

# THE UNIVERSITY OF ALABAMA

## Student Handbook

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USE OF UNIVERSITY SPACE, FACILITIES, &amp;AMPLIFICATION EQUIPMENT</b></p> <p><b>A. General Policy</b></p> <p>The space and facilities of the University are intended primarily for the support of the ongoing instructional program of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations, which are affiliated with such departments. Beyond these two priorities, use of campus space is permitted for activities that are intended to serve or benefit the entire University community. These activities must not interfere with the academic climate, and must be sponsored by registered student organizations. University buildings or grounds, with the exception of the Ferguson Center and certain other meeting and athletic facilities, may not be scheduled for use by individuals or organizations not connected with the University or sponsored by and affiliated with a University department or registered student organization. Permission to use campus space and facilities may be granted only by designated University Departments. A department, student or registered organization may not reserve space or facilities on campus and then permit it to be used by a non-registered organization or off-campus group or person. The use of buildings and grounds must at all times conform to these regulations and to local, state, and federal law.</p> <p><b>B. Reservation Requirements</b></p> <p>Reservations must be made for the use of buildings and grounds under the control of the University. Requests for reservations will be granted in accordance with the priorities of the designated area. The request must be made by written application to the appropriate office. Requests from University departments must be signed by the department chairperson and dean, and the organization's president and faculty adviser must sign requests from registered student organizations. Request from individuals must be signed by the person applying for the use of the space or facilities.</p> <p><b>C. Use of Facilities by Student Organizations</b></p> <ol style="list-style-type: none"> <li>1. Student organizations are required to be registered with the Office of the Dean of Students in order to use University facilities or grounds.</li> <li>2. A student organization which has petitioned the office of the Dean of Students for registration status may hold up to three meetings in Ferguson Center pending action on its petition by the Office of the Dean of Students.</li> </ol> <p><b>D. Procedure and Priorities for Designated Facilities</b></p> <ol style="list-style-type: none"> <li>1. Ferguson Center             <p>Use of space in Ferguson Center is requested through and approved by the Reservation Office, located on the Main Floor.</p> </li> <li>2. Academic Buildings             <ol style="list-style-type: none"> <li>a. Any registered student organization affiliated with and sponsored by, an academic department may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars, or workshops, and special programs, e.g., band functions. The space must be reserved through the Dean's office in accordance with that office's requirements. No recurring space assignments will be made during final examination periods unless by special permission from the Vice President for Academic Affairs. Academic use by departments and colleges has priority over other uses, and organization assignments may be changed or cancelled if conflicts with regular academic programs develop.</li> <li>b. Registered student organizations not affiliated with, or sponsored by, academic departments may request the use of space in academic facilities. This space will be assigned on a "limited" basis under the following conditions:                     <ol style="list-style-type: none"> <li>(1) No suitable space is available in the Ferguson Center.</li> </ol> </li> </ol> </li> </ol>
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(2) The intended use is in keeping with the educational purposes of the University.

(3) The intended use does not conflict with the use by academic programs or academic organizations.

### 3. Intercollegiate Athletic Facilities

Bryant-Denny Stadium, Coleman Coliseum, Sewell Thomas Field, Sam Bailey Track and Field, varsity tennis courts, and athletic practice fields are owned and maintained by the University for the primary use and benefit of, the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs, and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Athletic Department. Requests for use of all intercollegiate athletic facilities must be made to the Athletic Department.

### 4. Recreation Facilities

The Student Recreation Center, Aquatic Center, Golf Center, tennis courts, basketball courts, and Riverside Pool, are intended primarily for student recreational and instructional use on an organized group and individual basis. The Department of University Recreation is responsible for scheduling the use of these facilities.

### 5. Housing Facilities

Common area spaces (i.e. lobbies, lounges, TV room, cafeterias, courtyards, balconies, foyers, etc.) are reserved for use by residents in that particular building or area.

## E. Campus Grounds-Use

1. Selected grounds areas (other than those described above) are available for activities, which are sponsored and approved by University departments, registered student organizations, or individual students and employees. Academic use by departments and colleges has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop. The Ferguson Center is the primary designated location for displays or activities of student groups.

2. Use of the Quadrangle for functions is allowed when the activity is perceived to enhance the academic community. Authority for granting Quadrangle use rests in the Division of Student Affairs.

3. The Plaza, an area between the Ferguson Center and the Student Services Building, is available to students and University departments for outdoor presentations and programs. Authority for granting Plaza use also rests in the Division of Student Affairs through the Ferguson Center.

4. The Crimson Promenade, located between Wood's Quad and BB Comer, is available to student organizations and university departments. Specific guidelines for use of the Promenade can be found in the office of the Dean of Students.

5. The Office of the Dean of Students, or a designated staff member from that office, will review the registration, and if necessary, meet the individual or a representative of the organization requesting the use to resolve questions concerning the request.

6. Only grounds-use requests, which are consistent with all applicable University regulations as well as with all local, state, and federal laws, will be approved.

7. A permit granting grounds-use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provision concerning the use of the space.

8. Students or organizations using a designated area are subject to the following requirements.

a. Use of amplification equipment must be in accordance with Section H of these regulations.

b. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.

9. The failure of a student or organization to provide the Office of the Dean of Students with notice of cancellation of a proposed activity or event at least two (2) University working days prior to the scheduled activity or event may result in the denial of a future permit for that student organization. Denials of permit pursuant to these provisions may be appealed in accordance with the procedures outlined in Section F.

#### **F. Appeals of Grounds-Use Request Denials**

1. Students or organizations whose requests for the use of campus ground or non-academic facilities are denied may appeal to the Vice President for Student Affairs in accordance with the following procedures:

- a. The student or organization must file a written appeal to the Vice President for Student Affairs no later than five (5) University working days after receiving notice of the denial from the Office of the Dean of Students.
- b. The Vice President for Student Affairs shall convey the appeal decision, in writing, to the student or organization and to the Office of the Dean of Students, within a reasonable time after receiving the appeal.

2. Appeals of denials for the use of space in academic building should be filed with the Office for Academic Affairs.

- a. Appeals should be filed in writing with the Office for Academic Affairs within five (5) University working days after receipt of notice of the denial.
- b. The Vice President for Academic Affairs shall convey the appeal decision in writing to the student or organization and to the appropriate academic department.

3. At the Vice President