval, an employee requesting a religious accommodation may use accumulated leave (such as vacation leave), compensatory time, or leave without pay. In some circumstances, the leave may be accommodated by an alternate work schedule approved in advance by the employee's supervisor.

### **Which religious holidays are accommodated at the University?**

Religious holidays have no official status at Troy University, and any sincerely held religious belief, observance, or practice will be accommodated where reasonable, including holy days. Supervisors and faculty members should may wish to consult an interfaith calendar when reviewing accommodation requests. in advance for planning coursework, syllabus dates, and deadlines.

### **What are some ways to accommodate a student's need to miss class for religious reasons?**

Reasonable accommodations are necessarily determined on an individual basis and depend on the circumstances. They might include rescheduling an exam or giving the student a make-up exam, allowing an individual or group presentation to be made on a different date, letting a student attend a different discussion section for the same class that week, adjusting a due date, or assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment.

### **As a student, how should I ask my instructor for a religious accommodation?**

A student should make any religious accommodation request to the instructor or faculty member in charge of the course. Students are asked to examine the course syllabus for potential conflicts at the start of the semester and promptly notify the instructor of any anticipated accommodation needs, providing as much notice as possible. If an instructor has asked that requests be made in a certain way (such as by e-mail), it is best to make the request in that manner; in any case, clearly specify the reason for the requested absence or other accommodation. Students are responsible for arranging in advance to make up missed work or material in a timely manner.

### **As a supervisor or instructor, what are my responsibilities under the Religious Accommodation Policy?**

Supervisors and instructors are expected to reasonably accommodate individual religious practices. A refusal to accommodate is justified only when undue hardship to the Troy University's legitimate business

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purposes would result from each available alternative for reasonable accommodation (e.g., requires more than ordinary administrative costs, diminishes the efficiency in other jobs, infringes on other employees' job rights or benefits, or impairs campus/workplace safety).

**What if a student has religious and/or cultural food restrictions?**

If there is a known allergy, food intolerance or specific need, the student may contact Trojan Dining to discuss the specific request. We will make every effort to comply with the restrictions once we are made aware of them.

**If I have other questions about the Religious Accommodation Policy, where may I get assistance?**

The Title IX Office or Human Resources Office can provide guidance and direction regarding all aspects of the Religious Accommodation Policy. Please contact Title IX Office at (334) 670-3203 or Human Resources Office at (334) 670-3710.

**Selling or Peddling on Controlled Property**

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

**Skateboard Policy**

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

**Social Security Number**

Disclosure of a student's Social Security number is voluntary and not mandatory. A student's Social Security number is solicited pursuant to the authority delegated to the officers of Troy University by the Board of Trustees thereof under Alabama Code, Title 52, SS 509 (116) - 509 (128c) and will be necessary if the student is employed by the university, including employment through a student financial aid program. When provided, the Social Security number will be used as the most efficient means of identifying the student and eliminating confusion over similar names and names changed by marriage.

No right, benefit or privilege provided by law will be denied to a student if they refuse to disclose their Social Security number. In addition, Troy assigns an identification number to each student through the University's computer system. These numbers are used to identify individual students on class rolls or other verification documents.

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## Solicitation

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

## Student Complaint Policy

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

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

### Definition of a complaint

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

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

The Office of the Associate Provost for Undergraduate Programs, Office of the Associate Provost for Graduate Programs, the Office of the Associate Vice Chancellor for Financial Aid, the Office of the Dean of Students, and the office of the Associate Vice Chancellor for Distance Learning will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.

### The procedure for submitting a complaint:

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

Undergraduate Programs	117 Eldridge Hall, Troy University, Troy, AL 36082
Graduate Programs	11 Adams Administration, Troy University, Troy, AL 36082
Dean of Students	233 Trojan Center, Troy University, Troy, AL 36082
Financial Services	146 Adams Administration, Troy University, Troy, AL 36082

### **Student Consent Letter**

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

### **Student Grievances**

Student grievances are handled through one of two procedures depending on the nature of the grievance. If the matter is academic in nature, the student should follow the stated grade grievance procedures. If the matter is non-academic or grade related, the student should address the concern with the appropriate department head. After that, all student grievances that are non-academic related should be brought to the Senior Vice Chancellor for Student Services and Administration's Office or his/her designee. Should a student not know where to file a grievance, the student should contact the Student Services Office on their respective campus.

### **Student Proprietary Rights to Coursework**

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

### **Student's Role and Participation in Institutional Decision Making**

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

University Board of Trustees. The Senior Vice Chancellor for Student Services and Administration serves as co-advisor to the SGA, thereby providing an open channel of communication to the administration on a daily basis. The student voice is an active component of the university's decision-making process.

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## Technology Use Policy

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

Use of the University's various technologies (computers, telephones, etc.) are a privilege available to those who abide by this Technology Use policy. All users are obligated to use technology resources in a responsible, legal and ethical manner. The University respects each individual's right to privacy in electronic formats and expects all users to respect the privacy of others.

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

- A. Users of University computing resources must comply with federal and state statutes and laws, University rules and policies, and the terms of applicable contracts including software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity, child pornography, the Electronic Communications Privacy Act, the Computer Fraud and Abuse Act (which prohibit "hacking", "cracking", and similar activities), the University's Student Code of Conduct, and the University's Harassment Policy.
  - B. Computer software is a form of intellectual property controlled by licenses that spell out clearly how it may be used and distributed. All members of the University community (faculty, staff, students, and community patrons), must adhere to all license provisions regulating the use and distribution of computer software. Use or distribution of software in violation of license provisions may subject the violator to criminal and civil penalties, as well as to civil liability to the licensor. Any violation of licensing agreements, such as copying, distributing, or otherwise sharing of software in violation of the license agreement is prohibited.
  - C. A computer network provides a powerful tool in the educational arena by enabling communications and learning among people who are engaged in the education process, but are separated by time, distance, language, or other traditional communication barriers. A computer network also enhances and helps to equalize the resources available for scholarship at colleges and universities worldwide. However, the unlawful or inappropriate use of these tools infringes on both the integrity of the system and on the rights of others. In that light, the University expects all members of its community to use electronic communications in a responsible, considerate, ethical, and beneficial manner. All users are expected to:
    1. Respect the rights of all users on the system
    2. Comply with all copyright and fair use laws and regulations
    3. Comply with any and all applicable instructions issued by faculty and network administrator(s)
    4. Use computer network resources (including time on-line and storage) only for purposes directly related to their role at the University
    5. Refrain from transmitting defamatory utterances concerning a person, organization, or institution that may subject the individual or University to civil liability damages.
  - D. Anything that is not in keeping with the interests that support the mission of the University and increases the expense of information technology resources is prohibited. This includes the prohibition of the use of University property for private gain as defined by Alabama state law.
  - E. The installation of ad-hoc networking devices on university property is prohibited. Included among such devices are wireless access devices. Concern over wireless communications in the residence halls and campus is mostly about security, speed and interface among wireless access points. There is a lot of risk in using an unsecured wireless network. Using a wireless router in the residence halls has already caused users to become restricted from using the network because other students connect to their unsecured router Instead of the campus network. Any activity that an individual
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knows or should know is wasteful of computing resources prohibited. This may include activities such as:

1. Sending advertisements for commercial enterprises
  2. Sending mass mailings or chain letters
  3. Obtaining unnecessary output
  4. Maintaining unnecessary or excessive file storage
  5. Creating unnecessary multiple jobs or processes
  6. Creating unnecessary network traffic
- F. As with all University resources, the University bears the responsibility and has the authority to allocate, limit or prohibit access to computer and network resources in order to ensure their most effective and economical use.
- G. Any action that may destroy, endanger, or divert another's research or writing is prohibited. In addition, University policy prohibits users from gaining access to, using, reviewing, changing, transmitting or deleting another user's files or software without the express permission of the user. Introduction of destructive software such as programs known as computer viruses, Trojan horse or worms into any computer, program, system or network is prohibited. "User" does not apply to the University personnel managing or administering the technology of the institution or the system.
- H. Among the most valuable and most sensitive of the University's computer resources are the personal work and storage spaces assigned to users. The University treats electronically stored information, including personal files, as confidential and permits examination or disclosure of their contents only when authorized by the owner of the information or when required by local, state, or federal law. Under Alabama Code §13A-8-102, it is a crime to attempt or to achieve access to, communication, examination, or modification of, to destroy, disclose, use, or take data, computer programs or supporting documentation. In plain words, state law prohibits either the use, transmittal, change, or deletion of another user's files or software without permission and the introduction of destructive software, such as programs known as computer viruses, Trojan horses or worms into any computer, computer system, or network.
- I. Anything that may hinder a free and open atmosphere of electronic discussion is prohibited.
- J. Cruelty, obscenity, crudity, and offensiveness, for the sake of offensiveness, have no place in the public discourse of a University community. As members of the University community, we are all responsible to one another and to the thinking and thoughtful community of which each of us ought to be a valuable part. Each of us must be considerate of other users of University computer resources and facilities.
- K. For your information, use of campus e-mail, the Internet, or networks for the following purposes have been subject to criminal, civil, and/or university sanctions at other institutions:
1. Threats against persons or property;
  2. False information about academic or administrative policies or issues
  3. Messages deemed offensive to the receiver because of their pointlessly hateful, obscene, harassing, or libelous content.

The foregoing does not include all the kinds of conduct that have been challenged as illegal or inappropriate in a university setting. A good rule of thumb is to refrain from saying anything on any network or computer system that you would not say face to face to another person. Hurtful or offensive words spoken face to face or by telephone leave no written evidence to use against you, but hurtful or offensive words typed on a network or computer system can leave a permanent record that can, depending upon their content, support criminal or civil liability, damage your professional reputation or diminish your stature in the eyes of those whose respect you would like to keep or earn. You should be aware that e-mail files have been ruled to be "discoverable" in a court of law, which means that your privilege of confidentiality is certainly not absolute, but may be overridden by court order.

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

## **Violations**

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

## **Agreement**

By using University computer systems or networks, students, faculty, staff and guests agree to indemnify and hold harmless the University, its employees and agents, from and against any claim, demand, liability, cause of action, or suit for damages arising out of use of University computers, including, but not limited to, any loss of the individual’s data stored on the network. Users must acknowledge their understanding of this general policy as a condition of receiving an account and using the University network to access the Internet. Users will receive a copy of this policy and, upon

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request, have the opportunity for explanation and discussion thereof prior to receiving their password. Policies will also be posted in University computer labs and may be accessed on-line.

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

### **Internet Service**

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

### **Resident Network (RESNET) Policy**

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

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

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

<b>1st Offense of Academic Year</b>	Helpdesk Ticket Required
<b>2nd Offense</b>	2 Days Suspension

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<b>3rd Offense</b>	5 Days Suspension
<b>4th and Above Offense</b>	Semester Suspension

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

## **Tobacco Free Policy**

**WHEREAS,** Troy University, which places paramount importance on the health and safety of its students, has implemented policies declaring its campuses to be tobacco free; and

**WHEREAS,** the Student Affairs Committee of the Board of Trustees, in concert with TROY University Administration, have determined that updates to the current policy are necessary and prudent:

### **USE OF TOBACCO AND TOBACCO-RELATED PRODUCTS**

#### **Introduction**

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution since August 13, 2012 designating Troy University as a tobacco-free campus.

#### **Rationale for Policy**

Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, increased cleaning and maintenance costs, and costs associated with absenteeism, health care, and medical insurance.

Additionally, research indicates that smoke-and tobacco-free policies at colleges and universities:

- Reduce tobacco use among young adults
- Create opportunities to educate students about harmful effects of tobacco use
- Have positive economic and environmental benefits such as litter reduction and lowered risk for fires
- Prepare students for a workplace that increasingly prohibits tobacco use. Research shows that smokers have a harder time getting hired...the chances of obtaining work within a year are reduced 24% for unemployed job seekers who smoke when compared to nonsmokers.

Health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco and tobacco-related products.

#### **Definitions**

A. Cigarette. Any roll of tobacco wrapped in any substance not containing or containing tobacco, which because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette.

B. Electronic Cigarettes and Vaporizers. Electronic cigarettes, also known as e-cigarettes, e-vaporizers, or electronic nicotine delivery systems, are battery-operated devices that people use to inhale an aerosol, which typically contains nicotine (though not always), flavorings, and other chemicals. They can resemble traditional tobacco cigarettes (cig-a-likes), cigars, or pipes, or even everyday items like pens or USB memory sticks. Other devices, such as those with fillable tanks, may look different. Regardless of their design and appearance, these devices generally operate in a similar manner and are made of similar components. Smoking, inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe.

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- C. Members of the University Community. All part-time or fulltime faculty and staff, students, volunteers, vendors, customers and visitors.
  - D. Smokeless Tobacco. A variety of tobacco products that are either sniffed, sucked, or chewed.
  - E. Tobacco Use. Defined as any habitual use of the tobacco plant leaf and its products. The predominant use of tobacco is by smoke inhalation of cigarettes, pipes, and cigars.
  - F. Tobacco and Tobacco-related Products. All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products such as chewing tobacco and snuff.
  - G. Vaping. The act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. The term is used because e-cigarettes do not produce tobacco smoke, but rather an aerosol, often mistaken for water vapor, that actually consists of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer, as well as respiratory and heart disease.

Note: On May 5, 2016, the FDA announced that nationwide tobacco regulations now extend to all tobacco products, including e-cigarettes and their liquid solutions, cigars, hookah tobacco, pipe tobacco. This ruling includes restricting sale of these products to minors. For more information, see the FDA's webpage, [The Facts on the FDA's New Tobacco Rule](#).

### **Policy**

- A. General Policy. Any use of tobacco or tobacco-related products is prohibited on all property that is owned, operated, leased, occupied or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas. These same policies apply for all TROY campuses and locations.
- B. This policy specifically prohibits:
  - 1. Smoking, vaping, and any other use of tobacco and tobacco-related products within University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites, grounds and any vehicles on campus regardless of ownership. The sale of tobacco and tobacco-related materials on campus.
  - 2. The free distribution of tobacco or tobacco-related products anywhere on campus.
- I. Troy University will provide a variety of wellness initiatives to assist students, faculty, and staff achieve independence from the use of tobacco and tobacco-related products.
- J. This policy applies to University employees, students, contractors, vendors, recruits and visitors.

### **Implementation Authority**

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

### **Compliance**

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

### **Effective Date**

This policy is effective June 1, 2020. This policy replaces the Tobacco Free policy contained with the [Oracle, 2020-2021, Student Handbook and Planner, page 31](#).

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**THEREFORE, BE IT RESOLVED**, that the Troy University Board of Trustees approves the proposed updates to the University's polices governing the use of tobacco and tobacco-related products.

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

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

### **Background.**

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

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

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

TROY does not allow use of its facilities for any political campaigning, fundraising, or other politically connected events, except those events specifically sponsored by TROY student organizations. Student sponsored events must be approved by the Student Involvement and Leadership Office prior to activities being held in TROY's facilities or on TROY's campus grounds.

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

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

### **Requirements for Usage of Facilities by User**

Any User must comply with TROY's rules and regulations in any allowed usage of university facilities. Each campus has its own unique facilities. Facilities and/or equipment must be reserved a minimum of ten (10) days prior to the event. These facilities and/or equipment must be reserved using the appropriate reservation form. These forms are available on line at <http://www.troy.edu/publicservices/reservationform.html>.

A User must pay all charges in full for usage of the facilities as determined by the Office of Event Management. Payment may be made by check, money order, or with a billable purchase order (which will be invoiced by the Office of Event Management). This payment must be made **at leastseventy-two (72) hours prior to the event.** No reservation will be confirmed until payment is received.



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Any exceptions to the payments policy must be authorized by the Senior Vice- Chancellor for Student Services and Administration or the Chancellor.

### **Responsibility for Damages**

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

#### **Specific Policies**

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

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

A User shall not use the name TROY (or any variation of that name) or identification of any TROY campus site in any advertisement, brochure, mailer, or similar item in a manner that infers or suggests that TROY is a sponsor/co-sponsor of the event or is in any way affiliated with the User (unless approved by the specific TROY campus official). Any and all marketing materials, advertisements, brochures, announcements, or other publicity that references TROY or other campus sites (i.e., directions, press releases, etc.) **must** be submitted in draft form to the specific campus official prior to use by the User in order for the official to determine that such references to TROY are accurately reflected. This draft may be faxed or emailed for expedited approval. TROY reserves the right to disapprove usage of its name (or any variation of its name) and other TROY identification in any such materials and publicity or in any public release.

### **Right of Cancellation by TROY Officials**

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

#### **A. Cancellation or Substitution of Requested Facilities**

A specific TROY campus site expressly reserves the right to cancel any User's usage of the facilities or to substitute other facilities at its site for the facilities requested by the User whenever deemed to be in the best interest of that TROY campus site or as necessitated by circumstances, to be determined in the sole and absolute discretion of TROY. In any such situation TROY will attempt to assist the User by providing reasonably equivalent, substitute facilities on TROY properties or to assist the User in locating alternative facilities in the local area to meet the User's needs. TROY shall have no responsibility or liability for providing substitute facilities on TROY properties or for locating alternative facilities for the User. If Users are required to use, or elects to use, alternative space in the local area for the event then all amounts paid to TROY by the User for the requested facilities will be refunded.

#### **B. Cancellation of Agreement by TROY**

In the event sufficient funding or support is unavailable to the TROY campus site for the performance of its agreement for the allowed use of the facilities by the User, as determined at TROY's sole and absolute discretion, the User will be notified in writing of TROY's election to cancel the usage agreement at the earliest opportunity and all amounts paid to TROY by the User in such situation for the requested facilities will be refunded.

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## **Responsibility for Event Sponsored by User.**

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

## **Food-Services Requirements.**

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

### **Troy Catering**

Trojan Center room 117  
334-670-3454  
catering@troy.edu

## **Alcoholic Beverage Policy.**

See Alcoholic Beverage Policy in The Oracle.

## **Control of Requested Facilities; Indemnification of TROY, etc.**

All employees, participants, guests and invitees of the User shall be under the direct supervision and control of the User and shall be the responsibility of the User. Nothing contained in the agreement requires TROY to relinquish control of any of its facilities to the User (including the facilities specifically requested for usage by the User). A User is to expressly acknowledge that TROY retains the full and complete right to require that User, or any of that User's employees, participants, guests and invitees, to leave campus premises if circumstances justify such action.

TROY assumes no responsibility for loss or theft of personal property, or damage to personal property of the User or any of the User's employees, participants, guests and invitees. A User shall be liable for, and shall reimburse TROY for, all damages to persons and property on account of that User's use of the requested facilities.

A User must indemnify and hold harmless TROY, its officers, agents and employees, against any and all liabilities and claims for loss, injury or damage (including attorney's fees and costs) to persons or property, including claims of employees, participants, guests and invitees of that User, arising out of, or resulting from, activities conducted by that User or any of its employees, participants, guests and invitees in, on or about the requested facilities and TROY buildings and other properties. TROY assumes no liability whatsoever for any property placed in the requested facilities or in any of TROY's buildings or other properties by the User or any of the User's employees, participants, guests, or invitees.

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

## **Changes to Facilities Reservation Forms.**

Any additions or changes to the facilities reservation forms are subject to such additional charges then in effect in accordance with the campus' (then-prevailing) schedule of charges for any such items. A User agrees that all additions or changes must be made no less than three (3) business days before the event. TROY campus sites cannot commit to accommodate additions or changes requested within

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three (3) business days of the event and any attempt to accommodate such request by TROY campus sites will only occur in TROY's sole discretion and if circumstances otherwise permit. All official University functions (classes, practices, meetings, etc.) will receive priority over any and all events.

**Entire Agreement.**

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

**Termination by TROY.**

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

**Termination by User.**

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

**Meaning of Business Day.**

As used in this Policy, the term "business day" shall mean any day which is not a Saturday, Sunday, or recognized holiday by Troy University.

**Headings.**

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

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

**Unauthorized Student Group Gatherings**

Any and all students and/or persons participating in an unauthorized group meeting on the campus which creates a disturbance or results in destruction of university or personal property, or brings discredit to the university, shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene, out of curiosity, as spectators and who refuse to disperse after warning. Any student that can be identified personally by university officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

**Use of Institutional Name**

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

**Use of Student Images**

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

**Visiting Speaker/Notices Printed Materials Policy**

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

1. An outside speaker (one who is not a registered member of the student body, faculty or staff of this university) may be invited to speak on campus only by university recognized student, faculty or staff organizations.
2. The faculty member or officers of an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses, including any damages to university property during the course of the event, and preserving the peace and dignity of participants of the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary action.
3. Individuals who are not associated with the university as a student, staff or faculty member and who wish to speak without organizational sponsorship must provide notice to the Senior Vice Chancellor for Student Services and Administration or designee.
4. Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a written request to the Office of Student Services. Such requests shall be completed to furnish all information required thereon. Upon receipt of the request form, properly completed and executed by the authorized officer and the faculty advisor of the organization, the Student Services Office shall determine the availability of adequate facilities for such event. The proposal shall be reviewed to determine whether university regulations have been fulfilled. A copy of the request shall be returned to the sponsoring group, showing the findings and action taken thereon. Said request will be acted upon by the Student Services Office within a maximum of one week of the time of the receipt of the request.
5. All notices and printed material pertaining to the speaker or scheduled event shall:
  - Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the university.
  - Be posted only on bulletin boards situated inside the buildings on campus. Any locations for posting such material other than on bulletin boards must be approved by the Student Services Office, who shall be primarily concerned with the prevention of any temporary or permanent damage to university property or the appearance thereof.
  - Be distributed on campus only at tables or booths provided for such purpose inside the buildings on campus. Any locations for distributing such material other than the customary places must be approved by the Student Services Office, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.
  - Be removed by the sponsoring organization within 24 hours following the scheduled event. The university will not tolerate any speech on campus which presents a clear and present danger to the persons and property within the campus community. The privilege of any speaker to speak on campus will be denied if it reasonably appears that such speaker would advocate:
    - Violent overthrow of the government.
    - Willful destruction or seizure of school property.
    - Disruption or forceful impairment of education functions.
    - Physical harm, coercion, intimidation or other invasion of lawful rights of the school officials, faculty, or students.

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

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

# Student Financial Services



### **Trojan Wellness Tip:**

Get to know your academic advisor- this person is a key resource for you, and will be the person you turn to with academic issues or conflicts.

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## Student Financial Services Office

152 Adams Administration Building  
Troy, AL 36082

### Payment of Registration Expenses

The payment of charges for tuition, fees, room, and board is part of the registration process. Troy University encourages full payment of all tuition and related fees by the last day of the regular registration period for the current semester or term. Payment of fees may be made on-line using Self Service or at the office of the Student Financial Services. Troy University accepts Visa, MasterCard, Discover, American Express, money order, paper check, and cash.

### Payment Plan

Students with an account balance after the first payment due date will be placed in a two-part payment plan and will be assessed a \$25.00 payment plan fee.

One-half of the amount owed to Troy University will be due by the first scheduled payment due date. Students may apply the following toward the first payment:

- Awarded institutional scholarship
- Awarded financial aid
- Payment by paper check, money order, cash, debit card or credit card

The remaining amount is owed by the final payment due date. Payment due dates are published and are approximately two months apart. Financial Aid above what is needed to cover the first payment due may be applied to the remaining payments due. The student should be prepared to pay any amount not covered by Financial Aid. Failure to pay the entire balance by the final payment date will result in a late fee of \$50.00. Also, failure to satisfy financial obligations to the University will result in the student's restriction from future class registration, possibly having the account assigned to a collection agency, and non-release of transcripts.

It is the responsibility of the students to pay their account balance by the established payment due dates. A current semester or term debt must be paid-in-full before a student will be allowed to register during registration dates that fall before the final payment due date.

### Clearance of Obligations

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

### Other Expenses

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

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## Offset of Funds

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

## Change in Regulations or Expenses

All financial regulations, fees or charges are subject to change as conditions warrant.

## Student Excess Financial Aid Refunds

To receive any refunds from the University, a student must activate his or her refund preference with Bank Mobile.

First, check Troy email account for instructions on how to setup your BankMobile preference.

Your options for receiving your refunds are:

- **Electronic Deposit to Another Account (ACH Transfer)** –Once funds are released by the University to BankMobile, it typically takes 1-2 business days for the receiving bank to credit the money to your account.
- **Electronic Deposit to a BankMobile Vibe Account** – If you open a BankMobile account (upon identity verification), money is deposited the same business day BankMobile receives funds from the University.

## Funds Held

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

## Drops, Withdrawals, and Refunds

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

## Ineligibility for Refund

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

## In-State and Out-of-State Status

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

## Parking Decals

All students, faculty, staff and other employees who use campus parking are required to have parking decals.

## Room Rent

Room Rent Room rent expense is not refundable after completion of registration (see Housing Contract). Board/M meal plan can be prorated for weeks of usage if proper withdrawal notification is

processed and received. All room and board adjustments are made in the Housing Department. Meal plan changes are not allowed after Drop & Add Day for each semester.

## **Financial Aid**

Troy Campus	Troy University Dothan Campus
134 Adams Administration Bldg.	219 Malone Hall
Troy, AL 36082	P.O. Box 8368
1-800-551-9716 ext. 3186	Dothan, AL 36304
	(334) 983-6556 ext. 1-255

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

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

## **Student Loans**

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

## **Federal Financial Aid**

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

## **Grants**

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

## **Scholarships**

Troy University offers a variety of university and foundational scholarships. For more information go to [troy.edu/scholarship](http://troy.edu/scholarship).

## **Student Employment**

The University provides employment for students through work-study and work-ship programs. The Federal Work-Study Program is a federally funded, need-based student work program awarded and administered by the Office of Financial Aid. To be eligible for work-study, student must apply for financial aid and show financial need. Work-ship is part-time employment up to 15 hours per week in various departments on campus. All work-ship positions must be approved through the Office of Human Resources and follow the procedures required by that department.

## **Other Sources of Aid**

Additional student aid may be obtained through Veterans benefits, Marine Officer Programs, vocational rehabilitation, and Alabama Benefits for Children of the Blind.

## **Deadline**

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

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### **Additional Information**

Students enrolling less than full-time will have their financial aid awards reduced or canceled according to the number of hours taken. Students using student loans must maintain halftime status for eligibility.

### **Financial Aid Disbursement**

The transmittal of financial aid will be made on the day after the free drop/add period if the offer letter has been accepted and all requirements have been met. Students are expected to enroll with sufficient funding to purchase books and to survive for a minimum of two weeks after the beginning of the term. If book vouchers are available, they are issued by Student Financial Services.

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

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

### **Minimum Standards & Practices**

Beginning July 1, 2011, the Satisfactory Academic Progress standards will change in accordance with new federal regulations. Troy University is required by Sec. 484© of the Higher Education Act 1965, as amended to establish Standards of Satisfactory Academic Progress for students receiving assistance through the Title IV programs (Pell Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, State Grant, and Direct Student Loan Programs.) Troy University has adopted the following as its official policy governing a regular student's satisfactory academic progress.

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

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

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

For purposes of this standard, students must maintain a 2.0 undergraduates (3.0 graduate) cumulative grade point average (GPA) and successfully complete 67% of all hours attempted, including repeated courses, dropped courses, withdrawals, incompletes, and F/FA grades.

This standard is measured annually and begins immediately for graduate students and at the end of the first year for undergraduate students. Satisfactory Academic Progress will also be checked any time you make application for additional aid.

### **Maximum Eligibility**

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

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

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

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

## Second Degree Issues

Students who are working toward a degree level which they have already completed (AS, BS, MS, etc.) or who are working toward a degree which is lower than the one they hold, will have their maximum length of program established at no more than 150% of the normal time frame minus any credits, which transfer from any post-secondary institution.

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

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

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

## Preparatory Coursework

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

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

## Notification and Reinstatement

A student who is notified of his/her ineligibility for financial aid funds due to failure to meet these standards may submit a [written letter of appeal for reinstatement](#). The written letter must state the basis for the appeal and include a copy of his/her current academic transcript along with supporting information. All documentation submitted must be original documents; faxed or photocopied appeals will be denied automatically. All letters written on your behalf must be notarized and be on official letterhead. Submission of this appeal does not guarantee approval. If you enroll in classes before your appeal is reviewed, you are responsible for payment of tuition and other education expenses out-of-pocket.

## Financial Aid Suspension

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

## Financial Aid Probation

Financial Aid Probation is assigned to a student who fails to make SAP and who has successfully appealed and has had financial aid reinstated. A student who is placed on financial aid probation may

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receive financial aid for one term/semester. At the conclusion of the term/semester, if the student meets the Standards of Satisfactory Academic Progress, the student will be eligible for financial aid reinstatement.

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

**The Financial Aid Probationary Academic Plan requires that the student:**

1. Must be at least half-time and have completed 100% of those classes for credit
2. Must have a grade point average of 2.0 for undergraduate students or 3.0 for graduate students.
3. Must not withdraw, drop, or have an incomplete during the probationary term/semester.

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

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

The professional financial aid office staff will review each appeal and respond to the student in writing stating the reason for reinstatement or upholding the denial of financial aid. If your appeal is denied, the decision of the appeal committee is final. If the student is enrolled in classes during the appeal and is denied, they are financially responsible for the payments for the classes and other charges.

# Standards of Conduct and



### **Trojan Wellness Tip:**

When you receive your syllabus, put all assignments into your digital or physical calendar. If using a digital calendar, you can set a reminder for 2 weeks out.

# Disciplinary Procedures

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

## **Student Conduct Office General Philosophy**

Troy University emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. The Office of Student Conduct embraces the concept of a student-centered University. Troy University is committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs. Troy University embraces a campus climate in which civility and respect among members of the campus community is viewed vital to the overall ethical development of its students.

## **Authority for Rules and Regulations**

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

## **Administrative Responsibility and Authority**

The Student Services Division of the University has primary authority for the supervision of student conduct and administration of discipline. The Senior Vice Chancellor for Student Services and Administration and campus staff are responsible for working with students and student organizations to encourage support and compliance with University standards. The Senior Vice Chancellor may delegate specific responsibilities to members of his respective staffs, and in some instances, to student government agencies. It is permissible for the Student Services Conduct Officers on each campus to handle disciplinary decisions administratively if both the student or student organization and the Conduct Officer agree to an administrative hearing. The Student Services Conduct Officer is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions.

## **Statement on Student Conduct**

Troy University students are expected to obey national, state, and local laws, to respect the rights of members of the campus community, and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Troy University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for violations of University rules and regulations, policies, violations of national, state, and local laws that occur on-campus, off-campus, or on the internet that adversely affects the educational interest of the University.

Troy University’s student conduct system is not a court of law. The Student Conduct Code is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Conduct Code, the University reserves the right to take appropriate disciplinary action against the student. Such action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the University.



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## The Trojan Way

To live and perform “The Trojan Way”, we are expected to:

- Be Respectful
- Speak Appropriately
- Dress Properly for the Occasion
- Behave as a Responsible, Kind Person
- Adhere to Applicable Laws and Policies

### Misconduct Defined

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

#### 1. Academic Dishonesty, such as cheating and plagiarism to include the following:

Cheating:

- submitting material that is not yours as part of your course performance;
- using information or devices that are not allowed by the faculty;
- obtaining and/or using unauthorized materials;
- fabricating information, research, and/or results;
- violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- collaborating with others on assignments without the faculty’s consent;
- cooperating with and/or helping another student to cheat;
- demonstrating any other forms of dishonest behavior.

Plagiarism:

- directly quoting the words of others without using quotation marks or indented format to identify them;
- using sources of information (published or unpublished) without identifying them;
- paraphrasing materials or ideas without identifying the source;
- self-plagiarism: re-submitting work previously submitted without explicit approval from the instructor;
- unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

#### 2. Alcohol Possession and Use

- possession or consumption of alcoholic beverages by persons under the age of 21;
  - driving under the influence of alcohol;
  - possession or consumption of alcoholic beverages in public locations on campus, including residence hall common spaces; Common spaces in residence halls refer to any public space that exists outside the bedroom of a specific residential unit. Examples include, but are not limited to kitchens, living rooms, bathrooms, group study/lounge spaces, laundry rooms, elevator lobbies, computer rooms etc. Common spaces also include the public spaces located on the outside grounds of a residence hall.
  - the sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21;
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- the use of alcohol in an irresponsible manner (games, contests, forced or ritualized consumption of alcohol, behaviors requiring the response of a University official or law enforcement officer, etc.);
- providing alcoholic beverages to a person who is intoxicated;
- any activity or conduct involving the use of alcohol that is in violation of law.

### **3. Animals**

- intentional abuse, inappropriate handling, or causing death to wildlife and/or animals
- bringing any unauthorized animal into any building owned, leased, or controlled by Troy University

### **4. Assault**

- any intentional physical contact of an insulting or provoking nature;
- any physical abuse, intentional injury, or physical harm of another person.

### **5. Classroom Copyright Infringement**

- any recording and transmission of classroom lectures and discussions by students without prior written permission from the class instructor, and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur (it is not a violation if student has educational accommodations through the Student Disability Resource Center);
- uploading any recordings of lectures and/or class presentations to publicly accessible web environments

### **6. Classroom Disruption**

- any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn

### **7. Damage or Destruction of Property**

- any damage or destruction of University property or another person's property

### **8. Deception**

- any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- any giving or receiving of false information to the University or to any University official, administrator, or administrative unit;
- providing false information to law enforcement officials;
- possession of any fake, altered, or any other identification that belongs to another person;
- any attempt to perpetrate a fraud against the University or a member of the University community

### **9. Disorderly Conduct**

- all lewd, obscene, indecent behavior, or other forms of disorderly conduct;
- any abuse or unauthorized use of sound amplification equipment;
- any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

### **1. Disorderly/Improper Assembly**

- any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operation of the University;
- any obstruction to the free movement of other persons about campus or the interference with the use of University facilities

### **2. Drugs**

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- the possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drug, or synthetic cannabinoid (i.e. Spice or K2)
  - the possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, “homemade” smoking devices, any other smoking device or smoking paraphernalia;
  - any activity or conduct involving drugs that is in violation of local, state, or federal law.

### **3. Failure to Comply**

- failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties;
- failing to report for a conference, meeting, or appointment with any University official or faculty member;
- failing to appear and cooperate as a witness in a disciplinary case when properly notified;
- failing to comply with any disciplinary condition imposed on a person by any student conduct body or administrator;
- fleeing from law enforcement or university officials,
- failing to follow established University policies or guidelines

### **13. False Representation**

- any unauthorized claim to speak and/or act in the name of Troy University or any organization, student, University officials or faculty members

### **14. Fire Safety**

- any failure to evacuate or immediately respond to a fire alarm;
- participation in creating or causing a false fire alarm;
- participation in tampering, disconnecting, or altering any fire alarm system, equipment or component;
- failure to follow the instructions of staff and emergency personnel during fire alarms;
- the possession, use, manufacture, and/or sale of any incendiary device;
- participation in setting or causing to be set any unauthorized fire;
- the possession and/or use of any type of fireworks

### **15. Gambling**

- Engaging in any form of gambling that is in violation of the law.

### **16. Harassment**

- speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one’s ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures or symbols that:
    - are directed to an individual or individuals based on that person’s race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin, and
    - threaten violence, tend to incite an immediate breach of the peace or provoke a violent response
  - In the context of this policy, fighting words are those which are commonly understood to convey direct and visceral hatred or contempt for human beings. When determining whether speech is such as would provoke a violent response or incite an immediate breach of the peace, it is not necessary to show that that the person(s) addressed by the speech was or were actually incited to violence or hostile action. Conduct will be evaluated on a case-by-case basis, considering all circumstances involved.
  - following, placing under surveillance, or contacting (in person, by phone, electronically, or by any other means) another person without his or her permission for the purpose of harassing or
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intimidating that person. Harassing or intimidating means a knowing and willful course of conduct that serves no legitimate purpose and causes emotional distress by placing another person in reasonable fear for the safety of him/herself or others

## **17. Hazing**

- any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing

## **18. Joint Responsibility**

- Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior;
- Any student who knowingly allows another person to violate University regulations without reporting to a University Official;

## **19. Sexual Misconduct**

- Any sexual conduct that takes place without the victim's consent, sexual harassment, or sexual misconduct (Refer to Title IX and Campus SaVE Act section in this publication for more details.)

## **20. Solicitation**

- conducting an unauthorized sales campaign in a residence hall, classroom, or administrative building, or any other campus location;  
placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property;
- any violation of the "Campus Advertising, Sales, and Solicitation Policy." (see the full policy in this publication)

## **21. Student Identification Card Violations**

- altering, lending, or selling a student identification card;
- using a student identification card by anyone other than its original holder;
- using a student identification card in any unauthorized manner

## **22. Theft**

- taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the University) without the owner's permission;
- taking or attempting to sell any service that belongs to the University without proper permission

## **23. Threats**

- an expression of intention to inflict injury or damage;
- to cause another person to feel fear for their safety or well-being

## **24. Tobacco**

- the use of all forms of tobacco products on property owned, leased, rented or belonging to Troy University, or in any way used by the University or its affiliates, is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes, vaping, etc. (see full Tobacco policy in this publication)
  - smoking in the residence halls
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**25. Unauthorized Entry**

- unauthorized entry on or into any University building, office, residence hall, off campus residence, parking lot, motor vehicle, or other facilities;
- remaining in any building after normal closing hours without proper authorization;
- remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

**26. Unauthorized Use**

- unauthorized use of University equipment;
- unauthorized use of bathrooms, exits, or windows;
- unauthorized use or duplication of keys;
- unauthorized use or possession of any parking permit

**27. Unauthorized Use of Computer or Electronic Resources**

- unauthorized entry into any network, computer, or file to use, read, or change the contents, or for any other purpose;
- unauthorized transfer of a file;
- unauthorized use of another individual's identification and password;
- use of computing facilities that interfere with the normal operation of the University computing system;
- use of computing facilities that violate copyright laws;
- all devices attached to the University network must be registered;
- use of tools for port-scanning, "sniffing," or to monitor or read transmissions from other users on the network is prohibited;
- workstations attached to the University network are required to have virus protection software. Virus definitions must be updated at least every two weeks;
- any violation of the University's computer use policies.

**28. Violation of Confidentiality**

- violating the confidentiality of a student's educational record;
- Student Conduct Advocates or University Student Conduct Board members may not disclose confidential student conduct information;
- student employees may not disclose confidential work-related information

**29. Violation of Law**

- Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, which adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance. This includes violations both on and off campus

**30. Violations of Other University Policy**

- Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus

**31. Weapons and Firearms**

**Background**

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The Alabama Legislature amended firearm codes and defined possession of firearms on college/university campuses by HB272 (March, 2022).

Troy University Board of Trustees may adopt and/or modify campus firearms policies consistent with current state and federal laws.

## **Purpose**

Troy University seeks to continue maintaining a safe and secure campus where faculty, staff, students, and visitors freely pursue academic, social, and work -related activities.

The provisions of this policy apply to all associated with Troy University as well as contractors, visitors, and guests.

## **Policy**

No person shall keep, use, possess, display, or carry any firearm, rifle, shotgun, short-barreled rifle, short-barreled shotgun, handgun, or any dangerous or potentially dangerous items as defined in the weapons policy in the Troy University faculty Handbook, or Troy University Staff Handbook, or Troy University Student Handbook, on any property owned, controlled, or leased by Troy University and its component units, unless allowed by law or approved by Troy University.

The following exceptions apply:

## **Exceptions**

Exclusions may be granted by the permission of the Chancellor or his designee for job-related, educational, and demonstrational purposes.

Unless otherwise prohibited from possession of a firearm by state or federal law, a person may possess a firearm and ammunition for that firearm in their individual privately-owned motor vehicle while parked or operated on the grounds of Troy University; provided the person satisfies the following conditions:

Pistols – Pistols must be kept out of sight and secured within the vehicle. Secured means within a locked compartment, lock box or similar container.

Firearms and bows for hunting- Other than a pistol, if the firearm is a legal firearm or bow used for hunting in Alabama, the following provisions apply:

- The person must possess a valid Alabama hunting license.
- The firearm or bow is on campus during a season in which hunting is permitted by Alabama law or regulations.
- The firearm is unloaded on campus grounds at all times
- The individual has never been convicted of any crime of violence as defined in Section 13A-11-70, Code of Alabama 1975, nor is subject to a domestic violence order, and defined in Section 13A-6-141, Code for Alabama 1975. Does not apply to bows)
- The person has no documented prior incidents on the grounds of Troy University involving the threat of physical injury or which resulted in physical injury to another person.
- The firearm or bow must be in the motor vehicle attended by the person, kept from ordinary observation within the person’s motor vehicle.
- The motor vehicle is operated and parked in a valid university location (parking lot).
- Similar to pistol exception above, the firearm or bow must be kept from view and securely locked within a locked container or in a container securely affixed to the motor vehicle.

## **Enforcement**

Students- Students found in violation of this policy will be dismissed from the university immediately and may be expelled from the university.

Faculty and Staff- Employee violations will result in immediate suspension and their cases resolved in accordance with the university personnel handbook.

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Visitors, contractors, vendors- Personnel in these categories in violation of this policy will be immediately removed from campus as trespassers and not allowed to return to campus.

**Exemptions:**

Certified law enforcement officers on campus are exempt from this policy. However, if attending class and not in uniform, weapons must be concealed.

Private security officers who have previously coordinated with university campus police for employment at a university event.

University campus policy may pre-approve authorization to possess firearms in certain cases (e.g. rifles/firearms for use by ROTC units for ceremonies/training, etc.)

**Disciplinary Procedures**

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

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

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

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

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

**Responsibility for Disciplinary Actions**

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

## **Appeals from Actions and Referrals for Action**

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

## **Student Conduct Boards**

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

## **Mediation**

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

## **Student Services Conduct Board**

A Student Services Conduct Board procedure has been established by the university. There will be boards at each campus and the boards have the following functions:

- To hear charges and information concerning student and organization misconduct and to take final action in all cases referred to the committee for original jurisdiction by the Student Services Conduct Officer.
  - To serve as a review committee for cheating and plagiarism cases referred by faculty members through the Student Services Conduct Officer or to hear appeals by students regarding faculty actions when referred by the Student Services Conduct Officer.
  - To review and make recommendations to the Student Services Conduct Officer on student discipline policies and procedures.
  - To review cases of appeal from student Conduct agencies which are referred to it by the Student Services Conduct Officer.
  - The failure of a student to appear at a scheduled hearing will not of itself prejudice his case; neither will it prevent the committee from hearing the case.
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This board is charged with the responsibility of all matters pertaining to students that are organizational, disciplinary, or procedural. The committee, at its discretion, may delegate substantive and procedural functions to organizations and/or individuals concerned with the above stated areas.

### **Rights of Accused Students or Organizations**

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

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

### **Disciplinary Action and Penalties**

Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and judiciaries on the basis of all attendant circumstances. Official notifications are given by the appropriate

administrative office and official records are maintained in that office. Efforts are made to keep penalties consistent with those applied in similar cases in recognition of the fact that the University is an educational institution with a rehabilitative point of view. A student or group of students found to be in violation of the "STANDARDS OF CONDUCT" is subject to one or more of the following sanctions:

### **Disciplinary Warning**

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

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## **Loss of Privilege**

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

## **Educational Sanction**

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

## **Restitution**

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

## **Work Reparation/Community Service**

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

## **Suspension from Housing**

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

## **Expulsion from Housing**

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

## **Disciplinary Probation**

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

## **Temporary Suspension**

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

## **Suspension**

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

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### **Expulsion**

Dismissal from the university on a permanent basis. An expelled student may not return to the campus for any reason without the approval of the Dean of Student Services. Students failing to comply with the expulsion are subject to arrest for trespassing.

### **Other Sanctions**

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

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

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

### **Appeals**

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

#### **Grounds for Appeal**

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

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

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

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

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

#### **University Honor Code**

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

## **Academic Code**

A student is subject to disciplinary action if:

1. In connection with a student's admission, readmission, enrollment, or status in the university:
  - a. A student gives false information to the university concerning any matter which may properly be considered in that connection; or
  - b. A student knowingly withholds from the University any information requested by the University.
2. In connection with the taking of, or in contemplation of the taking of any examination by any person:
  - a. A student knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor;
  - b. A student obtains, uses, attempts to obtain or use, or supplies or attempts to supply to any person, any unauthorized material or device;
  - c. A student uses, attempts to use, or supplies or attempts to supply to any person any material or device dishonestly.
3. Where the work affects or might affect a student's grade, credit, or status in the university, a student represents to be his or her own any work that is not the product of his or her own study and efforts (known as plagiarism).

Penalties for Misconduct:

1. Any student who has committed an act of misconduct (1, 2, or 3 above) may be subjected to one or more of the following penalties:
  - a. A student's grade in the course or on the examination affected by the misconduct may be reduced to any extent, including a reduction to failure.
  - b. A student may be suspended from the University for a specific or an indefinite period, the suspension to begin at any time.
2. Procedure

Proceedings before the Student Services Committee may be commenced by any member of the faculty or any person summarily disciplined.

- a. **Summary Discipline:** Any member of the faculty who is convinced that any person enrolled in his or her course or taking an examination given or supervised by the student has committed an act of misconduct in connection therewith may take the action described in 1.a above (reduction of grade). If the instructor does so, he or she shall notify the student and the Department Chair and also shall notify the student who may request consideration of the matter by the Student Services Conduct Board.
  - b. **Commencement by instructor:** Any member of the faculty who has good cause to suspect that any person enrolled in their course or taking an examination given or supervised by him or her has committed an act of misconduct, shall notify the Student Services Conduct Officer of the belief and the facts upon which it is based. The chair shall call a meeting of the committee to consider the matter.
  - c. **Hearing:** A hearing shall be held if the student or faculty member requests it and in any case that the misconduct could result in the student's suspension or dismissal from the University.
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d. Determination: After the hearing is ended, the committee shall make a finding as to whether or not the person whose conduct is considered has committed any act of misconduct that warrants further action or recommendations.

### **Internship**

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

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

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

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

1. Take an incomplete for the internship, and following a favorable settling of the charges, be allowed to re-enter the internship program (fall, spring) at an alternative site for completion.
2. Withdraw from the University until such time as a favorable settlement is achieved. At that time, the student will be allowed to re-enroll in the university and student internship (fall, spring).

In the event that the individual is found guilty, the case will be remanded to the Office of Student Services for appropriate action under the “STANDARDS OF CONDUCT” set forth in The Oracle, as established by the Troy University Board of Trustees.

### **Involuntary Administrative Withdrawal & Readmission Procedures Policy**

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

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

### **Standards for Withdrawal**

1. A student will be subject to involuntary administrative withdrawal from the university, or from university housing, if it is determined, by clear and convincing facts (See Informal Hearing), that the student is suffering from a mental disorder, including alcoholism, (see definitions, Deviations from established procedures) and, as a result of mental disorder:
  - a. The student engages, or threatens to engage, in behavior that poses a danger or causes physical harm to self or others.

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b. The student engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, or impairs the educational environment of the University.

2. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall occupancy agreement, or other university rules or regulations. Referral for Evaluation

- The Student Services Conduct Officer may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Student Services Conduct Officer reasonably believes that the student may meet the criteria set forth under Section 1, “Standards for Withdrawal”, or if a student, subject to disciplinary charges wishes, to introduce relevant evidence of any mental disorder.

- Students referred for evaluation shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within ten business days from the date of the referral letter, unless an extension is granted by the Student Services Conduct Officer in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, who may observe, but not participate in the evaluation process. Legal representation will not be permitted during the evaluation.

- Any pending disciplinary action may be withheld until the evaluation is completed, in the discretion of the Student Services Conduct Officer.

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

### **Temporary Withdrawal**

1. A temporary administrative withdrawal (temporary suspension) may be implemented immediately if a student fails to complete an evaluation, as outlined in the Referral for Evaluation Section, of these standards and procedures. Also, a temporary withdrawal may be implemented immediately if the Student Services Conduct Officer determines that a student may be suffering from a mental disorder, and the student’s behavior poses an imminent danger of:

a. Causing serious physical harm to the student or others.

b. Causing significant property damage, or directly and substantially impeding the lawful activities of others.

c. The student’s behavior being disruptive to normal university functions.

2. A student subject to a temporary withdrawal shall be given written notice of the withdrawal either by a personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Senior Vice Chancellor for Student Services and Administration or the campus Vice Chancellor, within two business days from the effective date of the temporary withdrawal, in order to review the following issues only:

a. The reliability of the information concerning the student’s behavior.

b. Whether or not the student’s behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities or others, or the behavior is disruptive to normal university functions.

c. Whether or not the student has completed an evaluation, in accordance with these standards and procedures.

3. A student subject to temporary withdrawal may be assisted in the proceeding specified in item 2 of this section by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist, or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student

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may be accompanied by legal counsel, although the role of counsel will be limited to providing advice to the student. Students will be expected to speak for themselves whenever possible.

4. An informal hearing will be held within seven business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two business days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Student Services Conduct Officer.

### **Informal Hearing**

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

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

2. The entire case file, the evaluation of these standards and procedures will be available for inspection by the student in the Student Services Office during normal business hours. The file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.

3. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Senior Vice Chancellor for Student Services and Administration or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

4. The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist, or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing advice to the student.

5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

6. Whenever possible, the student will be expected to respond to questions asked by the Senior Vice Chancellor for Student Services and Administration or designee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Senior Vice Chancellor or designee could draw a negative inference from their refusal which might result in their dismissal from the institution, in accordance with these standards and procedures.

7. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

8. The mental health professional who prepared the evaluation may be expected to appear at the informal hearing, and to respond to relevant questions, upon request of any party, if the Senior Vice Chancellor for Student Services and Administration or designee determines that such participation is essential to the resolution of a disposition issue in the case.

9. The Senior Vice Chancellor for Student Services and Administration or designee may permit a university official, and the mental health professional who prepared the evaluation, to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the university.

10. The informal hearing shall be tape recorded by the Senior Vice Chancellor for Student Services and Administration or designee. The tape(s) shall be kept with the pertinent case file for as long as the case is maintained by the institution.

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11. A written decision shall be rendered by the Senior Vice Chancellor for Student Services and Administration or designee within five business days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement could be considered, along with any conditions for reinstatement.

12. The decision of the Senior Vice Chancellor for Student Services and Administration or designee shall be final and conclusive and not subject to appeal.

### **Deviations from Established Procedures**

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

#### **Definitions**

1. Abnormal behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances.

2. Emotional problems include, but are not limited to, behaviors resulting from possible physical, drug or alcohol-related, or psychological disorders that may pose a potential harm to the physical well-being of the student or others, and/or cause significant disruptive activity to the normal functions of the university.

3. An emotionally disturbed student is interpreted to include, but not limited to, a student exhibiting any of the behaviors described above.

#### **Readmission Procedures and Appeals**

1. When a student is suspended or withdrawn for health reasons, a medical hold will be placed on the student's readmission to the university. This hold will remain in the student's records until the student's request for readmission is approved in accordance with the following procedures:

a. A student who has had a medical hold placed on his or her readmission for health reasons must request readmission clearance from the Student Services Conduct Officer at least three (3) weeks prior to the first day of classes of the semester or summer session in which the student wishes to enroll. The student will be required by that office to submit medical evidence supportive of his or her present health and emotional ability to function properly in a university environment. The Student Services Conduct Officer, in consultation with the University physician and/or other appropriate health/counseling personnel, shall evaluate the student's request and supporting evidence. Primary consideration will be given to the satisfying of all conditions specified at the time of suspension or withdrawal for the readmission of the student to the University. If approval is granted by the Student Services Conduct Officer for the removal of the medical hold, the student must then complete requirements by the Office of Enrollment Management and the Office of University Records.

b. If approval for readmission is not granted by the Student Services Conduct Officer, the student may appeal that decision to the Senior Vice Chancellor for Student Services and Administration or the campus Vice Chancellor. The appeal must be made, in writing, within five (5) university working days of the date the student was notified by the Student Services Conduct Officer that his or her request for readmission was denied.

c. The Senior Vice Chancellor or campus Vice Chancellor will inform the student that he or she is entitled to a hearing. This hearing will be held within five (5) university working days if at all possible. The hearing will be conducted by the Senior Vice Chancellor or Campus Vice Chancellor. Following the hearing, the decision will be to either sustain the decision of the Student Services Conduct Officer or overrule the decision and allow the student to apply for readmission to the university. The Senior Vice Chancellor or campus Vice Chancellor shall notify all parties of this decision, in writing, within three (3)



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university working days following the completion of the hearing. The decision of the Senior Vice Chancellor or campus Vice Chancellor is final.

**Requests for Voluntary Withdrawal Due to Mental Health Circumstances**

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

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

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

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

# Title IX and the SaVE Act



### **Trojan Wellness Tip:**

Attend interest meetings for organizations on campus to meet new people. If you can't find a group you're interested in, start your own!

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Title IX of the Education Amendments of 1972, and its implementing regulation of 34 C.F.R.

## **Title IX and the SaVE Act**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”*

Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Title IX benefits both males and females in an effort to create gender equitable schools and universities. The law mandates that educational institutions maintain policies, procedures and programs that do not discriminate against anyone based on sex. Under the law, males and females are expected to receive fair and equitable treatment in all areas of public education including recruitment, admissions, programming and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination and athletics.

Troy University has a designated overall Title IX Coordinator and designated Title IX points of contact on each of the Alabama campuses. The University also has a Title IX committee that works in conjunction with the Coordinator in ensuring all aspects of the law are adhered to.

### **Title IX Coordinator**

Grace Wagstaff  
229 Trojan Center  
Troy, AL 36082  
334/670-3203  
[gwagstaff@troy.edu](mailto:gwagstaff@troy.edu)

### **Title IX Compliance**

Herbert Reeves, Dean of Student Services  
229 Trojan Center  
Troy, AL 36082  
334/670-3203  
[hreeves@troy.edu](mailto:hreeves@troy.edu)

### **Dothan Campus Title IX POC**

Sandy Henry, Assoc. Dean of Student Services  
100 Malone Hall  
Dothan, AL 36304  
334/983-6556 ext. 1206  
[shenry@troy.edu](mailto:shenry@troy.edu)

### **Montgomery Campus Title IX POC**

Jim Smith, Assoc. Dean of Student Services  
Room 431 Whitley Hall  
Montgomery, AL 36103  
334/241-9532  
[jsmith@troy.edu](mailto:jsmith@troy.edu)

### **Phenix City Campus Title IX POC**

Dwayne McClenton, Director, Student Success Center  
Vice Chancellor- Phenix City  
318-B Riverfront Campus, Phenix City, AL 36867  
334/448-5122  
[dmccclenton@troy.edu](mailto:dmccclenton@troy.edu)

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**Title IX Committee**

Herbert Reeves, Compliance

Grace Wagstaff, Coordinator

Shane Tatum, Associate Dean of Student Services

Ashley English, Assistant Director of Human Resources and Risk Management

Sandy Atkins, Senior Associate Athletic Director/Senior Women's Administrator

Sandy Henry, Dothan Campus Point of Contact

Jim Smith, Montgomery Campus Point of Contact

Dwayne McClenton, Phenix City Point of Contact

**Responsibilities**

The Title IX Coordinator and committee members are responsible for monitoring the University's policies in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance related to sexual harassment and sexual violence.

**Sexual Discrimination and Definitions**

Troy University is committed to an environment for all faculty, staff, students and visitors that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

1. Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:
2. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
3. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
4. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind-altering substances such as drugs or alcohol.

Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion which do not result in a completed sexual act.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Domestic Violence is defined as a felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Alabama, or by another

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person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of the State of Alabama.

Dating Violence is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the description is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power of differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Each campus has a Title IX Coordinator or Point of Contact who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence and dating violence. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination whether observed by them or reported to them to the Title IX Coordinator who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence or dating. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX coordinator will assist the person alleging to be subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services.

The Title IX Coordinator will be responsible for providing training and assistance on school policies related to sex discrimination and develop programs, such as college trainings or group discussions, on issues related to Title IX to assist the recipient in making sure that all members of the school community, including students and staff, are aware of their rights and obligations under Title IX.

Each campus within the Troy University System provides educational materials and programs on sexual discrimination. Contact the Title IX Coordinator or Point of Contact on your respective campus or the Human Resources Department for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim

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suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Title IX Grievance Procedure.

**Title IX Coordinator Responsibilities:**

- First, the Title IX Coordinator will work with the University community to help make sure that the grievance procedures are written in language appropriate for the age of the audience, and that they are easily understood and widely disseminated.
- Second, the Title IX Coordinator shall review the grievance procedures to help determine whether they incorporate all of the elements required for the prompt and equitable resolution of student and employee complaints under Title IX, consistent with the Title IX regulatory requirement and OCR guidance.
- Third, the Title IX coordinator shall communicate with students, parents or guardians, and school employees to help them understand the University’s grievance procedures; train employees and students about how Title IX protects against sex discrimination; and provide consultation and information regarding Title IX requirements to potential complainants.
- Fourth, the Title IX coordinator is responsible for coordinating the grievance process and making certain that individual complaints are handled properly. This coordination responsibility may include informing all parties regarding the process, notifying all parties regarding grievance decisions and of the right to and procedures for appeal, if any; monitoring compliance with all of the requirements and timelines specified in the grievance procedures; and maintaining grievance and compliance records and files.
- Finally, the Title IX coordinator shall work with the University community to help ensure that its grievance procedures are accessible to English language learner and students with disabilities.

Troy University does not discriminate on the basis of sex in recruitment and admissions by reviewing the recipient’s recruitment materials, admission forms, and policies and practices in these areas. Troy University also provides equal athletic opportunities for members of both sexes and effectively accommodate students’ athletic interests and abilities.

Troy University may not: (a) provide different amounts or types of financial assistance, limit eligibility for such assistance, apply different criteria or otherwise discriminate on the basis of sex in administering such assistance; or (b) assist any agency, organization, or person which offers sex restricted student aid.

The Title IX coordinator must coordinate the recipient’s efforts to accept and appropriately respond to all complaints of sex discrimination and should work with the recipient to prevent sexual and gender-based harassment.

- First, the Title IX coordinator shall assist in any training the University provides to the school community, including all employees, as to what conduct constitutes sexual and gender-based harassment and how to respond appropriately when it occurs.
- Second, the Title IX coordinator shall help the University develop a method appropriate to the institution to survey the campus climate (Campus Climate Survey), evaluate whether any discriminatory attitudes pervade the school culture, and determine whether any harassment or other

problematic behaviors are occurring, where they happen, which students are responsible, which students are targeted, and how those conditions may be best remedied.

- Third, because the Title IX coordinator must have knowledge of all Title IX reports and complaints at the University, the Title IX coordinator is generally in the best position to evaluate confidentiality requests from complainants in the context of providing a safe, nondiscriminatory environment for all students.
- Fourth, the Title IX coordinator shall coordinate record keeping (for instance, in a confidential log maintained by the Title IX coordinator), monitor incidents to help identify students or employees who have multiple complaints filed against them or who have been repeated targets, and address any patterns or systemic problems that arise, including making school administrators aware of these patterns or systemic problems as appropriate.
- Fifth, the Title IX coordinator shall recommend, as necessary, that the recipient increase safety measures, such as monitoring, supervision, or security at locations or activities where harassment has occurred.
- Finally, the Title IX coordinator shall regularly review the effectiveness of the University’s efforts to ensure that the University is free from sexual and gender-based harassment, and use that information to recommend future proactive steps that the University can take to comply with Title IX and protect the school community.

The Title IX coordinator shall work with the University on its obligation not to discriminate against students based on their parental, family, or marital status, or exclude pregnant or parenting students from participating in any educational program, including extracurricular activities.

The Title IX coordinator shall review the recipient’s discipline policies to help make sure they are not discriminatory. In addition, the Title IX coordinator shall work with other coordinators or school employees to help the University keep and maintain accurate and complete records regarding its disciplinary incidents and monitor the recipient’s administration of its discipline policies to ensure that they are not administered in a discriminatory manner.

**Grievance Procedures**

**Reporting Channels for Students**

If you want to ...	And the alleged offender is ...	Contact this office
Report discrimination, harassment, sexual assault or violence or incident of retaliation	An employee, including a faculty member, graduate assistant, other student employee or a staff member	Contact the Student Services Office in Troy, Trojan Center 334/670-3203 or the Human Resources Office in Troy, Wright Hall 334/670-3710 or the designated Title IX POC for your campus or any member of the Title IX Committee or the University Police on your respective campus
Report discrimination, harassment, sexual assault or violence or incident of retaliation	A student	Contact the Student Services Office Trojan Center 334/670-3203 or any member of the Title IX Committee
Report discrimination, harassment, sexual assault or violence or incident of retaliation	A third party or campus visitor (neither a student nor an employee)	Contact the Student Services Office Trojan Center 334/670-3203 or the Human Resources Office Wright Hall 334/670-3710 or any member of the Title IX Committee or the University Police on your respective campus.



If you want to ...	And the alleged offender is ...	Contact this office
File a Code of Student Conduct charge	A student	Contact the Student Services Office Trojan Center 334/670-3203
Obtain information/ask questions about Title IX compliance or report gender discrimination, sexual harassment/sexual violence and assault or incident of retaliation	Anyone	Contact the Student Services Office Trojan Center 334/670-3203 or the Human Resources Office Wright Hall 334/670-3710 or any member of the Title IX Committee.
Obtain free and confidential counseling (including for sexual harassment, sexual violence or assault), advocacy, and support services and to learn more about reporting options	Student	Student Counseling Center 113 College Drive 334/670-3700
File a criminal charge or report abuse or neglect of a child (under 18)	Anyone	University Police Department on your respective campus

**Reporting Channels for Employees and Campus Visitors for Discrimination, Harassment, Sexual Assault or Sexual Violence, or Threat Assessment**

If you want to ...	Contact this office
Report an employee or campus visitor for discrimination, harassment, sexual assault or violence or incident of retaliation	Contact the Student Services Office Trojan Center 334/670-3203 or the Human Resources Office Wright Hall 334/670-3710 or any member of the Title IX Committee or the University Police on your respective campus
Report a student for discrimination, harassment, sexual assault or violence or incident of retaliation for reporting Or File a Code of Student Conduct charge	Contact the Student Services Office Trojan Center 334/670-3203
Obtain information/ask questions about Title IX compliance or report gender discrimination, sexual harassment/sexual violence and assault or incident of retaliation for reporting	Title IX Coordinator, Herbert Reeves 231 Trojan Center, Troy, Alabama 36082 334/670-3203 or hreeves@troy.edu
Obtain free and confidential counseling (including for sexual harassment, sexual violence or assault), advocacy, and support services and to learn more about reporting options	Contact the Human Resources Office in Wright Hall 334/670-3710 for services that are available to employees
File a criminal charge or report abuse or neglect of a child (under 18)	The University Police Department on your respective campus
Report alarming/threatening behavior having the potential to negatively impact the Troy community and the alleged offender is anyone	<p><b>If the situation is an emergency or presents an imminent threat,</b> immediately call 911</p> <p><b>In non-emergency situations:</b> If the alarming/threatening behavior involves a current Troy student, contact the Student Services Office at 334/670-3203</p> <p><b>If the alarming/threatening behavior involves a current TROY faculty or staff member,</b> contact the Human Resources Office at 334/670-3710</p> <p><b>If the alarming/threatening behavior involves a visitor to the TROY community,</b> contact the University Police Department on your respective campus</p>

**General Principles**

For the purpose of these grievance procedures, “University Title IX Coordinator” shall mean the University Title IX Coordinator; designated members of the Title IX Committee; and/or designated Points of Contact on other Alabama campuses, unless otherwise specified. Where appropriate and with prior notice

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where applicable, these grievance procedures may be modified or amended by the University Title IX Coordinator.

**Privacy and confidentiality:** All activities under these grievance procedures shall be conducted with due regard for any legitimate privacy and reputational interests of those involved. It is expected that any materials and information prepared or acquired under these grievance procedures will be shared only with those who have a legitimate need to know. Disclosure of such information may also be made if it is permitted by law and the University Title IX Coordinator determines in his or her judgment: (1) that such disclosure is necessary to protect the health, safety, or well-being of members of the Troy community; or (2) that such disclosure advances the interests of those involved in the process and/or the University and outweighs the interest in confidentiality. While the University Title IX Coordinator will take into account any requests made by a complainant for confidentiality or that a Title IX grievance not be investigated, the University Title IX Coordinator must take appropriate steps to respond to the grievance consistent with the requirements of Title IX.

**Retaliation:** Retaliation against any person in the University community either for alleging discrimination prohibited by Title IX or for cooperating in these grievance procedures is strictly prohibited.

**Standard of Evidence:** The University Title IX Coordinator shall review allegations of discrimination prohibited by Title IX by applying a preponderance of the evidence standard.

**Right of Appeal and Review of Disciplinary Proceedings:** The University Title IX Coordinator does not make a determination on or review a disciplinary process's factual findings, conclusions, or imposed penalty. Any appeal rights in that regard which may exist are referenced in applicable student, faculty and staff policies and procedures. If a complainant wishes to appeal the decisions of the Title IX Coordinator or a University Conduct Board he/she may make a written appeal as outline in University policies and procedures.

## **Procedures**

Any Community Member who believes that he/she has been subjected to discrimination prohibited by Title IX, or that the University has failed to meet its Title IX obligations, may bring the concern to the attention of the University Title IX Coordinator. While the University Title IX Coordinator welcomes an informal presentation of such allegations, and is available to address concerns through counseling, advice, and informal resolution, the University Title IX Coordinator is fully prepared to receive and address such allegations through formal grievance procedures.

The University Title IX Coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal grievance, or its subsequent withdrawal. In addition, the University Title IX Coordinator may proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the University Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner which is informed by the complainant's articulated concerns.

In most circumstances, the University Title IX Coordinator will coordinate his/her activities with other University offices charged with responsibilities for student, faculty and staff conduct and discipline and for enforcing the University's policies and procedures generally.

### **Informal Resolution**

In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination prohibited by Title IX. Complainants who wish to resolve their concerns informally should bring them to the attention of the University Title IX Coordinator.

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In working to resolve the matter, the University Title IX Coordinator ordinarily will interview the complainant and, as appropriate, others who may have knowledge of the facts underlying the grievance. At any point, including while the informal process is ongoing or afterward, the complainant may elect to end the informal process in favor of filing a formal grievance.

Although Troy welcomes informal resolution of grievances when appropriate, it will not use mediation between a complainant and alleged perpetrator or any other informal resolution mechanism to resolve grievances pertaining to non-consensual sexual contact or non-consensual sexual penetration, as defined by the University Policy on Sexual Misconduct.

### **Grievance Procedures for Formal (i.e. Written) Grievances**

Complainants who are considering bringing a formal grievance may at any time meet with the University Title IX Coordinator, who will discuss the matter and describe the formal grievance process. Alternatively, a complainant may choose to submit a written grievance to the University Title IX Coordinator (including via use of the available Title IX grievance form).

A formal grievance process is initiated when a complainant submits a written statement alleging discrimination prohibited by Title IX to the University Title IX Coordinator. In the statement, the complainant is encouraged to request any relief sought from the University. Prompt submission of formal grievances is encouraged.

The University Title IX Coordinator will consider the written grievance, and may dismiss the grievance without further process or review if the University Title IX Coordinator determines that the grievance on its face is frivolous, not credible, clearly without merit, or outside the scope of these grievance procedures.

If the grievance is not dismissed, the University Title IX Coordinator will interview the individual who submitted the written statement. Depending on the circumstances, the University Title IX Coordinator also may interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the grievance.

The University Title IX Coordinator will determine whether the complainant was excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex under any University program or activity, using a preponderance of the evidence standard. The University Title IX Coordinator will consult with other University offices as necessary in reaching a decision regarding the written grievance. The University Title IX Coordinator will prepare a written report setting forth findings, conclusions, and actions to be taken, if any, and will determine with whom to share the report.

Following such review, the University's Title IX Coordinator will, as necessary, take appropriate action to ensure that the University comes into compliance with Title IX in a manner which is prompt and equitable to the complainant. For example, the University Title IX Coordinator may assure that appropriate changes to housing, academic programs or working conditions are implemented. While the action taken by the Title IX Coordinator may impact third parties, such action is not intended to be punitive (or constitute disciplinary penalty) with respect to these third parties.

The decision of the University Title IX Coordinator is the final resolution of the grievance, unless the individual who filed the grievances wish to appeal the decision through the appropriate University outlined appeal policies and procedures.

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While the time it may take to investigate and resolve a Title IX grievance will depend on a variety of factors, including the nature and scope of the allegations, the University Title IX Coordinator will seek to resolve the grievance within 45 working days of receipt of the grievance. Throughout the process, the University Title IX Coordinator will, as appropriate, keep the participants informed of the status of the grievance process.

## **Allegations of Student-on-Student Sexual Harassment and/or Discrimination**

Regardless of whether student disciplinary proceedings or a criminal charge are pending or being investigated pertaining to an allegation of student sexual misconduct, and irrespective of their outcome, Troy University shall take steps to meet its responsibility to provide an environment where no member of its community is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity. In addition to the procedures described above, the following additional procedures apply in allegations of student-on-student sexual harassment and/or discrimination.

The University Title IX Coordinator shall be available as a resource to any dean or other Troy faculty or staff member who receives an allegation of student-on-student sexual harassment and/or discrimination, and the University Title IX Coordinator shall be promptly informed of any such allegation.

As indicated above, following appropriate investigation and review, the University Title IX Coordinator or the campus Point of Contact shall determine and promptly implement any remedies that he/she believes are necessary to maintain an environment free from harassment and/or discrimination and to protect the safety and well-being of community members. Such remedies may include, but are not limited to, no-contact orders, academic accommodations, housing accommodations, counseling services, campus escorts, and educational or outreach initiatives. Adjustments to a student(s)' educational environment may be taken on an interim or permanent basis. Any adjustments in that regard would not be punitive, and, as such, would not appear on any student disciplinary record.

At any point during an informal or formal Title IX grievance procedure, the University Title IX Coordinator may, at his/her discretion, inform other University officials of the possibility that a violation of the University's Code of Conduct and/or disciplinary policies may have taken place.

These procedures do not replace the University's student disciplinary processes, including the appeal processes specified therein. While the University Title IX Coordinator will review grievance claims as to whether the University has fulfilled its obligations under Title IX, including whether student disciplinary processes were conducted in a manner free of discrimination, it is not the function of the University Title IX Coordinator to hear appeals from, rehear or otherwise resolve student discipline matters based on their content.

## **Definitions**

The definitions below are simply provided as guidance for a person wishing to file a complaint. They are not all inclusive and all complaints will be reviewed by the Title IX Coordinator or a designee.

**Gender Discrimination** is the unfair, biased and condescending treatment of people based on their gender. It stems from the society's assignment of roles based on whether one is male or female. This assignment presents the impression that these allocated roles cannot be swapped successfully between men and women. Hence, a gender is relegated to the background even when they possess characteristics that qualify them for roles the society has not assigned them.

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**Gender Inequity** is closely related to gender discrimination except that when males and females are assigned same roles, one group is better compensated than the other not based on their performance but on their gender.

**Sexual Harassment** according to the **Equal Employment Opportunity Commission (EEOC)** is "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." It could range from subtle looks to touch to expressive verbal communication.

**Sexual Assault** is any sexual contact or activity that occurs without the recipients willing and expressive consent. Often misunderstood, sexual assault is not narrowed down to just sex intercourse, but also to activities that suggest sex.

**Sexual Misconduct** is the umbrella term for any misbehavior of a sexual nature. That includes the aforementioned sexual harassment and sexual assault.

**Rape** is an aggravated sexual assault in which sexual intercourse or sexual penetration is achieved, in the presence or absence of coercion, without the victim's consent. Statutory rape occurs when the victim is not old enough to grant a legal consent to sexual relations.

**Stalking** is a compulsive, obsessive, usually irritating attention and monitoring by one or more persons. Under more serious situations, stalking could be a criminal offence of first or second degree depending on whether or not the victim is put in reasonable fear of death.

**Retaliation** is any action taken against a person as a repercussion for speaking up against a cause or defending one that does not suit the interests of the persons taking the actions. Despite being frowned upon by the law, retaliation, according to the **Equal Employment Opportunity Commission (EEOC)**, "is the most frequently alleged basis of discrimination in the federal sector and the most common discrimination finding in federal sector cases."

**Relationship Violence** is the intentional, intimidating, and repetitive verbal, physical, emotional, and psychological abuse of an intimate partner by an intimate partner in order to gain total control or power over the relationship. Relationship violence is not always noticeable at the beginning of a relationship but can escalate with time.

**Bullying** is an unacceptable habitual behavior in which coercion and intimidation are used to dominate others who are considered inferior or different. Bullying is typically not the fault of the victims as they are not usually the cause but the fault of the bullies who need to tear others down to feel superior.

**Cyber Bullying** shares every characteristic of the previously discussed bullying except that it is perpetrated through electronic technology and electronic communication. It usually involves threats, name calling, harassment, humiliation, to name a few.

### **Campus Sexual Violence Elimination (SaVE) Act**

The **Campus SaVE Act** amends the Clery Act, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Obama signed SaVE into law on March 7, 2013 as part of the Violence Against Women Act (VAWA) Reauthorization.

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Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

VAWA's SaVE Act provision imposes new reporting requirements:

A. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

B. The provision adds "national origin" and "gender identity" to the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics that must be reported under the Clery Act.

C. The provision requires, with respect to the "timely reports" the Clery Act mandates for crimes considered a threat to other students and employees, that victims' names be withheld.

D. The Campus SaVE Act takes effect with respect to the Annual Security Report that must be issued by each institution no later than October 1, 2014. Final regulations to implement statutory changes to VAWA will not be effective until after ED completes the rulemaking process. Until regulations are issued, ED expects institutions to "to make a good faith effort to comply" with the requirements. For more information, see ED's electronic announcement May 29, 2013, on this issue.

## **Student Discipline Requirements**

A. Current requirements in the Clery Act are that institutions inform students of procedures victims should follow, such as preservation of evidence and to whom offenses should be reported. VAWA added that institutional policy must also include information on:

1. Victims' option to, or not to, notify and seek assistance from law enforcement and campus authorities.
  2. Victims' rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.
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B. VAWA prescribes standards for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.

1. Institutional policy must include a “statement of the standard of evidence” used. Unlike some earlier drafts of the legislation, VAWA does not prescribe the evidentiary standard. The OCR Guidance Letter, at page 11, directs a standard of “preponderance of the evidence.” That letter, although not positive law, authoritatively represents OCR enforcement policy.

2. Institutional officials who conduct the proceeding must be trained on how to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes accountability.”

3. Institutional policy must identify “sanctions or protective measures” the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

4. “[T]he accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice....”

5. Accuser and accused must be notified “simultaneously” and “in writing” of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final. The OCR Guidance Letter, at page 13, merely “recommends” that the parties be provided the determination “concurrently.”

6. Institutional policy must address how victims' confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims. OCR's Guidance Letter, at page 5, encourages institutions to be cognizant of victims' confidentiality, but does not mandate that institutional policy address it.

### **Requirements to Educate Students and Employees on Sexual Violence**

Under VAWA, new students and new employees must be offered “primary prevention and awareness programs” that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The OCR Guidance Letter, at pages 15-16, “recommends” that institutions implement preventive education programs; VAWA is more prescriptive in its requirements.

The training programs must include:

A. A statement that the institution prohibits those offenses.

B. The definition of those offenses in the applicable jurisdiction.

C. The definition of consent, with reference to sexual offenses, in the applicable jurisdiction.

D. “Safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations.

E. Recognition of signs of abusive behavior and how to avoid potential attacks.

F. Ongoing prevention and awareness campaigns for students and faculty on all of the above.

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## University Personnel Involved

All Campus Security Authorities (CSAs) should be educated on Campus SaVE Act requirements. This includes all relevant stakeholders on campus, including but not limited to: Chancellor, Senior Vice Chancellors, Trustees, Vice Chancellors, Associate Vice Chancellors, Deans, compliance and regulatory personnel, campus police or safety officers, Health & Wellness educators, student conduct officials and judicial board members, advocates and counselors, housing directors, and athletic staff.



# Campus Safety and Emergency Procedures



### **Trojan Wellness Tip:**

Sit down with roommates at the beginning of each semester to discuss roles and expectations. Be clear and kind in communication so that everyone's needs are being met.

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

## **University Police Department**

As the department of safety and security of Troy University, the University Police Department strives to fulfill its responsibilities to each member of the university by enforcing policies, providing services, and information that will assist you in making the time you spend here safe and enjoyable. The Troy University Police Department is located at 500 Park St., Room 103. Call 334-670-3215 for non-emergency police assistance, or dial 911 in case of an emergency on campus. Blue light strobe Emergency/Information Towers have been installed at Trojan Village and are equipped with an emergency button; when pressed the strobe light is activated and flashes for the duration of the call. The University Police provides service 24 hours a day and is an essential part of the university's dedication to the students, faculty, and staff. The police department provides a wide range of police services including, but not limited to, investigations of crimes on campus, processing crime scenes, evidence and property control, testifying in judicial proceedings, making arrests, providing crime prevention services, traffic and parking enforcement, executing search and/or arrest warrants within our jurisdiction, traffic and crowd control for campus events, maintaining police records and submitting crime reports to the Alabama Criminal Justice Information Center.

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

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

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

All of Montgomery Campus internal and external facilities, including parking areas, are well lighted and regularly patrolled by assigned campus police. Montgomery campus employs a combination of part-time university policemen and off-duty Montgomery City police to provide campus security. All university campus police officers have attended a certified police academy and most are veteran police officers. Whenever evening classes are in session, there police assigned to the downtown area. In addition to their normal security responsibilities and duties, Montgomery campus university police will, upon request, escort students to their cars and assist students with minor car problems (contact Whitley Hall front desk at 334-241-9500 to request assistance). To access the annual security report go to our website: [www.troy.edu](http://www.troy.edu).

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

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

## **Jurisdiction, Structure, and Authority**

The University Police Department is a department of sworn police officers and civilian staff under the office of the Senior Vice Chancellor for Student Services and Administration. All officers are professionally trained and State of Alabama certified with the same authority and right to bear arms as any officer within the State of Alabama. University Police Officers are declared by law to be law enforcement officers of the state and conservators of the peace with the right to arrest, in accordance with the laws of this state, any person for violation of state law or applicable county or city ordinances. Each

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officer must maintain the mandated training requirements of the State of Alabama Peace Officers Standards and Training Commission including qualifying on the firing range annually.

## **Building Security Policy**

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

## **Residence Hall Security Policy**

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

## **Jeanne Clery Act**

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

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

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

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

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

## **Timely Warnings**

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

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

Troy Campus	334/670-3215	500 Park Street
Montgomery Campus	334/241-9580	101 Bartlett Hall
Dothan Campus	334/983-6556 x313	121 Malone Hall
Phenix City Campus	334/592-3163	Riverfront Campus

### Reporting of Criminal Offenses

Senior Vice Chancellor for Student Services and Administration	Adams Administration Bldg. 216	334/670-5991
Campus Vice Chancellor (Montgomery)	Whitley Hall 400	334/241-9537
Campus Vice Chancellor (Dothan)	Library/Technology Bldg. 212	334/983-6556 x220
Campus Vice Chancellor (Phenix City)	Riverfront	334/448-5112
Dean of Student Services (Troy)	Trojan Center 231	334/670-3203
Assoc. Dean of Student Services (Dothan)	Malone Hall 100	334/983/6556 x206
Director of Communications (Phenix City)	Riverfront Campus	334/448-5111
Assoc. Dean of Student Services (Montgomery)	Whitley Hall 201	334/241/5436
Counseling and Save Project (Troy)	Veteran’s Memorial Drive	334/670-3700
Counseling and Career Services (Dothan)	Malone Hall 120	334/983-6556 x221
Housing and Residence Life (Troy)	Shackelford Hall 100	334/670-3346
Student Health Center	Trojan Center	334/670-3452

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

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

## **Confidential Reporting Procedures**

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

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

## **Access Policy**

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

Residence halls are secured 24 hours a day and access is given to approved persons through a key fob system. Over extended breaks, only those students and staff approved to be in the residence halls will be given access via their fob. Fobs are not to be loaned or given to anyone else for any reasons.

Lost or stolen fobs should be reported immediately to the University Police and the Access Control Office. Some facilities may have individual hours. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

## **University Police and Jurisdiction**

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

### **Police Officers**

A. The chancellor or the presidents of the several campuses of the Troy University System with the approval of the chancellor; may appoint and employ persons as they may deem proper to serve as police officers pursuant to Sections 16-22-1 and 16-22-2. These police officers may do any of the following:

1. Eject trespassers from the university system buildings and grounds.
  2. Arrest without a warrant any person believed guilty of disorderly conduct or of trespass upon
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the property under the control of the university system, or for any public offense committed in their presence, and carry them before the nearest district court or municipal court. Upon proper affidavit charging the offense, the person arrested may be tried by the court and convicted as in cases of persons brought before the court on a warrant.

3. Summon a posse comitatus.
  4. Arrest with a warrant any person found upon or near the premises of the university system charged with any public offense and take that person before the proper officer.
- B. The police officers provided for in this section shall cooperate with and, when requested, furnish assistance to the regularly constituted authorities of the city and county in which the employing campus of the Troy University System is located.
- (Acts 1967, No. 420, p. 1084, §11; Acts 1997, No. 97-586, p. 1035, §12; Act 2009-159, p. 315, §1)

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

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

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

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

The University Police/Security Department's jurisdiction extends to any University owned or leased property both on campus and in outlying areas. Some areas are patrolled jointly by both University and City Police. The jurisdiction for the police departments in Troy and Montgomery

is extended to other locations where University functions are being held or where University students may be residing. This is through a mutual agreement with the City Police Departments. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Dean of Students for any action or follow-up that may be required.

## **Campus Law Enforcement**

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

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and/or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## Reporting a Crime or Emergency

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

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

Troy Campus	334/670-3215 (24/7)	
Montgomery Campus	334/241-9500 (day)	334/241-9500 (night)
Dothan Campus	334/983-6556 x313 (day)	334/615-3000 (night)
Phenix City Campus (Riverfront)	334/448-5213 (day)	334/592-3163 (night)

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

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

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

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

## Addressing Counselors (Confidential Reporting Procedures)

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

### Pastoral Counselor

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



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**Professional Counselor**

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

**Security Awareness and Crime Prevention Programs**

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

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

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

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

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

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

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

**Criminal Activity Off-Campus**

When a Troy University student is involved in an off-campus offense, police/security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The City Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Many students live in the neighborhoods surrounding the campuses of Troy University. While the City Police Departments have primary jurisdiction in all areas off campus, University Police/Security officers can and do respond to student-related incidents that occur in close proximity to campus. Troy University Police/Security

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officers have direct communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

## **Alcoholic Beverage Policy**

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

### **Summary of State and Local Laws regarding Alcohol**

All campus leaders (faculty, staff, and students) must ensure compliance with the following laws of the State of Alabama and cities of Troy, Montgomery, Dothan and Phenix City as appropriate:

1. Possession, use or purchase of liquor, beer, or wine by persons under 21 years of age. (Code of Alabama, 28-3-266)
2. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28-3-60:10)
3. Public drunkenness. (Code of Alabama, 28-3-260:3)
4. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
5. Sale of alcoholic beverages on Sunday. (Code of Alabama, 28-3-261)
6. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

### **University Regulations**

1. No individual under the legal drinking age of 21 years will be allowed to consume, serve, sell, or possess alcohol on university property.
  2. Public drunkenness or driving under the influence on campus is prohibited.
  3. The consumption of alcohol by those of legal drinking age will be restricted to the following properties of Troy University:
    - a. The Arboretum Building
    - b. Hawkins Adams Long Hall of Honor
    - c. Dining facility in specified areas
    - d. Tailgate Terrace(s)
    - e. Riddle-Pace Field/Stadium
    - f. Stadium Club and Executive Suites
    - g. Trojan Arena
    - h. Other sports venues/locations as approved by the Chancellor
    - i. Private university living quarters where those present are of legal drinking age. Consumption or display of alcoholic beverages in the public areas of residence halls is prohibited.
    - j. For faculty sponsored events, the designee is the Senior Vice Chancellor for Academic Affairs; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Affairs; for development and alumni events, the designee is the Senior Vice Chancellor for Advancement and External Relations; and for all
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student services groups, the designee is the Senior Vice Chancellor for Student Services and Administration. Chancellor in coordination with the Athletic Director will approve the use and/or sale of alcohol at athletic events. The consumption of alcohol at other campus locations will be approved by the respective Campus Vice Chancellor in accordance with above policies.

4. Sponsorship of events promoting or glamorizing the consumption of alcoholic beverages is prohibited (i.e., two for one specials, beer bashes, happy hours, etc.).
5. On-campus advertisements directly promoting consumption of alcoholic beverages are prohibited.
6. Campus organizations must enforce additional group/individual standards, as directed by their national or international organizational bylaws, which may be more restrictive than those established in this policy.
7. The consumption of alcohol during university field trips, off-campus student group activities, and other student-oriented off campus events is prohibited, unless in compliance with applicable laws and regulations (i.e., students are 21-years old, travel abroad where laws on alcohol consumption are less restrictive).
8. University employees are strongly advised not to provide alcohol for students at off-campus locations. Employees choosing to provide alcohol to students do so outside the scope of their employment and assume all risks.
9. The university may employ an agent for the purpose of selling alcohol at athletic events. The agent will be obligated to follow all the requirements of this policy. The Athletic Director in conjunction with the Senior Vice Chancellor for Finance and Business will recommend agent selection to the Chancellor. The Chancellor will have final authority for designating an agent.

### **Policy Violations**

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

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

#### **University Organizations**

First Time Offenders, within an academic year:

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

Repeat Offenders, within an academic year:

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

### **Students**

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First Time Offenders, within an academic year:

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

Repeat Offenders, within an academic year:

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

### **Faculty/Staff**

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

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

### **Services Provided**

Troy provides free, confidential counseling for students having drug or alcohol abuse problems within the SAVE Project/Personal Counseling office or through similar programs on other campuses. Referrals for extended treatment may be made to community counseling and local treatment programs. Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Troy Personal Counseling office for further information.

### **Policy Distribution**

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

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

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

### **Policy Review**

The university's standing committee, The Substance Abuse and Prevention Committee, will annually review the university's alcohol policy across the campuses to assess its effectiveness.

Recommended revisions will be presented to the Senior Vice Chancellor for Student Services and Administration.

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## **Drug-Free Workplace and Drug-Free School Act\***

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

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

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

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

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

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

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

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

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

### **Missing Persons**

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

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

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

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

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

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

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

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

A. Any individual on campus who has information that a residential student may be a missing person must notify Troy University Police as soon as possible.

B. Troy University Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate university staff will be notified to aid in the search for the student.

C. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Troy University Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.

D. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

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

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by law enforcement authorities, who may consult with the Office of University Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Troy University Police. Prior to providing the Troy community with any information about a missing student, the Office of University Relations shall consult with the Troy University Police to ensure that communications do not hinder the investigation.

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## **Sex Offender Registry**

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

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Alabama, convicted sex offenders must register with the Sex Offender Registry maintained by the Alabama Bureau of Investigation.

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

## **Campus Notification Systems**

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

### **E2campus**

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

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

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

### **sos.troy.edu Website**

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

## **Severe Weather Emergency Procedures**

### **Inclement Weather and Emergency Situations:**

Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, the Office of the Provost on each campus will

announce cancellation of classes through the local and regional media as well as through the university's web sites. During severe weather the following precautions and procedures should be followed.

## **Thunderstorms and Lightning:**

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

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

## **Tornadoes and Hurricanes:**

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

- The residence hall staff and safety personnel will be responsible for verbally notifying all occupants of the buildings.
- Occupants and residents should carry blankets (coats and pillows) and proceed (with the assistance of safety personnel and residence hall staff members) quickly and quietly to interior hallways on the lowest floor of the building and will sit with their backs to the walls.
- At all times occupants and residents should stay away from windows, outside doors and outside walls.
- If a tornado or hurricane approaches, all persons will place their heads down and cover themselves with blankets (coats and pillows).
- Persons should stay in this position until the all-clear signal is given.

## **Safety Tips**

### **Personal Safety Tips**

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

## **Car Safety**

- Always lock your vehicle no matter how long you will be gone.
- Don't play your radio loud before you park somewhere- it attracts attention, including thieves.
- Don't leave your car unattended in neutral gear. It can roll out of parking space and hit people or cars
- Do not leave items of value in your car, always lock your doors while vehicle is unattended.

## **Apartment/ Dormitory Safety**

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

## **Keep the Doors Locked**

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

## **Parking & Traffic**

### **Parking & Traffic Regulations**

Parking privileges are provided under established regulations which are designed to facilitate the work of the University. For the safety and convenience of all concerned, the enforcement and administration of regulations governing motor vehicles on campus shall apply to visitors, students, faculty, staff and all others employed on the campus. All student and employee (faculty and staff) permits expire August 1<sup>st</sup> annually.

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All vehicles operated by faculty/staff and students must be properly registered in accordance with these regulations.

Registering your motor vehicle is part of the academic registration process at the beginning of each semester. Current vehicle registration/tag receipt is required. After fall semester registration you must register the vehicle the day you arrive on campus. No one is exempt from getting a parking permit. Registering another person's vehicle is prohibited. Students enrolling in evening, weekend classes and internships must register their vehicles. Visitors are required to obtain a "Visitor Permit" from the University Police Department.

If you are handicapped, under Alabama law your vehicle must have a state-issued handicap decal visible inside the vehicle and registered with the University Police. Students residing at Fraternity Houses, University Apartments, Sorority Hill and any other university property are required to purchase parking permits. Also, students enrolled in evening classes are required to purchase parking permits. All drivers are responsible for obtaining a copy of the current regulations and abiding by them at all times when operating or parking a vehicle on campus.

### **Enforcement Hours**

**Troy University parking regulations are enforced 24 hours a day, seven days a week – with the exception of Faculty and Staff parking being enforced only between the hours of 7:00 AM and 5:00 PM, Monday through Friday.**

### **Zone Parking Information (Troy Campus)**

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

Specific regulations regarding zone parking may be obtained in the parking brochure available on the parking decal website..

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

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

- Persons requiring special parking arrangements may obtain a special parking permit from University Police Office. Proof of disability will be required. Special permits will be given for short periods of time due to illness, pregnancy, surgery or other special circumstances.
- These special permits will allow these individuals to park in specified spaces on campus.
- Once the special permit is no longer needed, the individual will return it to University Police.
- Timed spaces are those spaces on campus with a time limit displayed on the curb. These spaces are for persons to transact University business. **STUDENTS AND FACULTY/STAFF MEMBERS ARE NOT TO PARK IN THESE TIMED SPACES TO EXCEED THE TIME LIMIT.** For specific regulations regarding parking and traffic, please refer to the Traffic Regulation information online.

### **Wheel Lock Procedures and Policies**

To effectively enforce these policies, Troy University will use WHEEL LOCKS for those individuals who continually or habitually disregard them. Wheel locks will also be placed on vehicle for the following reasons:

- Failure to have a permit on the vehicle after 3 (three) citations and verification that the vehicle is used by a student or employee.
- Illegally parked in a Handicap space or any restricted area.
- Parking or driving on the grass

Wheel lock removal is \$50.00. Wheel locked vehicles will be towed at the operator's expense after a 24-hour period if all fines have not been paid and current decal obtained from the University Police Department.

### **Appeals:**

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

**Traffic Appeals Committee (Troy Campus):** Students may appeal a traffic/parking ticket to the Traffic Appeal Court provided the appeal is filed with the SGA within 72 hours after receiving the ticket. THE DECISION OF THE TRAFFIC APPEALS COURT IS FINAL. Ticket appeals may be filed online at: <http://trojan.troy.edu/sga/traffic-appeals.html>.

### **Lost and Found**

All items found on campus can be turned into the University Police or Security Office on each campus. There is also a lost and found drop box located on the first floor of John Lewis Hall, main campus. Lost items may be claimed Monday-Friday from 7:30 a.m. to 4:30 p.m. at the University Police or Security Office on each campus.

# Educational Support Services



### **Trojan Wellness Tip:**

Sunlight provides necessary vitamins to our brain. Try to get few minutes of sun every day, and if you can't get outdoors, get close to a window.

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

Located in Eldridge Hall, the JWS-CSS provides Troy University students academic support services that enhance educational progress, success and ultimately, degree completion. The mission of the JWS Center is: *Promoting and Achieving Student Success with Integrity.*

### **Academic Advising (102 Eldridge Hall)**

The advisors in the John W. Schmidt Center for Student Success advise students from a wide range of learning experiences including students with 45 or less credit hours completed, conditionally admitted students; students who are undecided about their major; students who are taking one or more development courses in Mathematics or English; students who are seeking an associate's degree or baccalaureate degree in Interdisciplinary Studies.

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

Adaptive Needs provides accommodations to students with physical, psychological and learning disabilities in accordance with the Americans with Disabilities Act and Section 504. Students must provide recent documentation of their disability from a qualified professional to determine eligibility for the program. The Disability Services Policy is contained in the policy section of this publication. For more information, please contact (334) 670-3221.

### **Career Services (124 Eldridge Hall)**

Career Services offers comprehensive career planning services to students and alumni through a variety of resources. Career counseling is available to students who are seeking assistance in choosing a major or career. Job search assistance is offered to students and alumni who are seeking full-time employment upon graduation, as well as to students who are seeking part-time, volunteer or internship opportunities. Career assessments, resume reviews, mock interviews, an online job database and career fairs are some of the services utilized to address students' career planning needs.

### **Pathfinder Program (124 Eldridge Hall)**

The Pathfinder Program is a collaborative partnership between Career Services and Academic Advising designed to help students feel confident in their major and career path. The advisors in the John W. Schmidt Center for Student Success offer a flexible and supportive environment in which students can explore their academic options, and students will evaluate their values, interests, personality, and skills, explore majors offered at TROY, learn the basics of career exploration, and gain the tools to navigate choosing a career path.

### **Technology and Assessment Computer Lab (135 Eldridge Hall)**

The JWS Computer lab administers Accuplacer placement exams used for enrollment in university math and English courses. This office also serves as the site for taking the College Level Examination Program (CLEP) tests. Students can also access the technical equipment needed to complete academic assignments. Students have access to desktop computers, scanners, printers, free Wi-Fi, and limited free printing. Available software and online programs include Microsoft Office Suite, Canvas, Web Express, Email (Office 365), MyMathLab, MyITLab, Respondus LockDown Browser, and SPSS. All students are required to swipe their Troy University ID card when entering the facility. Hours of operation may vary; standard operations are Monday through Friday 7:45am-4:45pm. For more information, please visit our office, call (334) 670-3413, or email [placement@troy.edu](mailto:placement@troy.edu)

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

The Learning Center offers free tutoring, study groups, and peer academic skills coaching for Troy University enrolled students. We provide trained peer tutors who work with students to develop academic skills in writing, mathematics, physics, chemistry, biology, basic statistics, and general studies science classes. Tutors work one-to-one in small group settings to help learners with topics in a range of subjects and all types of writing at any stage of the process. The Learning Center is open for consultations during the regular academic semesters when classes are in sessions on the Troy campus. When Troy campus classes are not in session (during breaks or holidays), the Center is closed. Hours of operation are 9 a.m. to 4 p.m. Monday through Thursday in Fall and Spring semesters. Hours may vary during the summer semester, but any changes in hours will be posted to our website.

### **The Office of Civic Engagement (122 Eldridge Hall)**

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

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

Student Support Services (SSS) is a federally funded undergraduate program that assists first generation, limited income, and diagnosed disability students with attaining their educational goals in an environment that is supportive for academic success. Services provided are career and college planning, academic advising and tutoring, social and cultural enrichment activities, and assistance in preparing for graduate school. For additional information, please visit or call our office at 334-670-5985.

### **The Ronald E. McNair Postbaccalaureate Achievement Program (Trio) (109B Shackelford Hall Annex)**

This program is a 100% federally funded and is designed to prepare eligible university students with effective preparation for doctoral studies through their involvement in research; summer internships; seminars and other educational activities designed to prepare students for doctoral study; tutoring; academic counseling; mentoring programs involving faculty members; and other activities designed to assist participants in securing admission to and financial assistance for enrollment in graduate programs. The goal of McNair is to increase the attainment of doctoral degrees by students from low-income, first generation families. For additional information, please visit the Trio office or call 334-670-5988.

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

Upward Bound (UB) is a 100% federally funded program that assists eligible students enrolled at Charles Henderson, Goshen and Pike County High Schools with acquiring the skills and motivation necessary to enroll in and graduate from a postsecondary institution. Services provided are: personal, career and academic counseling, tutorial assistance, cultural and educational enrichment trips and the opportunity to participate in a summer residential program. For additional information please visit our office or call 334-670-3669.

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## **Center for Student Success (CSS-Dothan Campus-120 Malone Hall)**

The Center for Student Success provides a central environment of support to help our students navigate their journey toward academic achievement. This journey will begin with testing, assessment, and advisement and will continue through accommodation, remediation, and follow-up services and programs. Our combined efforts are designed to facilitate a student's successful academic journey from start to graduation. Please check the following services we provide at our center.

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

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

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

Undergraduate Academic Advisors work with Conditional, all students with fewer than 45 credit hours, Undeclared and identified "At Risk" students with academic requirements, counseling, evaluating test scores, problem solving, and scheduling. Our advisors teach and mentor students to understand and access the resources available to them in Trojan Web Express. Once we increase their readiness level, the students will be able to transition easily to their faculty advisors. Faculty advisors advise undergraduate students with declared majors, those who have at least started their sophomore year, and all graduate students. Faculty advisors are available during all registration periods, during regularly scheduled office hours, and at other times by appointment. Students should contact the campus college offices for specific program information and assignment to a faculty advisor.

### **Student Success Services (120 Malone Hall)**

Student Success Services offers resources and assistance outside academic advisement but in support of student academic progression and success areas such as organization, study skills, note-taking skills, test-taking strategies, time management, goal-setting, and access to tutoring services. Additionally, Student Success Services offers opportunities to enhance students' social enrichment and positive relations between and among students, faculty, and staff through facilitating student engagement activities on campus and in the community.

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

The testing center remains an active part of our student success efforts and continues to offer placement, proctored, makeup and ACT Residual testing. Recent additions to these services include administration of nursing school admissions Test of Essential Academic Skills (TEAS), Miller Analogies Test (MAT) and DSST (DANTES Subject Standardized Test).

### **Personal Counseling (120 Malone Hall)**

Student counseling services are available to currently registered Troy University, Dothan Campus students. We want your academic experience to be as positive and enriching as possible and recognize the needs of the non-traditional, as well as the traditional student. This program has been developed to assist students with difficulties that may arise during their college career and issues affecting their educational goals. Services are free and sessions generally last 50 minutes or less. All services are provided on a voluntary basis, and it remains the student's decision whether or not to seek services. Information shared in counseling will be treated with strict confidentiality.

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

Student Support Services (SSS) is a 100% federally funded undergraduate program that assists eligible students with attending their educational goals in an environment that is supportive for academic success. Services include career and college planning, advising in course selection, counseling and academic tutoring, social and cultural development, activities and assistance in gaining entrance into graduate school.

### **Writing Center (115 Malone Hall)**

The Writing Center assists students in improving their writing skills. The Center provides diagnosis of writing skills, individualized writing instruction, workshops which cover a variety of writing-related topics, techniques in writing the research paper, vocabulary improvement, speech articulation, and help with critical reading and thinking skills. Resources available to provide these services include peer tutors, helpful handouts, dictionaries, reference books and a professional library. The Center also has several computers to assist student-writers in the revision process.

### **Center for Student Success (CSS-Montgomery Campus, 3<sup>rd</sup>, Room 329, Rosa Parks Library Bldg)**

The Center for Student Success provides a central environment of support to help our students navigate their journey toward academic achievement. This journey will begin with testing, assessment, and advisement and will continue through accommodation, remediation, and follow-up services and programs. Our combined efforts are designed to facilitate a student's successful academic journey from start to graduation. Please check the following services we provide at our center.

### **Career Services (3<sup>rd</sup> Floor, Room 329, Rosa Parks Library Bldg.)**

The Career Services Office assists students with their career development needs. By creating career goals and developing a career plan, our students have a better chance of attaining a rewarding career. Assessing skills and interests, researching occupations and learning job hunting techniques will result in employment opportunities. Please call 334-241-5463 for more information.

### **Disability Services (3<sup>rd</sup> Floor, Room 329, Rosa Parks Library Bldg.)**

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

### **Academic Advising (3<sup>rd</sup> Floor, Room 329, Rosa Parks Library Bldg.)**

Undergraduate Academic Advisors work with Conditional, First Year, Undeclared and identified "At Risk" students with academic requirements, counseling, evaluating test scores, problem solving, and scheduling. Once their readiness level is reached, the students will be able to transition easily to their faculty advisors.

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

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**Student Success Services (3<sup>rd</sup> Floor, Room 329, Rosa Parks Library Bldg.)**

Student Success Services offers resources and assistance outside academic advisement but in support of student academic progression and success areas such as organization, study skills, note-taking skills, test-taking strategies, time management, goal-setting, and access to tutoring services. Additionally, Student Success Services offers opportunities to enhance students' social enrichment and positive relations between and among students, faculty, and staff through facilitating student engagement activities on campus and in the community. For additional information, please call 334-241-5407

**Testing Center (3<sup>rd</sup> Floor, Room 329, Rosa Parks Library Bldg.)**

The testing center remains an active part of our student success efforts and continues to offer ACCUPLACER placement, proctored, makeup and ACT Residual testing nursing school admissions Test of Essential Academic Skills (TEAS), graduate school admissions Miller Analogies Test (MAT), Certiport Excel certification exams for select classes, and DSST (DANTES Subject Standardized Test). For more information, call 334-241-9530.

**Student Support Services (TRIO)(CSS-Montgomery Campus, 304 Bartlett Hall)**

Student Support Services (SSS) is a 100% federally funded undergraduate program that assists eligible students with attending their educational goals in an environment that is supportive for academic success. Services include career and college planning, advising in course selection, counseling and academic tutoring, social and cultural development, activities and assistance in gaining entrance into graduate school. For additional information, please visit our office or call at 334-241-9760.

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

**Academic Services (318 Riverfront Campus)**

The Phenix City Riverfront campus offers academic support for TROY students. These services include academic guidance, tutoring, testing, career counseling, resume building, and employment assistance. Please contact (334) 448-5122 for more information.

**Disability Services Program (418-B Riverfront Campus)**

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

**Testing Center**

The Phenix City Campus offers proctoring for a variety of exams such as course exams, Major Field Achievement Test (MFAT), ETS Proficiency Profile, Miller Analogies Test (MAT), Accuplacer Placement Exam, Counseling and Psychology Comprehensive Exam (CPCE), National Counselors Examination for Licensure and Certification (NCE), Excel Certification Exam, and others as needed. The Fort Benning location offers additional exams such as the CLEP and DANTES. For additional information, please call 334-448-5232

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## **Academic Advising (318 Riverfront Campus)**

Phenix City Center for Student Success advisors provide academic advising for students in the Associate of Science in General Education (ASGE) program, Bachelor of Science in Interdisciplinary Studies (BSIS) program, and Undecided students (UND) who have not yet chosen a program of study. Additionally, we provide advising, guidance and support for new students in their first two Terms with Troy University. For additional information, please call (334) 448-5232 or -5144.

## **PASS (Parent Achievement = Student Success)**

The PASS program is for parents or guardians of school-age children with the desire to become more competitive in the workforce. Through the Troy University Phenix City Campus, parents can earn college credit in a safe and convenient learning environment with additional support throughout their educational journey. The goal of this initiative is to help parents and guardians become stronger role models for their children regarding the importance of getting an education, graduating from high school, and pursuing some form of higher education. Please contact (334) 448-5144 for more information.

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

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

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

TROY Online will assist students with physical, psychological and learning disabilities in accordance with the Americans with Disabilities Act and Section 504. Students must provide recent documentation of their disability from a qualified professional to determine eligibility for the program. The Disability Services Policies are contained in the policy section of this publication. Contact the TROY Online Call Center any time of day or week, and ask to speak with the TROY Online ADA coordinator (334-808-6553) for more information.

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

TROY Online support services include academic and career counseling, testing services, resume reviews, Student Resource webpage and an orientation course for new students. A Canvas Resource support page is available on the Canvas login site to support students needing assistance with the Canvas Learning Management System.

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

- Help Desk – for anyone experiencing problems with Canvas can submit a ticket for assistance
- Canvas 24 Hour Support- Canvas offers a 24/7 hotline and live chat on the Navigation Menu inside Canvas
- Canvas Tutorials are available under the Help button on the Navigation Menu inside Canvas
- Online Library Services are available on the Home page of each online course
- NetTutor Tutoring Services are available inside each online course
- An Academic Service Associate is available to assist with student service type questions inside each online course

## **Library Services**

**Troy Campus**

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The Troy University library has 50 public access computers and ten study rooms, four with interactive technology to allow students to collaborate on presentations or projects. Troy University Libraries offer services at the Dothan, Montgomery, Phenix City and Troy campuses in Alabama. A variety of services are offered including instruction in the use of the library and its resources on an individual (walk up) or group basis by appointment. Bibliographies on various topics are available. New bibliographies can be prepared upon faculty request. Interlibrary loan services for materials not housed in the libraries are provided for students, faculty and staff. The Libraries provide an online public access catalog, providing access to 300,000 books, access to 245 online database systems containing more than 200,000 journals (periodicals) with full text, some database systems with partial full text and/or bibliographic references and over 278,000 online full text books. The databases cover a wide range of subjects and disciplines. The databases are available to all Troy students, faculty and staff wherever they are located. The library also has an exercise/study room with stationary bikes, a poster maker, two laminators, and a public-use high resolution scanner. Each Library has its own hours of operation. All procedural information may be found by clicking on the specific library from the following website: <http://library.troy.edu>.

## **Montgomery Campus**

The basic function of the library is to provide resources and services to meet the informational needs of Montgomery campus students and faculty. The Rosa Parks Library is located at 252 Montgomery Street on the second floor of the Rosa Parks Library and Museum Building. The library houses both print and non-print materials and is open five days a week. The library's collection includes monographs, serials, microfiche/microfilm material, audiovisual items, and computer software. Books and periodicals are housed on open shelves for easy access, but a valid student and/or faculty ID is required to checkout materials. Library services include inter-library loan, orientations and bibliographic instruction, and photocopy facilities. A Media viewing room, computer lab, and four study rooms are also available for patron use. Electronic resources are available in a variety of subject areas. Remote access is available via the Troy University-Montgomery homepage. Additional library services and materials are also provided by the Troy University Library located on the campus in Troy, Alabama, and by other libraries within the state via the Network of Alabama Academic Libraries (NAAL) consortium.

## **Dothan Campus**

The University Library, located on the second floor of the Everett Hall, provides resources for students, faculty, staff and the Wiregrass community. Resources include 100,000 books and 71 serials. Users can charge out audio books, DVDs and CDs. A multitude of online databases are available both on campus and remotely. Other resources that are needed can be obtained through the library's interlibrary loan services. The library offers 28 public access computers. Copiers, printers, a microform reader/printer, and a high-resolution scanner are available to all. For the creative person, a 3D printer, a Cricut die cut, and laminating is available for use. FitDesk bikes and elliptical machines are available for those wishing to exercise while studying. Students or faculty wishing to collaborate on a project can easily do so at our collaborative work station. The library is open 52 hours a week.

## **Phenix City Campus**

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

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# Campus Services



### **Trojan Wellness Tip:**

Find your ideal place to study. It may be your dorm or the library, but find a comfortable place to get work done with minimal distractions.

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

There are three (3) automated teller machines (ATMs) located on the first floor of the Trojan Center across from Ricoh Graphics and Printing. These machines can dispense funds from your checking or savings accounts and can also be used to inquire about account balances. The ATMs and the financial institute contact phone numbers are:

- **Troy Bank and Trust 334-566-4000**
- **Allpoint (Bank Mobile) 800-948-5884**
- **Army Aviation Federal Credit Union 334-598-4411**

## **Campus Dining Services**

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

#### **Commuter Plus Plan 28 Meals with \$350 Trojan Points**

This plan allows student commuters to enjoy 28 meals at any time during the semester in our all-you-care-to-eat Trojan Dining Hall and may use the \$350 Trojan Points during the semester at any Sodexo Dining Services' locations on campus. The Commuter Plus Plan is an optional upgrade to the Mandatory Dining Dollar plan. The upgrade can only be made during the drop/add week in the Trojan ID Card Office in the Adams Administration building. This plan may only be used by the cardholder, and not to treat guests. Unused meals and Trojan Points do not carry forward.

#### **Commuter Mandatory Dining Dollars Plan**

Troy Campus students not under a residential meal plan taking at least 9 undergraduate credit hours on the Troy campus will be required to purchase a \$275 meal plan per semester. These funds may be used at any Sodexo Dining Services' locations on the Troy Campus included: Trojan Dining Hall, Trojan Food Court, Trojan Fitness Center Health Bar, and Herb's Place (Trojan Village). The Barnes & Noble Bookstore is not included. With this plan, the cardholder may choose to treat guests. Students taking less than 9 credit hours may also purchase this meal plan.

Effective Fall semester 2020, unused Dining Dollars shall carry forward from the Fall to Spring semester for use in the same academic year, provided the student purchases the Dining Dollar meal plan for the following Spring semester. For those students, a 5% carry forward fee will be deducted from the unused Fall Dining Dollars. The Dining Dollars are valid until the last day of the Spring semester and all unused dollars will be forfeited.

For any Troy campus student who will be off-campus due to an internship, study abroad, or who is not taking any of their classes on the Troy campus, the student may file for an exemption from the Dining Dollars requirement by completing the "Dining Dollars Exception Request" form. This form can be obtained from the Trojan ID Card Office and must be completed by the student, signed off by the program coordinator, and should be turned in at the Trojan ID Card Office located on the first floor of the Adams Administration Building in the Cashier's Office.

### **Residential Meal Plans:**

#### **Unlimited Swipes w/\$100 Trojan Points**

This meal plan allows the student to dine unlimited times each day during the semester at the Trojan Dining Hall and may use the \$100 Trojan Points during the semester at any Sodexo Dining Services' locations on campus. Trojan Points will be used for any guest(s) of the student.

#### **14 meals/week w/\$350 Trojan Points**

This plan allows the student to dine up to 14 meals per week (one swipe per meal period until maximum 14 swipes per week is met; the weekly swipes is reset every week) during the semester at the Trojan Dining Hall and may use the \$350 Trojan Points during the semester at any Sodexo Dining Services' locations on campus. Trojan Points will be used for any guest(s) of the student.

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**9 Meals/week w/\$500 Trojan Points**

This plan allows the student to dine up to 9 meals per week (one swipe per meal period until maximum 9 swipes per week is met; the weekly swipes is reset every week) during the semester at the Trojan Dining Hall and may use the \$500 Trojan Points during the semester at any Sodexo Dining Services' locations on campus. Trojan Points will be used for any guest(s) of the student.

**85 Meal Swipes w/\$725 Trojan Points**

This plan allows the student and his/her guest(s) to dine for a total of 85 meals at any time during the semester at the Trojan Dining Hall and may use the \$725 Trojan Points during the semester at any Sodexo Dining Services' locations on campus. Trojan Points may also be used for any guest(s) of the student.

**Trojan Points**

1 (one) Trojan Point is equivalent to \$1. Please be advised that Trojan Points and meal swipes do not carry over to the next semester; students must use their meal plan each semester or forfeit the unused Trojan Points at the end of each semester.

**Trojan Dining**

Trojan Dining is a state-of-the-art, all-you-care-to-eat dining facility offering 19 meals per week: Breakfast, Lunch and Dinner- Monday through Friday and Brunch and Dinner on Saturday and Sunday. We feature a wide variety of food selections designed to satisfy all appetites. These include: fresh fruit and salads; homemade soups; home-style entrees; freshly baked pizza and pasta; allergen friendly and vegetarian dishes; deli sandwiches, wraps and subs; Chef Special; Ice Cream and freshly baked desserts; international and Moe's Southwestern Grill. Boar's Head is famous for its Gluten Free meats and cheeses and Moe's serves a wide variety of fresh, made to order southwestern fare. Trojan Dining plays host to events each semester to involve, entertain and educate our student body such as- Culinary Showcases, FACT Meetings, Special Holidays, Student Philanthropic Events and International Events.

**Trojan Center Food Court**

Trojan Center food court is located on the first floor of the Trojan Center and features many popular options. Whether for breakfast, lunch or dinner, patrons can always depend on Chick-fil-A to deliver high quality taste in a sandwich, wrap or salad. Boar's Head offers enticing sandwiches made with high quality meats, garden-fresh produce and fresh breads. The portions are generous and made to-order. Mein Bowl offers Asian cuisine sauced and spiced with imaginative combinations of vegetables, chicken, pork or beef. A meal at Mein Bowl isn't just a meal; it's a visit to another culture. Steak and Shake features favorites like hamburgers, the ever famous milkshake and much more. Einstein Brothers Bagels offers a full line of bagel varieties, freshly-brewed coffees, breakfast and lunch-style sandwich options, salads, fresh juices, frozen beverages as well as soup and salad options. If students are in a hurry, they are able to grab a Simply-To-Go item featured in coolers near the cash registers. These items consist of sandwiches, salads, dessert and healthy snack options like fresh fruit cups and vegetable cups. Marble Slab and Great American Cookies feature homemade ice cream that can be topped with endless toppings. Freshly baked cookies and cookie cakes are also available to indulge in.

**Math and Science Complex Quick Zone**

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

## **Herb's Place**

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

## **Meal Plan Policies**

Meal plans are non-transferable and for the exclusive use of the purchaser/student. All meal plan values are loaded onto the student Trojan ID card via the mag stripe on the back of the ID card. The use or attempted use of another student's meal plan will result in the student ID card being confiscated and the student attempting to use the card will be fined twenty-five dollars (\$25.00). If it is determined that the owner of the meal plan had permitted the use of the meal plan knowingly and voluntarily, the owner will be fined twenty-five dollars (\$25.00). Subsequent violations will be cause for disciplinary action. It is the responsibility of the student with a meal plan to bring his/her Trojan ID card to all meals; access will be denied to any student presenting to a Dining Services location without an ID card. Lost or stolen Trojan ID cards should be reported to the Trojan ID Card Office or the University Police Department. The replacement cost of the ID card is \$15.00 cash, or \$15.45 credit. Students who did not purchase a meal plan may purchase meals at any Dining Services location (Trojan Dining Hall and Trojan Food Court) using cash or credit cards.

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

Drink and snack vending machines are available in Adams Hall, Malone Hall, and Everette Hall.

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

Food services are available through the Trojan Café located inside the Montgomery Campus bookstore on the first floor of Whitley Hall. Snacks and beverages are available through the vending machines located in Whitley Hall, Bartlett Hall, the School of Nursing building and the Rosa Parks Museum.

All students taking at least one three-hour course in person on the Troy University Montgomery Campus will be charged \$25 for Montgomery Café Dollars (MCD) each term; the MCD are loaded onto your student ID card. The MCD are to be used to purchase food or beverages by swiping your student ID card at the cash register in the Trojan Cafe. MCD will be available for use the day after the last day to drop/add a class. All unused MCD will expire on the last day of each term.

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

The Campus Recreation office is responsible for the operations of all campus recreation, which includes Intramurals, Trojan Fitness and Wellness Center, and Elm Street Recreation Gym.

### **Campus Recreation Office**

Trojan Fitness & Wellness Center  
334-670-3193

### **Intramurals**

The Intramural office is located in Trojan Fitness & Wellness Center and is open Monday-Friday from 8am-5pm. The Intramural Department meets the needs of the students, faculty and staff through recreational sports. Team and individual sports are offered to the university community. Some of these activities include; tennis, flag football, basketball, softball, soccer, and volleyball. Most of the activities are offered in men and women leagues. The University is encouraged to become involved in the recreational activities. All students must have a minimum overall grade point average of a 2.0 to be eligible for intramural activities.

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### **Elm Street Recreation Gym**

Located across from sorority hill. The facility contains a regulation size basketball court or two smaller courts used for intramural and recreational play. The building also houses a cardio room with elliptical trainers, bikes, treadmills, stepper, Stretch mate system, and a multi-station weight center. Locker and shower facilities are available for both men and women.

### **Trojan Fitness & Wellness Center**

The facility is located on the Eastern edge of campus on the corner of George Wallace Drive and University. Trojan Fitness & Wellness Center includes a multi-activity court, a basketball court, free and circuit weights area, aerobic exercise rooms, an outdoor pool, a multi-level walking track, a lounge, and a spin room. Available for use by currently enrolled students with an active fob. Each student must use their own key fob to gain access to the Trojan Fitness & Wellness Center during normal use and special events.

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

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

All international students are required to check-in with International Student Services upon their arrival on campus. They must attend several international orientations within the first semester. The international student advisors are available to assist students with their academic and social needs and interests and to counsel students on immigration matters. The office staff works together with several international student organizations to promote multicultural awareness on campus. The English as a Second Language provides international students with quality classroom and computer-assisted instruction in English as a Second Language as preparation for academic studies with the University.

### **Center for International Programs Offices**

Ground floor, Hawkins Hall  
1/334/ 808-6147

### **English as a Second Language**

First floor, Pace Hall  
334/ 670-5966

### **Study Abroad (TroyAbroad)**

Troy University encourages students to study abroad during their academic career. One of the primary reasons students are encouraged to participate is that studies show that 97 % of students who study abroad will have a job within 12 months of graduation compared to 49% of students who didn't study abroad. Students also learn global awareness, personal development, and will be better equipped for the world work market. Troy University maintains exchange agreements with universities in Belgium, Germany, the Netherlands, South Korea, Spain, and Sweden to name a few. Students can use approved scholarships and financial aid to study abroad at one of our exchange universities. In addition, faculty-sponsored trips abroad are planned each year. More information is available from the Director

TroyAbroad

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037 Ground floor Hawkins hall  
334/ 808-6128

## **Email**

Students receive a Troy University email address that is used to communicate with faculty members as well as disseminate university information. It is vital for Troy University students to check their e-mail accounts regularly, since this is the official means of communication with our students. To set up your e-mail account, you need to go to <http://reset.troy.edu>, click on “Continue to Trojan Web Express”, and then click on “Account Information” at the bottom right and then click the “What’s My TrojanPass ID?” link. With the information obtained here for your TrojanPassID and password, you will be able to then sign onto your email account by visiting <http://reset.troy.edu>

## **Event Management (Troy Campus)**

### **Event Management**

The Event Management Office is responsible for the Trojan Center’s operations, including the Lamar P. Higgins Ballroom, Trojan Center Theater, and several meeting rooms. This office is also responsible for Sorrell Chapel, Claudia Crosby Theater, Hawkins Adams Long Hall of Honor, and the Civic room. Reservations for these facilities can be made through the Event Management office or online by completing the facilities reservation form on the [my.troy.edu](http://my.troy.edu) website. The following is a brief description of our services offered to students and the community:

### **Trojan Center Theater**

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

### **Meeting Rooms**

Various meeting rooms in the Trojan Center are available for organizations. Seating capacity ranges from 18-50 persons.

### **Lamar P. Higgins Ballrooms**

With 6,000 square feet, the Lamar P. Higgins Ballrooms can accommodate any event. These events could include but are not limited to weddings, organizational functions, meetings, dinners and community gatherings. Additionally, The Ballrooms can be used as one big space or divided into two separate rooms. Each room comes with its own lighting and sound. Reservations should be made through the Event Management Office or online by completing the facilities reservation form on the [my.troy.edu](http://my.troy.edu) website. For food arrangements, please contact Sodexo/Dining Food Services at 334-670-3454 or email them at [catering@troy.edu](mailto:catering@troy.edu).

## **Graphics and Printing**

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

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

### **Copy Machine and Printers (Troy Campus)**

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There are four printers and a copier for student use on the main floor of the Library that will accept Pharos dollars or Trojan Cash as forms of payment.

**Fax Machine (Dothan Campus)**

A fax machine is available at the switchboard in Malone Hall.

**Copy Machines (Montgomery Campus)**

A copier is available to students in the School of Nursing building room 225 (coin operated).

**Health Services**

Student Health Services is located at 321 Veteran's Memorial Drive, Suite 125. General Medical Services are provided for currently enrolled students living on or off campus.

Student Health Services is staffed by a Nurse Practitioner daily. Student illnesses are assessed and treated by the Nurse Practitioner. Office hours are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.

All currently enrolled students are eligible for care at Student Health Services. Students will be asked to sign in and provide their student ID, driver's license and proof of medical insurance. Copays and anything insurance does not cover will be billed to the student's account which can be paid through Web Express. We do not accept Medicaid or Medicare and we no longer accept Tri-Care Prime, as Prime members have a certain PCP assigned for their medical care. If the student has Tri-Care Prime and prefers to see our Nurse Practitioner, they may be treated at a self-pay rate of around \$45. This does not include any lab services. We do accept Tri-Care Select. We do see students who do not have any insurance. Their services will be billed to their student account which can be paid through Web Express as well. Certain insurance companies require a referral from their Primary Care Physician. It is the patient's responsibility to check with their insurance to be sure a PCP has been assigned. Failure to do such may result in the student's account being charged for services rendered at the health center. We encourage all students and parents to get familiar with their insurance coverage prior to attending Troy University.

Students are expected to schedule visits to Student Health Services during a vacancy in their class schedule unless they are too ill to attend class. Class or work excuses will be provided if deemed fit by the Nurse Practitioner or Medical Doctor.

Troy Regional Medical Center has 24 hour emergency services. There are also several urgent cares in Troy that offer evening and weekend hours (SARHA Clinic and Stopwatch Urgent Care).

**Dothan Campus**

Emergency medical care for the Dothan Campus is provided through the area hospital emergency rooms. No health fee is charged by the University and expenses resulting from hospitalization, emergency treatment by a physician, or transportation to/from medical facilities, or any other health care costs are the sole responsibility of the student.

**Montgomery Campus**

Students are responsible for their own health care cost or medical treatment.

**Laundry Rooms**

All washing machines and dryers are activated by the Trojan ID Card (must have Trojan Cash on the Trojan ID card) or coins. When laundering clothes, a student must first swipe the Trojan ID Card in the card reader and then type in the number(s) corresponding to the washer or dryer that will be activated; only washers and dryers that the system recognizes will be displayed. The laundry fee will be automatically deducted from Trojan Cash on the student's Trojan ID Card.

**Student Counseling Center**

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## Personal Counseling

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

Counseling appointments may be scheduled by calling (334)670-3700.

## Dothan Campus

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

## TROJAN ID Card

- Troy Campus-located in the Cashier's Office, first floor of the Adams Administration Building
- Montgomery Campus- located in Whitley Hall at the Reception Desk
- Dothan Campus- located in Malone Hall at the Reception Desk
- Phenix City Campus-located in the Admissions/Enrollment Office

The student's first ID card is issued free; lost or stolen ID cards should be reported immediately to the Trojan ID Card Office and will cost \$15.00 cash, or \$15.45 credit, to replace. Stolen ID cards reported to the Campus Police Departments will be replaced free with a copy of the report from the department:

Troy Campus Trojan ID Card Office	334-670-3293
Troy Campus Police Dept	334-670-3215
Montgomery Campus ID Card Office	334-241-9500
Montgomery Campus Police Dept	334-241-9580
Dothan Campus ID Card Office	334-983-6556, ext 21500
Dothan Campus Police Dept	334-685-1185
Phenix City ID Card Office	334-448-5177
Phenix City Police Dept	334-448-5213

The Trojan ID Card, is also a money management card system for the Troy and Montgomery campuses that allows students, faculty, and staff to conveniently, easily, and safely manage payments on campus. The Trojan ID Card eliminates the need to carry cash or checks to take care of daily incidentals on campus and is the only means of accessing your residential meal plan or commuter meal plan on the Troy Campus (Dining Dollars or Commuter Plus Plan). By using your Trojan ID Card at participating locations on campus, your account is simply debited for the purchased amount.

The Trojan ID card readers on cash registers and laundry machines may go offline on occasion. As a convenience to the student, the card reader will accept the offline transaction to allow the purchase of food items or laundry services. When the ID card reader comes back online, the student's ID card balance will be updated to reflect the offline purchase(s). If the student's available balance is insufficient to cover the offline transaction, the student will be required to add more funds to the Trojan ID Card or the charge will

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be added to the student's account for collection. Students are financially responsible for all offline transactions.

### **Trojan ID Card Deposits and Refunds at the Troy Campus**

Cash can be deposited on the Trojan ID Card at the Troy Campus Trojan ID Card Office, by phone at 334-670-3293 (Troy Campus Trojan ID Card Office), at the deposit station in the Troy Campus Library or via the eAccounts portal. Once the money is on the account, it will not be refunded unless the account holder graduates or withdraws from the University; it is the student's responsibility to contact the Troy Campus Trojan ID Card Office to ask for a refund of Trojan Cash. If there is no activity on the Trojan Cash account for two years, the cash balance will be transferred to the Trojan ID Card operations account and the student will forfeit this balance.

To activate eAccounts, go to <https://my.troy.edu>, then go to "Trojan Card" under "Students". Scroll down approximately half way and click on "Activate". You may need to enter your Troy University email username and password to sign in. If you require assistance with your login, please contact the [HelpDesk](#). The eAccounts portal lets you review your campus card accounts and allows you to:

- Check the balance of your Trojan Cash, Trojan Points, Dining Dollar and Meal Plan accounts (Account Summary).
- Use "+Add Money" under "Trojan Cash" to make a web deposit. The minimum deposit is \$10.00 and the maximum deposit is \$500.00; there is a 3% transaction fee for each deposit (Account Summary).
- View transaction history for transactions on your Trojan Card (Account Transactions).
- View transaction history for board plans on your Trojan Card (Board Transactions).
- View or download Monthly Statements for your Trojan Card accounts (Account Statements).
- Deactivate a lost or stolen ID card (bottom of the web page under Card Services).

The following are locations where the ID card can be used:

- Troy Campus: Trojan Dining Hall, Food Court in the Trojan Center, Library (check out materials, use Pharos dollars to print), selected copiers on Troy campus, Student Health Center (for identification purposes), and campus laundry rooms (for Trojan Cash on ID card).  
Montgomery Campus: Trojan Café in the Barnes & Noble bookstore.

### **Troy for Troops Center**

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

- A dayroom with TV, chairs, and a couch to relax
  - Computers with printer and CAC card capabilities
  - Study space
  - Coffee
  - Veteran resources
  - And much more
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The Troy for Troops Center assists students with the transition into the college environment and offers extended services outside of educational benefits to ensure success in every aspect of life. Troy University has teamed up with the Department of Veterans Affairs in order to provide a VetSuccess on Campus Counselor (VSOC), one of only two in the state of Alabama, to help students with additional benefits, employment, academic, and resource information and counseling, if needed. The Troy for Troops Center is located in Room 122 of the Trojan Center.

## **VetSuccess on Campus**

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

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

The Troy for Troops program currently consists of a network of seven Centers: located on the Troy, Dothan, Montgomery, Phenix City, Pensacola Florida, and Clarksville, Tennessee campuses as well as a virtual center via TROY Online. On the Troy campus, the Troy for Troops Center is located in Room 122 of the Trojan Center. For more information, please contact 334-670-3856.

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

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

### **Box Rental Rates:**

Six Months \$10.00

One Year \$15.00

A \$50.00 key deposit is required and will be forfeited if the key is not returned and the deposit is not picked up in the Cashier's Office by the end of the month following the last rented month. A replacement key costs \$20.00 payable when key is ordered. Mail is distributed to boxes Monday through Saturday except holidays. Outgoing mail leaves campus at 3:00 p.m. daily Monday through Friday.

### **Window hours are:**

Monday-Friday

9:00 a.m. to 4:00 p.m.

Students living on-campus may rent a post office box in order to receive mail at Troy. No sharing of post office boxes is allowed except by siblings or spouses. In addition to receiving mail, the post office sells stamps and ships packages via the US Postal Service. Forwarding mail service is also available for a minimum of three (3) weeks and a maximum of six (6) months.

## **University Bookstore**

### **Troy Campus**

Operated by Barnes & Noble College Booksellers, the University Bookstore is located on the second floor of the Trojan Center. The bookstore offers a wide variety of services and merchandise to the University and community. The Barnes & Noble Bookstore operates a Café which serves Starbucks

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brand beverages and baked goods. Textbooks, licensed merchandise, spirit and booster items, school supplies, and computer software are available for purchase in the bookstore, but may also be purchased online at [troy.bncollege.com](http://troy.bncollege.com).

### **Dothan Campus**

Operated by Barnes & Noble College Booksellers, the University Bookstore is located on the first floor of the Adams Hall. The bookstore offers a wide variety of services and merchandise to the university community. Textbooks, licensed merchandise, spirit and booster items, and school supplies, are available in store or online at [troy.bncollege.com](http://troy.bncollege.com).

### **Montgomery Campus**

Operated by the Barnes & Noble College Booksellers, the University Bookstore is located on the first-floor of Whitley Hall. The bookstore offers a Café, course textbooks and a variety of merchandise to include spirit and booster items and school supplies. Textbooks, merchandise and school supplies may also be purchased online at [troy.bncollege.com](http://troy.bncollege.com).

### **Phenix City Campus**

The Phenix City Campus is serviced by the Montgomery Campus University Bookstore operated by Barnes & Noble. Students should purchase their textbook/course materials at [troy.bncollege.com](http://troy.bncollege.com). Click on “Course Materials & Textbooks”, select the “Troy University – Montgomery & Phenix City” campus and complete your order, selecting the option to have the course materials delivered to you. Troy University merchandise and supplies may be purchased online at [troy.bncollege.com](http://troy.bncollege.com).

### **Troy Online**

Students taking courses online should go to the bookstore’s website at [troy.bncollege.com](http://troy.bncollege.com) for textbook purchase information. Click on “Course Materials & Textbooks”, select the “Troy Online” campus and complete your order, selecting the option to have the course materials delivered to you. Troy University merchandise and supplies may be purchased online at [troy.bncollege.com](http://troy.bncollege.com).

### **Vending Machines**

Many vending machines (drink and snack) are located throughout the campuses. Many of these vending machines accept credit cards, in addition to cash, for your convenience.

# Student Organizations and Activities



**Trojan Wellness Tip:**

Create a routine that makes time for course work,  
socialization, and personal time.

## **Student Involvement and Leadership**

Involvement in campus organizations and activities is an important part of a student's experience at Troy University. Students find that one of the best ways to become involved in campus life is through joining a campus organization. Students who join campus organizations develop their leadership skills, meet other students who share similar interests and goals, and develop lifelong friendships. Students involved with campus organizations made a great deal of difference in the lives of many people. Troy University encourages every student to join a campus organization. For more information, the Student Involvement and Leadership Office is located in room 215 of the Trojan Center, or call 334-670-3204.

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

## **Policies Pertaining Primarily to Student Organizations**

### **Administration of Student Organizations (General Policy)**

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

### **Registration of New Organizations**

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

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

### **Conditions for Maintaining Registration**

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

### **Suspension of Registration Through Inactivity**

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

- When an organization fails to file a “Student Organization Application for Registration” by the fifth week of each semester or
- When the organization does not actively promote the ends and purposes specified in its constitution, as evidenced by membership, meetings, and other activities.

Ten members will be regarded as a normal minimum, and an organization may be expected to show cause as to why it should not be suspended when its membership falls below ten. Registered student organizations are expected to comply when requested by the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) to provide a brief report on their year’s activity.

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

### **Suspension of Registration of Cause**

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

### **Faculty Advisors: Eligibility and Role**

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

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

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

Faculty and alumni advisors are responsible for:

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

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

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

## **Meetings**

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

## **Advertising, Distribution of Literature, Notices and other Printed Materials**

- Advertising consists of the use or distribution of any printed matter or the use of public address systems on the Troy University campuses.
- Request for reproduction of materials such as posters, flyers or notices must be approved by the organization advisor prior to its being reproduced.
- Posters, signs, notices, banners, placards or other forms of advertising are not permitted on trees, utility poles, sidewalks, building exteriors, windows, or put up in any place in a manner that defaces the surface used or makes the removal of the material difficult. Only one item may be placed on each authorized bulletin board.

With permission students may display signs and banners at residence halls and athletic facilities in support of athletic events.

- Posters, signs, notices, banners, placards, or other forms of advertising are not permitted inside university buildings except:
    - In designated areas of the Trojan Center or other campus location's designated areas.
    - On bulletin boards not restricted for use by respective schools.
    - First priority for bulletin board space is given to recognized campus organizations.
    - Commercial establishments are restricted to reserved bulletin boards for posting of materials.
  - Organizations or individuals proposing to distribute printed materials on the campus must obtain permission from the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses). The purpose of this permission, with the requirements which may accompany it, is to protect the appearance and normal operation of the campus. Distribution must not interfere with classes, infringe residence hall regulations, or be done in a manner that adds to litter on the campus.
  - All notices and printed materials must carry the name of the organization or individual responsible for distribution. Organizations are responsible for notices or printed materials
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bearing the names of individuals identified thereon as officers or members of the organization. Each organization or individual is responsible for removal of outdated notices, within 24 hours after the event.

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

### **Fund Raising Policy**

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

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

### **Social Probation**

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

## **Policies Governing Social Events**

### **Responsibility**

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

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

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

### **Registration**

Any university organizations planning a social event must register that event with the Director of Student Involvement and Leadership (Troy) or the Student Services Office (other campuses) on the

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form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. This is a registration process and does not mean university approval or disapproval.

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

### **Hours for Events**

Week nights are defined as Monday through Thursday. Week night social events will not extend beyond 12:00 a.m. Weekend social events will not exceed 1:30 a.m.

### **Advisors**

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

### **Serenading – Group Activities**

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

### **Student Government Association**

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

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

The Troy University SGA has three (3) branches: The Executive Branch, The Legislative Branch, and The Judicial Branch. The Executive Branch consists of the President, Vice President of Legislative Affairs, Vice President of Campus Activities, Secretary, and Clerk. Elections are held each Spring Semester. The Legislative Branch consists of 45 student Senators. They are elected Spring Semester every year and when vacancies occur. The Judicial Branch consists of nine (9) Supreme Court Justices. They are appointed and keep their positions until they graduate or resign.

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

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

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

### **University Activities Council**

UAC, is comprised of individuals who develop ideas and programs to entertain the Troy University community. Their office is on the second floor of the Trojan Center, room 215. UAC committee members

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will gain valuable experience, responsible time management and leadership skills as well as the benefit of participating in many decision-making processes. The UAC is responsible for free weekly events on campus like: movie night, casino night, game night, paint night, free food, free music and various of other events. All UAC events are free to students.

## Student Organizations

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

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

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

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

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

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

## Honor Societies

- Selection into membership of an honor society is based upon meeting the criteria set by each group's local and national organizations.
  - **Alpha Epsilon Delta:** Pre-Medical honor society.
  - **Alpha Lambda Delta:** National honor society for freshmen.
  - **Alpha Kappa Delta:** Sociology Honor Society
  - **Alpha Phi Sigma:** National Criminal Justice Honor Society.
  - **Alpha Psi Omega:** National Theatre Honor Society
  - **Beta Beta Beta:** National honor and professional fraternity in Biological Sciences.
  - **Chi Sigma Delta:** Honor Society for Sports Management
  - **Delta Mu Delta:** An international honor society in Business Administration.
  - **Eta Sigma Delta:** Honor Society for Hospitality and Tourism Management students.
  - **Iota Tau Alpha:** An honor society for Athletic Training founded at Troy University.
  - **Kappa Delta Pi:** Zeta Gamma Chapter. A national honor society in Education.
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- **Kappa Pi:** A national art honor society.
  - **Lambda Pi Eta:** An honor society for the field of Communication. Faculty Advisor:
  - **Mortar Board, Inc.:** A national honor society for seniors that excel in scholarship, leadership, and service.
  - **National Dance Education Organization:** Honor society for dance and dance art minors.
  - **Omicron Delta Kappa:** National leadership society.
  - **Order of Omega:** Honor society for members of social Greek organizations.
  - **Phi Alpha Theta:** International history honor society.
  - **Phi Epsilon Kappa:** Honor society for Kinesiology and Health promotion students.
  - **Phi Kappa Phi:** A national scholarship society.
  - **Pi Alpha Alpha:** To encourage and recognize outstanding scholarship in public affairs and administration.
  - **Pi Gamma Mu:** International honor society in social sciences.
  - **Pi Mu Epsilon:** A national mathematics honor society.
  - **Pi Sigma Alpha:** A political science honorary.
  - **Psi Chi:** International Honor Society in Psychology
  - **Salute:** Honor society for veterans
  - **Sigma Tau Delta:** A national English society; open to junior and senior majors and minors.
  - **Sigma Theta Tau:** National honor society in nursing.
  - **Tau Delta Theta:** National Honor Society for Dance Arts
  - **Tau Upsilon Alpha:** Honor Society for Human Services.
  - **The 87:** Honor achievement and service to the community/

## Departmental and Professional Organizations

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

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- **Accounting Society:** To promote and participate in the internal and external activities of the Accounting Department.
  - **American Medical Student Association:** To provide an environment that supports the creative ideas of physicians in training.
  - **Art Club:** To promote active participation in the arts.
  - **ASL/ITP Club:** To spread awareness and promote practice opportunities for the ASL and Deaf Cultures.
  - **Athletic Training Club:** To better understand the area of sports medicine.
  - **Collegiate Marketing Association:** To promote field of marketing.
  - **Collegiate Singers:** University Choir.
  - **Computer Science Club++:** A forum for students interested in computer science.
  - **Decision Systems and Sciences:** Promote interest in technology.
  - **Delta Sigma Pi:** Open to Business Administration majors with a 2.00 G.P.A.
  - **Design Club:** To provide and promote professional development in design.
  - **Environmental Club:** For those interested in the environment.
  - **Gamma Iota Sigma (RMI):** Beta Iota chapter to promote, encourage, and sustain student interest in insurance, risk management, and actuarial science as professions.
  - **Graduate Counseling Student Association:** Promote scholarship, professional development, and advocacy in the counseling profession.
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- **German Club:** To promote interest in German language, literature, and culture.
  - **Hospitality and Tourism Club:** To foster a deeper appreciation and understanding of hospitality and tourism
  - **Kappa Kappa Psi:** National honorary fraternity for college band members.
  - **Kinesiology & Health Promotion Club:** To promote professionalism in health, physical education and recreation.
  - **Lambda Alpha Epsilon:** Advancement of professionalism in the fields of criminal justice system.
  - **National Alliance on Mental Illness:** NAMI is a student-led organization that advocates in the support of all students affected by issues relating to mental illness.
  - **Pre-Dental Society:** The Pre-Dental Society is dedicated to providing its members with the information and support necessary to be successful applicants to dental schools.
  - **Pre-Pharmacy Club:** to aid pre-pharmaceutical students in finding job shadowing, interning, and Pharmaceutical Tech job opportunities.
  - **Pre-Veterinary Club:** To provide opportunities for members to gain shadowing/volunteering experience with animals.
  - **Phi Boota Roota:** To further the fraternal relationship amongst percussionists.
  - **Phi Mu Alpha Sinfonia:** A fellowship of men committed to the advancement of music in America.
  - **Psi Chi:** Honor society to advance the science of psychology and to encourage, stimulate, and maintain scholarship of individual members in all fields, particularly in psychology.
  - **Psychology Club:** To encourage, promote and build student understanding of the field of psychology.
  - **Public Administration Student Association:** To encourage and promote graduates who are majoring in the Public Administration program.
  - **Sociology Student Association:** Provide opportunities for explorations into relevant social issues and the field of sociology.
  - **Sigma Alpha Iota:** To promote music locally, nationally, and internationally.
  - **Sigma Alpha Sigma:** For all students interested in the human services professions.
  - **Sound of the South:** University Band.
  - **Sorrell Men's Society:** Serving men in Troy University's Sorrell college of Business.
  - **Spanish Club (La Mesa de Espanol):** To promote the learning of the Spanish Language and culture.
  - **Square Root of C Math Club:** To promote interest in math outside the classroom and provide students with information about careers and graduate school.
  - **Student Nurses Association Troy:** To promote the professional development of future nurses.
  - **Student Alabama Education Association:** To provide opportunities for gaining and understanding of the history, ethics, and programs of the education profession.
  - **Study Abroad Club:** To inform students about the study abroad program and to create interest.
  - **Tau Beta Sigma:** National recognition band sorority which promotes the Sound of the South.
  - **Tau Beta Nu Trombone Society:** Promote the music and art of trombone.
  - **The Broadcasting Club:** For students majoring in broadcast journalism.
  - **The Student Support Services Advisory Council:** To support first generation College students.
  - **Trojan Outreach:** To promote wellness, and outreach to the student community.
  - **Troy AD Club:** To provide and promote a better understanding of the functions of advertising and of its values.
  - **Troy Applied Behavior Analysis Club:** To promote the study of Applied Behavior analysis through the community and to help students apply the knowledge gained in class through service learning.
  - **Troy Student Art Education Association (sARTea)**
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- **Troy Student Chapter of the National Association Black Journalists:** To bring about a union of young black journalists.
  - **Troy University Chapter of Society Physics Students:** Promote interest in physics.
  - **Troy University Economics Club:** Serves as a forum for economic thought and discussion among Troy University students.
  - **Troy University French Association:** To serve as a forum for economic thought and discussion among Troy University Students.
  - **Troy University Russian Club:** To provide opportunities to share Russian, Eurasian, and Eastern European culture and knowledge.
  - **The Student Support Services Advisory Council:** To support first generation college students.
  - **Troy Chemical Society:** Promote and atmosphere contributed to the study of physical sciences.
  - **Troy University Applied Behavior Club:** To promote the study of Applied Behavior analysis through the community and to help students apply the knowledge gained in class through service learning.
  - **Troy University Gospel Singers:** To perform gospel music.
  - **Troy Council of Teachers of English:** To encourage the professional development of those entering the teaching profession as teachers of English or language arts.
  - **Troy University Philosophy Society:** To provide a forum fostering the development of the discipline of philosophy.
  - **Troy Political Science Club:** For students interested in the field of political science.
  - **Troy Pre-Law Society:** To assist and encourage students interested in careers in the field of law.
  - **Troy University Sport Management Club:** To manage sports.
  - **Women in Business:** To engage and encourage women in the Sorrell College of Business.
  - **Women in Stem Club:** To engage and encourage fellow trojans in STEM majors.

## Leadership, Service Organizations, and Special Interest Organizations

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

- **101 Elite Men:** To create and maintain high standards in the life of a man.
  - **American Choral Directors Association:** Foster and promote choral singing which will provide artistic and spirited experiences.
  - **American Muscle Fitness Club:** To create an environment where students and faculty at Troy University can engage in physical activities to enhance their physical and mental being.
  - **American Red Cross Campus Club:** To provide Red Cross services to the local community and students on the campus of Troy University, with club members delivering these services acting in accordance with the American Red Cross Code of Conduct.
  - **Anime and Manga Club:** To provide a space for students of Troy University who enjoy the art form of Anime and Manga to discuss the topic.
  - **Authentically Me:** Provide a purposeful safe space for people of all shades, races, genders & size.
  - **Beauty Etiquette:** Cosmetology club that also focuses on community service and empowerment.
  - **Blacks Exceeding:** To create cohesion among African American students, Troy University faculty and the Troy Community.
  - **Chinese Student Scholars Association:** To provide academic, professional and social support to its members.
  - **Circle K:** A leadership and service organization dedicated to the realization of mankind's potential.
  - **Colleges Against Cancer:** Dedicated to the elimination of cancer by initiating program of the American Cancer Society.
  - **Electronics and Engineering Club:** Stimulate interest and advancement in the field of electronics.
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- **Future Child Advocates of Troy:** Members seek to raise awareness on the issues of bullying, child neglect, and child abuse by being involved in on and off campus activism.
  - **Habitat for Humanity:** To assist in building Habitat homes in Pike County.
  - **Indian Student Association:** To celebrate Indian culture, to help new Indian students, and to bring cultural awareness to all Troy students.
  - **International Student Cultural Organization (ISCO):** For both international and American students seeking to promote brotherhood and cultural understanding among different people and to assist foreign students in adjusting to university life.
  - **Japan Club:** The purpose of this organization will be to explore, discuss, and experience various aspects of Japan and Japanese culture.
  - **Let's Talk:** Spread awareness about current events.
  - **M.I.S.S. Elite Society:** To empower Troy University campus and community through social, cultural, and civic platforms that engage, educate, and empower young people.
  - **Nepal Student Association:** To welcome incoming Nepalese students, to promote Nepalese cultural activities on campus, and to encourage involvement of Nepalese students.
  - **New Era Gospel Choir:** Christian fellowship through performing arts.
  - **Residence Hall Association:** Plan activities for students living in the residence halls.
  - **Sapphire Dance Team:** Provide opportunities for professional growth through rehearsal and performance.
  - **Silver Wings:** To aide in personal development of individual members and a personal awareness of aerospace power and the role it plays in the national defense.
  - **Sorrell Men's Society:** Serving men in Troy University's Sorrell college of Business.
  - **Sparkle Mentoring Club:** Develop sister-like bond with teenage girls grade 6-12.
  - **Spectrum Alliance:** To educate the campus and community on gay, lesbian, bisexual, and transgender issues.
  - **Student Alumni Association:** To provide service to the Troy University Alumni Association.
  - **Trojan Ambassadors:** The Trojan Ambassadors, whose activities are coordinated by the Admissions office, are the official student hosts/hostesses for numerous campus activities, including Chancellor's receptions, athletic events, graduation exercises, Senior Preview Day, and alumni receptions.
  - **Trojan Badminton Club:** To create chances for Troy Students to learn, practice and enjoy playing badminton.
  - **Trojan Chess Club:** Be a place for both the recreational and serious chess player to be able to relax and play chess.
  - **Trojan Debate:** Learn and engage in competitive debate related activities.
  - **Trojan Guild:** Provide an environment where Troy Students can learn and play a variety of tabletop games.
  - **Trojan Soccer Club:** To give students, faculty, and staff a chance to participate in regional soccer matches and practice sessions for recreational and competitive purposes.
  - **Troy African Student Association:** To provide a forum for African students and their friends.
  - **Troy Bass Fishing Association:** To promote bass fishing.
  - **Troy Crochet Club:** Provide an opportunity for students to learn a new hobby.
  - **Troy Fly Fishing Club:** Promote the sport of fly fishing.
  - **Troy Naturalist Club:** To foster and encourage interest in history of southeastern, Alabama.
  - **Troy University Black Student Union:** To represent the interest and concerns of Black students at Troy University.
  - **Troy University Debate Society:** To encourage dissent from commonly held beliefs and ideas. To engage in formal and competitive debate with other university debate teams.
  - **Troy University Gaming Club:** Provide opportunities for growth within online gaming
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platforms.

- **Troy University Model United Nations:** Educate students about the United Nations and other world organizations.
- **Troy University New Era Gospel Choir:** Christian fellowship through performing arts.
- **Troy Powerlifting Club:** is provided students who share the same passion in learning more about strength training.
- **Troy University Toastmaster's Club:** Promote interest in Public Speaking.
- **Troy University Secular Alliance:** provide a cohesive environment for open-minded individuals.
- **Troy University Women's Initiative:** To promote awareness of women's issues.
- **University Activities Council:** To provide campus activities. Weekly movies, concerts, and other special events are planned by this board.
- **Vietnamese Student Association:** To promote and preserve Vietnamese language, culture, and heritage.

## Political Organizations

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

- **College Democrats:** To foster and encourage the activities of the Democratic Party, assist in the election of Democratic candidates to local, state and national office, and formulate and administer programs aimed at involving college students in the Democratic Party.
- **College Republicans:** To foster and encourage the activities of the Republican Party, assist in the election of Republican candidates to local, state and national office, and formulate and administer programs aimed at involving college students in the Republican Party.
- **Freshman Forum:** To provide a link between the Freshman class and Student Government Association. These members serve the Freshman class with planned events and promote active student involvement.
- **NAACP:** To inform youth about the problem affecting people of color in the Diaspora.
- **Student Government Association:** To provide opportunities for the practice of good citizenship, to promote cooperation and achieve participation in student activities of recognized value.

## Religious Organizations

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

- **Baptist Campus Ministry:** Providing Christian growth and mission opportunities.
  - **Campus Awakening:** To spread the good news of Jesus Christ and bring Him glory.
  - **Campus Outreach:** To communicate the teachings of Jesus Christ.
  - **Chi Alpha Christian Fellowship:** Reconciling students to Christ.
  - **Christian Student Center:** Affiliated with the Church of Christ
  - **Christian Nurses Fellowship:** Ministry for nursing majors.
  - **Delight Ministries-** Christian Fellowship for College Woman
  - **Genesis:** Guiding, encouraging, and nurturing each student in salvation.
  - **Greater St. Paul AME Church Collegiate Ministry:** To enhance spiritual growth.
  - **Latter Day Saint Student Association:** Campus ministry supported by the Church of Latter Day Saints.
  - **Mother Teresa Catholic Newman Center:** To serve the needs of Catholic students, faculty and staff.
  - **ONE-** Church of the Highlands Colle Ministry
  - **Pursuit:** To spread the gospel of Jesus Christ.
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- **Wesley Foundation:** Campus ministry sponsored by the United Methodist Church.

## Greek Organizations

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

### Fraternities:

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

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

Faculty Advisor: Herbert Reeves

Trojan Center 215

334-670-3049

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

Faculty Advisor: Sadaris Williams

Trojan Center 215

334-670-3049

### Sororities:

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

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

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Faculty Advisor: Trojan Center 215  
334-670-3204

## **Publications and Journalism Groups**

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

### **ORACLE**

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

### **PALLADIUM**

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

### **TROPOLITAN**

The Tropolitan, a publication of the Student Publications Board, is available free to every student. The Tropolitan newspaper is published weekly during the Fall and Spring semesters. The Tropolitan Newspaper publishes on the Internet at TropNews.com. Positions on the staff are open to students of all majors who possess the necessary skills and/or experience, who want to learn and work, and who have grade-point averages of 2.5 or better. Scholarships are available. Those who would like to work on the Tropolitan should contact the editor.

### **Troy University TROJANVISION**

TrojanVision is an educational access station broadcasting news, cultural programming, and public affairs programs live and by digital delay through cable companies to their subscribers throughout the region. TrojanVision programs also appear in social media sites such as YouTube, Facebook, etc. In recent years, students have won numerous state and regional awards for excellence in broadcast journalism. Our daily program schedule can be found at [trojtrojanvision.org](http://trojtrojanvision.org).

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

The Troy University Public Radio Network consists of WTSU-FM 89.9, Montgomery/ Troy, WTJB-FM 91.7 Columbus/ Phenix City, and WRWA-FM 88.7, Dothan. Since its founding in 1977, Troy University Public Radio's mission has been to provide listeners with in-depth and comprehensive news coverage and music that enriches the mind and nourishes the spirit. Our broadcast partners are National Public Radio, American Public Media, the BBC, and the Public Radio Exchange. Reports produced by Troy University Public Radio are frequently broadcast nationally and student interns have gone on to work for NPR as well as statewide public radio networks.



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## Fine Arts and Performance Groups

### School of Music

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

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

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

### Vocal/Choral

- **Collegiate Singers** – the largest university chorus, the ensemble performs a wide variety of music from all genres. **No audition required.** \_
- **Concert Chorale** – the premier vocal chamber ensemble, this mixed choir performs the finest in classical, traditional, contemporary, and world music choral repertoire. **Audition required.** \_
- **frequency** – a select choral chamber ensemble that focuses on vocal jazz and contemporary 20<sup>th</sup> and 21<sup>st</sup> century music. **Audition required.** \_
- **Gospel Singers** – a mixed choral ensemble, repertoire ranges from traditional to contemporary gospel, spirituals, anthems, and praise and worship music. **No audition required.** \_
- **Opera Workshop** – performance of opera scenes and staged operas. **Permission of instructor.** \_
- **POPulus** – a contemporary music ensemble showcasing styles from all genres of American popular music. **Audition required.**

### Instrumental

- **Symphony Band** – the premier concert band, the ensemble meets year- round and is dedicated to performing the finest in wind band literature. **Audition required.** \_
  - **Concert Band (Campus Band)/Symphonic Band** – the ensembles perform a wide variety of band literature. **No audition required for Concert Band. Audition required for Symphony Band.** \_
  - **Jazz Ensemble/Combos** – meet year-round, both traditional big band and jazz combos provide quality jazz ensemble experiences. **Audition required.** \_
  - **Athletic Bands**
    - **“Sound of the South” Marching Band** – a 300-member marching band, the “Sound” performs for nearly a half million people each year. Interest and background in marching band is necessary. **No audition required.** \_
    - **Pep Band** – the Basketball Pep Band performs at all home games and travels to tournaments. **Audition required.** \_
  - **Chamber Ensembles** – a wide variety of chamber groups rehearse/perform throughout the year. \_
  - **World Music Ensembles** – including Celtic, Chinese Folk, and American Folk Music. **No audition required.**
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## University Dancers

To foster appreciation of dance as an art form and to provide opportunities for experience and performance at university events including both football and basketball games.

## **THEATRE and DANCE**

The Department of Theatre and Dance prepares and presents plays, musicals, and dance productions each year for various TROY campus locations and across the Southeast. Opportunities include:

### Productions:

- Main Stage Productions
- Black Box Productions
- Lab Workshops, Readings, and Showcases
- Student-Directed and Student-Choreographed Works
- Design, Technology, and Management opportunities at all levels
- Emerging Voices Series for New Works

### Ensembles:

- TROY Dance Theatre – repertory Dance ensemble
- Pied Pipers – children’s theatre ensemble (touring)
- Dance Touring Ensemble
- Theatre Touring Ensemble

### Experiences and Internships:

- Student Staff Positions
- Summer Spotlight Camps and Intensives
- Annual DAP Festival in Pietrasanta, Italy
- Alabama Shakespeare Festival Internships
- Summer Stock Employment Opportunities
- Summer Dance Intensives
- Alabama Dance Festival
- Kennedy Center American College Theater Festival
- Southeastern Theatre Conference

General auditions are held in August and January of each year and are open to all students. For more information on classes, productions, or performance opportunities contact the Department of Theatre and Dance in 132 Malone Hall by calling 334-808-6142 or email [theatreanddance@troy.edu](mailto:theatreanddance@troy.edu). Check out the Theatre and Dance program, productions, and upcoming activities through the TROY Theatre and Dance website located at <https://troy.edu/theatreanddance>.

## **INTERCOLLEGIATE ATHLETICS**

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

Troy has been a proud member of the Sun Belt Conference since 2005 when all of Troy's athletic programs began competing in the league, which comprises 14 schools from Alabama, Arkansas, Georgia, Louisiana, Mississippi, North Carolina, South Carolina and Virginia.

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The Troy football program moved to the highest level in college football in 2001 and made a statement with a 21-9 victory at Mississippi State out of the Southeastern Conference and eventually finished the season 7-4 playing as an independent. In their years playing among the nation's elite programs, Troy has nationally ranked victories over Missouri, Oklahoma State and LSU plus wins over the United States Naval Academy and Nebraska to earn the nickname the "Giant Killers."

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

The football program just completed the most successful three-year period in school history as the Trojans won 10 or more games in three straight seasons for the first time in program history and tied a school record with 31 wins over those three seasons. Additionally, the Trojans have won four straight bowl games— 2010 New Orleans Bowl, 2016 Dollar General Bowl, 2017 New Orleans Bowl, and 2018 Dollar General Bowl. Troy won its Sun Belt-record sixth football conference championship in 2017 and finished as Sun Belt East Co-Champions in 2018.

Under first-year head coach Jon Sumrall, the football program made history in 2022 earning a No. 19 ranking in the final Associated Press Poll after winning a program-record 12 games, including the Sun Belt Championship and Cure Bowl.

Success on the field is not only limited to the Troy football team, as the Trojans have been widely successful across all its athletics programs.

The Troy baseball team captured conference titles in 2005, 2006, and 2013 and advanced to the Division Regional Tournament in '95, '96, '06, '07, '11, '13 (where Troy beat the University of Alabama not once, but twice) and '18. Troy's softball team won the conference championship, defeated the Ohio Valley Conference champions in a play-in, and advanced to post-season play in 1996, the first softball team from the state of Alabama ever to do so. Troy returned to the NCAA Tournament in 2021, receiving the program's first-ever at-large bid in the process and capturing the program's first-ever NCAA Tournament victory.

Further, the men's basketball team dominated the Atlantic Sun Conference by capturing the regular season conference championships in 2000, 2002, 2003, 2004 and were back on top in the Sun Belt Conference in 2010. "March Madness" invaded Troy in 2003 and 2017 when the Trojans won the Atlantic Sun and Sun Belt Conference Tournaments and advanced to participate in the NCAA Basketball Tournament. The Trojans also competed in the National Invitation Tournament (NIT) in 2004 and in the College Basketball Invitational (CBI) Tournament in 2009 and 2022. Under current head coach Scott Cross, Troy is the only Sun Belt team to win 20-plus games overall and 10 Sun Belt games in back-to-back seasons.

The Troy women's team has turned into a dynasty in the Sun Belt Conference, winning the league title in five of the last seven years and advancing to three NCAA since 2016. In 2016 the women's basketball team won the Sun Belt Conference Tournament and participated in the NCAA Tournament facing the Oregon State Beavers. In 2017 the Trojans won the Sun Belt

Conference Tournament again and participated in the NCAA Tournament competing against Mississippi State. Troy won the Sun Belt regular season crown in 2020 but was unable to participate in

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the NCAA Tournament as it was canceled due to COVID-19, but the Trojans made their return in 2021 after winning the Sun Belt Tournament and nearly shocked the world as their upset bid over No. 2 Texas A&M came up just short.

The Troy women's golf team also built a mini-dynasty in the Sun Belt Conference, winning the league title three times over a four-year period in 2014, 2015 and 2017. On the other side of the links, the men's golf team made three straight NCAA Regional appearances from 2015 to 2017.

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

Troy University's athletic facilities are among the finest in the nation. The Tine Davis Field House is home to the administrative staff. It features a newly renovated 140 seat auditorium (the Elizabeth Mills Rane Football Team Room) and the Ben F. Beard Executive Conference Room.

The Troy football program moved into the state-of-the-art North End Zone Football Facility in the fall of 2018. The three-storied facility is more than 70,000 square feet includes a 35-by-90-foot video board, 400 additional club seats, coaches offices, weight room, locker room, and multiple player lounges.

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

Next to Veterans Memorial Stadium is the newly renovated Riddle-Pace Field, home of the Trojans baseball team. The facility includes the Lott Baseball Complex, which houses the locker room, meeting rooms, nutrition areas and covered practice facilities. The recent stadium renovations added chairback seating throughout the facility, the addition of an RBI Club down the first base line and coaches offices down the third base line.

Other nearby facilities include the Golf Practice Facility and Clubhouse (2015), Troy Softball Complex (2014) and Lunsford Soccer & Track complex. Also, the Lunsford Tennis Complex was completed in the fall of 2001, doubling the number of courts available to TROY students and the Troy community.

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

## **Department of Athletics Mission Statement**

The Troy University Athletics Department is an integral part of the University. Its mission is to assure a balance between the desire to win and the desire to facilitate positive growth of student-athletes. The Athletics Department will strive to graduate student-athletes who will make significant

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contributions to society, view their experience in athletics as rewarding and who will be proud alumni and advocates of the University.

### Vision Statement

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

## **Traditional Events and Activities**

- **Blood Drives:** Many campus organizations sponsor American Red Cross and Life South blood drives each academic year. Groups will put up signs and posters all over campus to notify you when the blood drives will be held. All healthy students and faculty/staff are encouraged to donate and to assist by volunteering time and energy to support the blood drives.
- **Chinese New Year:** The Confucius Institute at Troy and the Chinese Student Scholars Association organizes a wonderful Chinese New Year Celebration including a banquet and entertainment.
- **Commencement:** Troy University holds three commencements each academic year. These exercises are held at the end of Fall Semester, the end of Spring Semester and the end of Summer Semester. Participation in the commencement exercises is optional; however, Troy University has between 50 and 75 percent participation in its commencement exercises.
- **Dashain Festival:** Dashain is the most important and lavishly celebrated festival for Nepalese. The tenth and final day of the festival, “Dashani”, symbolizes the victory of good over evil. It is a time when families unite to exchange greetings and receive blessings, to forget feuds and quarrels, to spread goodwill and a time when aging parents in rural Nepal anxiously await the homecoming of their sons/daughters and other family members from urban centers even if just for a brief while. Moreover, it is a time when people travel long distances just to receive ‘Tika’ and blessings from their parents and senior family members.
- **Diwali Festival:** Every year the Indian Student Association celebrates Diwali. On the dark nights of Diwali the sound of firecrackers announces the celebration of the favorite festival of Indians. Homes are decorated, sweets are distributed by everyone and thousands of lamps lit to create a world of fantasy. Of all the festivals celebrated in India, Diwali is by far the most glamorous and important. Enthusiastically enjoyed by people of every religion, its magical and radiant touch creates an atmosphere of joy and festivity. Diwali Celebrations in India are similar to Christmas celebrations in the USA.
- **Easter Egg Hunt:** In the Spring Semester, the SGA sponsors a giant Easter Egg Hunt for the children of the faculty, staff and community. Children all over Troy look forward to hunting Easter eggs and seeing the Easter bunny. This is a favorite event of the SGA and we encourage you to come out and hide Easter eggs!
- **Fraternity/Sorority Recruitment:** “Rush” or membership recruitment is a word you will hear mentioned many times during your college career. Many student organizations use the word recruitment to refer to the time they select new members. We hope that you will consider being a part of a student organization on campus. If you decide to “rush” a fraternity or sorority here is some basic information you need to know:

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

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

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

Look for posters announcing these recruitment events.

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

- **Greek Traditional Events:** Fraternity and sorority members participate in many traditional activities each year. IFC sponsors a workshop for all new pledges/associates each fall semester. Sororities provide a safe atmosphere each Halloween where the children of the faculty and staff can trick or treat. Held Spring Semester, the Order of Omega Achievement Banquet honors Greeks who have maintained high standards. Greek Week is the highlight of Spring Semester. It offers fun, educational and service activities during Greek Week. Individual Greek Chapters sponsor fundraisers throughout the year.
- **Homecoming:** Fall Semester Troy celebrates homecoming by inviting alumni, family and friends to come celebrate with the students. Activities during this week include skit competitions, residence hall displays, banner competitions, a terrific pep rally, and parade and football game.
- **Honors Convocation:** Excellence is encouraged at Troy and the University Honors Council sponsors Honors Convocation each April, honoring students who have excelled academically. Each honor society recognizes new members and their outstanding achievements at this time. The National Alumni Association sponsors a reception for students, parents and friends afterwards.
- **ISCO Festival:** The International Students Cultural Organization, ISCO, is a club for both international and American students. For many years, ISCO has sponsored an annual evening festival of international entertainment. The students select a festival theme, which reflects a worldly event, and prepare food using recipes and ingredients from their native countries. The entertainment for the festival is multicultural and also includes a fashion show, Parade of Nations, featuring the native dress of many countries.
- **Miss Troy University Scholarship Pageant:** One of the highlights of Fall Semester is the Miss Troy University Scholarship Pageant. The Miss Troy University Scholarship Pageant is a preliminary to the Miss Alabama Pageant.
- **Pep Rallies:** Before all home football games the cheerleaders sponsor a pep rally at the Trojan Arena or at the amphitheater. Join us on Thursday nights at 6:00 p.m. to cheer on the Trojans!
- **Student Ticket Information:** Full-time Troy University students receive admission to all campus sporting events upon payment of their annual student activity fee. Students located on the Troy campus are required to show a valid university ID at the proper gate or door prior to all home events in order to be admitted. Students located on the Dothan, Phenix City and Montgomery campuses will have to present a valid University ID card in order to gain entry into Troy Campus home sporting events.
- **T-DAY:** Spring Semester signals preparation for another football season. Spring practice culminates in the T-Day game. This is a football scrimmage which is open to everyone.

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- **Welcome Week:** Designed to celebrate the opening of fall semester, Welcome Week typically begins with Residence Life Move-In activities. During Welcome Week, special entertainment and recreation, shopping shuttles, and a new student picnic provide students with a festive, friendly introduction to college life. Welcome Week activities are coordinated by Student Involvement and Leadership, Office of Housing and Residence Life, University Activities Council, SGA and campus organizations.

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

### **Dothan Campus Ambassadors**

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

### **Psi Chi**

Psi Chi, the International Honor Society in Psychology, is an organization of professionals, scientist, faculty, students, and alumni whose missions is to recognize and promote excellence in the science and application of psychology. The Troy University Psi Chi Chapter is open to undergraduate and graduate students enrolled in programs offered by the Department of Psychology. Psychology undergraduate students with a cumulative GPA of 3.3, a psychology GPA of 3.5, and 12 credits of psychology courses may apply for membership. Psychology graduate students who meet their program's academic requirements, have a cumulative GPA of 3.0 in all graduate courses, and have completed 9 credit hours of graduate psychology courses in their program may apply for membership.

### **Gamma Beta Phi**

Member by Invitation ONLY. An honor and service organization for students in college and universities in the United States. The student must have completed at least twelve semester hours at Troy University, Dothan, and must have a 3.4 cumulative grade point average.

### **Rotoract**

This organization is affiliated with the Rotary Club of Dothan and will depend upon the continued active personal participation of the sponsor Rotary Club(s). Members must be a student at Troy University and have a good character and leadership potential. This organization is open to all majors.

### **Student Alabama Education Association**

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

teacher education programs with emphasis on character, personality, and scholarship; and to seek higher standards of teacher education. This is a pre-professional organization for education majors. Students may attend workshops and conferences to earn professional hours. Open to students enrolled in a postsecondary program.

### **Student Government Association**

The Student Government Association (SGA) is a multi-faceted organization which promotes excellence in scholarship; coordinates and establishes reasonable standards for all student activities within the scope of the SGA; encourages participation in social and education group activities; promotes an open relationship between the student body and administration in matters of policy

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formation and student relationships; strives to stimulate and promote good citizenship and democracy on all levels of University activity; promotes the positive image of the University within the local community; and serves as the official representative of the student body in matters concerning student life.

## **Student Nurses Association**

Students enrolled in the Troy University at Dothan School of Nursing program are eligible. This association assumes responsibility for nursing education to provide the highest quality of health care, provide programs representative of fundamental interest and concerns to nursing students, and aid in the development of the whole person, professional role, and the health care of people in need in all walks of life.

## **National Society of Leadership & Success (NSLS)**

Membership by Invitation ONLY! This Society is the nation's largest leadership honor society. The student's college selects members based on either academic standing or leadership potential. Candidacy is a Nationally recognized achievement of honorable distinction. Members must be in good academic standing with at least a 2.75 cumulative grade point average and attend at least one speaker broadcast

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

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

### **Student Government Association**

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

### **Honor Societies - Alpha Sigma Lambda and Gamma Beta Phi**

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

### **Counseling Academic and Professional Honor Society (Chi Sigma Iota)**

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

### **Psi Chi**

Psi Chi, the International Honor Society in Psychology, is an organization of professionals, scientist, faculty, students, and alumni whose missions is to recognize and promote excellence in the science and application of psychology. The Troy University Psi Chi Chapter is open to undergraduate and graduate students enrolled in programs offered by the Department of Psychology. Psychology undergraduate students with a cumulative GPA of 3.3, a psychology GPA of 3.5, and 12 credits of psychology courses may apply for membership. Psychology graduate students who meet their program's academic requirements, have a cumulative GPA of 3.0 in all graduate courses, and have completed 9 credit hours of graduate psychology courses in their program may apply for membership.

### **English Club**

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

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

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

### **Psychology Club**

The Psychology Club's goals are to promote positive interactions among and between students, faculty and the community to encourage interest in psychological ideology and disciplines. The club seeks to stimulate exploration of career, research opportunities, and psychology graduate programs and nurture personal and professional development through social service within the discipline of psychology.

### **Social Justice Club**

The Social Justice club is open to all student who want to be involved in establishing community within the student body and bring positive change both on campus and in the local communities. The club desires to enhance campus cultures by having students connect on issues in the community and to work on social issues that are currently impacting people in the Montgomery area. The club also serves to connect students with non-profit organization that are impacting the community.

### **University Montgomery Student Chapter of Society for Human Resource Management (Tm-SHRM)**

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

## **Student Organizations – Phenix City**

### **Kappa Delta Pi**

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

### **Phi Alpha**

A national honor society of social work. The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha

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fosters high standards of education for social workers and invited into membership those who have attained excellence in scholarship and achievement in social work.

## **Psi Lambda**

A service-learning psychology club that encourages students to become leaders through community volunteerism, participation in charity fund-raising events like the United Way, and through excellence in research scholarship to advance the scientific discipline of psychology. Membership includes students majoring in psychology and, also, any students inducted into the **Psi Chi** International Honor Society of Psychology who maintain a 3.0 grade point average who have completed 9 hours at Troy University.

## **Sigma Alpha Sigma**

An organization open to Human Services and Social Work majors. The purpose of this association is to work with and promote a closer relationship between the students and the community in matters pertaining to social services and to provide services to the vulnerable populations in the surrounding community. Students participate in two community service opportunities per semester.

## **Sigma Theta Tau**

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

## **Theta Sigma Phi**

The Phenix City Chapter of the Chi Sigma Iota Counseling and Academic and Professional Honor Society International that values academic and professional excellence in counseling with a dedication to excellence in scholarship, research, and clinical practice. An overall grade point average of 3.5 and at least 9 credit hours is required for acceptance.

## **Psi Chi**

Psi Chi, the International Honor Society in Psychology, is an organization of professionals, scientist, faculty, students, and alumni whose missions is to recognize and promote excellence in the science and application of psychology. The Troy University Psi Chi Chapter is open to undergraduate and graduate students enrolled in programs offered by the Department of Psychology. Psychology undergraduate students with a cumulative GPA of 3.3, a psychology GPA of 3.5, and 12 credits of psychology courses may apply for membership. Psychology graduate students who meet their program's academic requirements, have a cumulative GPA of 3.0 in all graduate courses, and have completed 9 credit hours of graduate psychology courses in their program may apply for membership.

# Campus Contact Information



**Trojan Wellness Tip:**

Get involved with the John W. Schmidt Center for Student Success, for academic support, career services, civic engagement, adaptive needs, and more!

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**Directory of Troy Campus Main Offices**

Admissions .....111 Adams Administration Building  
 Athletic Ticket Office.....Davis Field House  
 Center for International Programs..... 017 Hawkins Hall  
 Civic Engagement.....122 Eldridge Hall  
 Financial Aid.....134 Adams Administration Building  
 First Year Studies.....101 Eldridge Hall  
 Graduation Center.....156 Extended Learning Center, 1101 S Brundidge Street  
 Health Services.....125 Trojan Center  
 Housing.....100 Shackelford Hall  
 John W. Schmidt Center for Student Success.....Eldridge Hall  
 Human Resources.....100 University Park  
 Military Affairs.....122 Trojan Center  
 Records.....135 Adams Administration Building  
 Student Counseling Center..... Jack G. Paden House, 112 Veterans Memorial Drive  
 Student Disability Services.....102 Eldridge Hall  
 Student Involvement and Leadership.....215 Trojan Center  
 Student Services.....229 Trojan Center  
 Trojan Assessment Center.....110-B Wright Hall  
 University Libraries.....Wallace Hall  
 University Police.....500 Park Street

**Directory of Dothan Campus Main Offices**

Center for Student Success.....120A Malone Hall  
 Enrollment Services.....103 Malone Hall  
 Financial Aid.....118 Malone Hall  
 Records.....119 Malone Hall  
 Student Services.....;...100 A Malone Hall  
 University Library.....237 Everett Hall  
 University Police.....118 Everett Hall

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**Directory of Phenix Campus Main Offices**

1510 Whitewater Avenue, Phenix City, AL, 36869

**Directory of Montgomery Campus Main Offices**

231 Montgomery Street, Montgomery AL, 36104

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**Troy Campus Contact Information**

Academic Affairs . . . . .	(334) 670-3104
Accountancy, School of . . . . .	(334) 670-3136
Accounts Receivable . . . . .	(334) 670-3124
Admissions Office . . . . .	(334) 670-3179
Aerospace Studies(AFROTC) . . . . .	(334) 670-3866
Alabama Articulation (STARS) . . . . .	(334) 670-3690
Alumni Affairs . . . . .	(334) 670-3318
Army ROTC . . . . .	(334) 670-5623
Art & Design . . . . .	(334) 670-3391
Arts & Sciences, College of . . . . .	(334) 670-3399
Athletic Department . . . . .	(334) 670-3480
Biology & Environmental Sciences . . . . .	(334) 670-3401
Career Services . . . . .	(334) 670-3217
Center for International Business & Economic Development . . . . .	(334) 670-6663
Center for Environmental Research . . . . .	(334) 670-3624
Chancellor's Office . . . . .	(334) 670-3200
Communication & Fine Arts, College of . . . . .	(334) 670-3869
Computer Works . . . . .	(334) 670-3413
Controller's Office . . . . .	(334) 670-3241
Counseling, Rehabilitation & Interpreter Training . . . . .	(334) 670-3350
Counseling Services . . . . .	(334) 670-3700
Criminal Justice Department . . . . .	(334) 670-3440
Division of Education . . . . .	(334) 670-3546
Drug Prevention Programs . . . . .	(334) 670-3700
Economics & Finance . . . . .	(334) 808-6582
Education, College off . . . . .	(334) 670-3365
English Department . . . . .	(334) 670-3286
Event Mgt & Conference Services . . . . .	(334) 670-3202/3803
Financial Aid Office . . . . .	(334) 670-3186
Fitness Center . . . . .	(334) 670-3791
Graduate Business Programs . . . . .	(334) 670-3299
Graduate School . . . . .	(334) 670-3189
Health Center . . . . .	(334) 670-3452
Health & Human Services, College of . . . . .	(334) 670-3712
History Department . . . . .	(334) 670-3412
Honors Program Director . . . . .	(334) 670-3304
Hospitality, Sport, and Tourism Mgt, School of . . . . .	(334) 670-3827
Housing & Residence Life . . . . .	(334) 670-3346
Human Services & Social Work . . . . .	(334) 670-3366
IMPACT . . . . .	(334) 808-6391
Information . . . . .	(334) 670-4357
Information Systems & Quantitative Methods . . . . .	(334) 670-3143
Instructional Support . . . . .	(334) 670-3210
Interfraternity Council . . . . .	(334) 670-3049
International Programs, Center for . . . . .	(334) 670-3335

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Intramural Sports . . . . .	(334) 670-3193
IT Help Desk . . . . .	(334) 670-4357
John M. Long School of Music . . . . .	(334) 670-3322
Journalism & Communication . . . . .	(334) 670-3289
Kinesiology & Health Promotion . . . . .	(334) 670-3443
Leadership Development, Institute for . . . . .	(334) 670-5686
Management Information Systems (MIS) . . . . .	(334) 670-3134
Marketing/Management/Law . . . . .	(334) 670-3143
Mathematics Department . . . . .	(334) 670-3406
Modern Languages & Classics . . . . .	(334) 670-3714
Natatorium . . . . .	(334) 670-3193
Natural Science Learning Center . . . . .	(334) 670-3139
Nursing, School of . . . . .	(334) 670-3428
Palladium . . . . .	(334) 670-3211
Panhellenic . . . . .	(334) 670-3204
Physical Plant . . . . .	(334) 670-3342
Physics & Chemistry . . . . .	(334) 670-3408
Pre-Health Professions . . . . .	(334) 670-3581
Psychology, Department of . . . . .	(334) 670-3595
Political Science . . . . .	(334) 670-5926
Post Office . . . . .	(334) 670-3225
Provost Office . . . . .	(334) 670-3104
Public Affairs . . . . .	(334) 670-3196
Radio & TV . . . . .	(334) 670-3268
RICOH Graphics & Printing . . . . .	(334) 670-3230
SAVE Project . . . . .	(334) 670-3700
Social Sciences Department . . . . .	(334) 670-3442
Sodexo Food Services . . . . .	(334) 670-3454
Sorrell College of Business . . . . .	(334) 670-3989
Sports Medicine/Athletic Training . . . . .	(334) 670-3720
Student Services . . . . .	(334) 670-3203
Student Development/Counseling . . . . .	(334) 670-3221
Student Financial Services . . . . .	(334) 670-3124
Student Government Association . . . . .	(334) 670-3212
Student Involvement . . . . .	(334) 670-3204
Student Recreation Center . . . . .	(334) 670-3791
Telecommunications . . . . .	(334) 670-3339
Theatre & Dance . . . . .	(334) 808-6142
Trojan Center Info . . . . .	(334) 670-3202
Tropolitan . . . . .	(334) 670-3327
Troy for Troops Center . . . . .	(334) 670-3856
University Activities Council . . . . .	(334) 670-5768
University Police . . . . .	(334) 670-3215
University Records . . . . .	(334) 670-3170
University Bookstore . . . . .	(334) 670-3223
Upward Bound . . . . .	(334) 670-3669
Veteran Affairs . . . . .	(334) 670-3701
Writing Center . . . . .	(334) 670-3305

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### Montgomery Campus Contact Information

(888)357-8843 (toll free)

Campus Police . . . . .	(334) 241-9500
College Arts & Sciences . . . . .	(334) 241-5477
College of Business . . . . .	(334) 241-9703
College of Communication and Fine Arts . . . . .	(334) 241-5477
College of Education . . . . .	(334) 241-9577
College of Health and Human Services. . . . .	(334) 241-5927
Counseling & Psychology . . . . .	(334) 241-5481
Bookstore . . . . .	(334) 241-9510
Career Services . . . . .	(334) 241-5463
Cashiers . . . . .	(334) 241-9517
Disability Services . . . . .	(334) 241-5486
Enrollment Management . . . . .	(334) 241-9506
Financial Aid . . . . .	(800) 414-5756
General Information/ Emergency Locator . . . . .	(334) 834-1400
Testing Center . . . . .	(334) 241-9530
Graduate School Information . . . . .	(334) 241-9507
Library . . . . .	(334) 241-9576
New Student Information . . . . .	(334) 241-9506
Registrar/Records . . . . .	(334) 241-9511
Student Services . . . . .	(334) 241-9532
Troy School of Nursing . . . . .	(334) 834-2320
Troy-Montgomery Switchboard . . . . .	(334) 834-1400
University Police . . . . .	(334) 241-9716
Communications Director. . . . .	(334) 241-8610
Veterans Affairs/Student Financial Assistance . . . . .	(334) 241-9519
Troy for Troops Center. . . . .	(334) 241-9748
WTSU . . . . .	(334) 241-9574

### Dothan Campus Contact Information

(334) 983-6556

(866) 291-0317 (toll free)

Admissions . . . . .	Ext. 1229
Bookstore . . . . .	Ext. 1301
Business Office . . . . .	Ext. 1210
Campus Security . . . . .	Ext. 1225
College of Arts and Sciences . . . . .	Ext. 1390
College of Business Administration. . . . .	Ext. 1264
College of Education. . . . .	Ext. 1360
College of Health and Human Services . . . . .	Ext. 1435
Continuing Education . . . . .	Ext. 1421
Dean of Students . . . . .	Ext. 1206
Director of Enrollment. . . . .	Ext. 1205
Financial Aid . . . . .	Ext. 1255
Fort Rucker Location . . . . .	(334) 598-2443

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Library.....	Ext. 1320
Records.....	Ext. 1333
Scholarships.....	Ext. 1205
Student Activities.....	Ext. 1206
Career for Student Success.....	Ext. 1223
Student Support Services.....	Ext. 1215
Testing.....	Ext. 1223

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

Accounts Receivable.....	(334) 448-5120
Admissions.....	(334) 448-5106
Bookstore.....	(334) 448-5138
Center for Student Success.....	(334) 448-5122
Department of Business, Undergraduate and Graduate.....	(334) 448-5126
Department of Criminal Justice.....	(706) 660-2345
Department of Counseling and Psychology, Graduate.....	(334) 448-5147
Department of Education, Undergraduate and Graduate.....	(334) 448-5140
Department of Nursing.....	(334) 448-5156
Department of Psychology, Undergraduate.....	(334) 448-5183/5189
Department of Social Work, Graduate.....	(334) 448-5154
Department of Social Work, Undergraduate.....	(334) 448-5236
Director of Campus Communications.....	(334) 448-5111
Disability Services.....	(334) 448-5118
Financial Aid/VA.....	(334) 448-5121
Human Services.....	(334) 448-5163
Records.....	(334) 448-5136
Rehabilitation.....	(334) 448-5147
Scholarships.....	(334) 448-5177
Student Services.....	(334) 448-5129
Testing.....	(334) 448-5232

**TROY Online**

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

# University Calendar 2023-2024



# August 2024

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Term I 2024 Classes Begin		Troy Campus and 16-Week Courses Begin		Last Day to Submit Graduation Application Term 2 2024		
19	20	21	22	23	24	25
Last Day for Free Schedule Adjustments with 100% Refund - 16-Week Semester and Term I 2024	Census Date for Fall Semester & Term I 2024					
26	27	28	29	30	31	
Last Day for Schedule Adjustment with 50% Refund - Term I 2024	Payment Due for Fall Semester 2024					

# September 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Labor Day	3	4	5	6 Payment Due in Full for Term I 2024	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Last Day to Drop/Withdraw without Academic Penalty - Term I 2024	21	22
23 Registration Opens for Term 2 2024	24	25	26	27	28	29
30						

# October 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9 Final Payment Due for Fall Semester 2024 (Troy Campus Students on Payment Plan Only)	10	11	12	13 Last Official Day Term I 2024 Classes
14 Term 2 2024 Courses Begin	15 Grades due (Term I 2024)	16	17	18	19	20
21 Last Day for Free Schedule Course Adjustments with 100% Refund - Term 2 2024 Last Day to Drop/Withdraw without Academic Penalty - Fall Semester 2024	22 Census Date for Term 2 2024	23	24	25	26	27
28 Last Day for Schedule Adjustment with 50% Refund - Term 2 2024 - TROY Online term classes and select Service Centers only	29	30	31			

# November 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6 Registration Opens for Spring Semester and Term 3 2025	7	8 Last Day to Submit Graduation Application for Spring Semester & Term 3 2025 Payment Due in Full for Term 2 2024	9	10
11 Veteran's Day Holiday	12	13	14	15	16	17
18	19	20	21	22 Last Day to Drop/Withdraw without Academic Penalty - Term 2 2024	23	24
25 Fall Break 16-Week Semester Classes Only	26 Fall Break 16-Week Semester Classes Only	27 Thanksgiving Holidays	28 Thanksgiving Holidays	29 Thanksgiving Holidays	30	

# December 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11 Last Official Day for 16-Week & Fall Semester 2024 Classes	12	13 Commencement Troy Campus (Fall 2024)	14	15 Commencement Dothan Campus (Fall 2024)
16 Commencement Montgomery Campus (Fall 2024)	17	18	19	20 First Day of Holiday Break	21	22
23	24	25	26	27	28	29
30	31					



# January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 New Years Day	2	3 Final Day of Holiday Break	4	5
6 Offices Reopen for Business	7	8	9	10	11	12
13 Term 3 2025 and Spring Semester Courses Begin	14	15 Troy Campus and 16-Week Courses Begin	16	17 Last Day to Submit Graduation Application Term 4 2025	18	19
20 Martin Luther King, Jr. Holiday	21 Last Day for Free Schedule Course Adjustments - 16-Week Semester and Term 3 2025	22 Census Date for Spring Semester & Term 3 2025	23	24	25	26
27 Last Day for Schedule Adjustment with 50% Refund - Term 3 2025 - TROY Online term classes and select Service Centers only	28 Payment Due for Spring Semester 2025 (Full payment or 1st payment of payment plan)	29	30	31		

# February 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7 Payment Due in Full for Term 3 2025	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Last Day to Drop/Withdraw without Academic Penalty - Term 3 2025	22	23
24	25	26	27	28		

# March 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Registration Opens for Term 4 2025	4	5	6	7	8	9
10	11	12 Final Payment Due for Spring Semester 2025 (Troy Campus Students on Payment Plan Only)	13	14	15	16 Last Official Day for Term 3 2025 Classes
17 Start of Spring Break for all 16-Week Semester, Term 3 and Term 4 2025	18 Grades due (Term 3 2025)	19	20	21	22	23 End of Spring Break for all 16-Week Semester, Term 3 and Term 4 2025
24 Classes Resume after Spring Break	25	26	27	28	29	30
31 Last Day for Free Schedule Course Adjustments with 100% Refund - Term 4 2025						

# April 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Census Date for Term 4 2025	2	3	4 Last Day to Submit Graduation Application Summer Semester and Term 5 2025	5	6
7 Last Day for Schedule Adjustment with 50% Refund - Term 4 2025 - TROY Online term classes and select Service Centers only	8	9 Registration Opens for Summer Semester and Term 5 2025	10	11	12	13
14	15	16	17	18 Payment Due in Full for Term 4 2025	19	20
21	22	23	24	25	26	27
28	29	30				

# May 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 Last Day to Drop/Withdraw without Academic Penalty - Term 4 2025	3	4
5	6	7	8	9	10	11
12	13	14 Last Official Day for 16-Week & Spring Semester 2025 Semester Classes	15 Grades due (Spring Semester 2025)	16 Commencement Troy Campus (Spring 2025)	17	18
19	20	21	22 Commencement Montgomery Campus (Spring 2025)	23	24	25 Last Official Day for Term 4 2025 Classes
26 Memorial Day	27 Term 5 2025 and Summer Semester Courses Begin	28 Grades due (Term 4 2025)	29	30	31	

# June 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3 Last Day for Free Schedule Course Adjustments with 100% Refund - Summer Semester and Term 5 2025	4 Census Date for Summer and Term 5 2025	5	6 Commencement Phenix City (Spring 2025)	7	8
9	10 Last Day for Schedule Adjustment with 50% Refund - Term 5 2025 - TROY Online term classes and select Service Centers only	11 Payment Due for Summer Semester 2025 (Full Payment or 1st payment of payment plan)	12	13	14	15
16	17	18	19 Juneteenth Holiday	20 Payment Due in Full for Term 5 2025	21	22
23	24	25	26	27	28	29
30						

# July 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4 Independence Day	5	6
7 Last Day to Drop/Withdraw without Academic Penalty - Summer Semester & Term 5 2025	8	9 Final Payment Due Summer Semester 2025	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Last Official Day for Summer Semester Classes	24	25 Commencement Troy Campus (ALL LOCATIONS) Grades due (Summer Semester 2025)	26	27 Last Official Day for Term 5 2025 Classes
28	29 Grades due (Term 5 2025)	30	31			

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# Troy University Fight Song

Here's to the school we love

We are Trojans, one and all.

We will always cheer for victory

And you'll never let us fall.

**GO! GO! GO!**

Cheers to T-R-O-Y

We are with you all the way

So get out there team and

**FIGHT! FIGHT! FIGHT!**

And win today!





## The Trojan Way

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

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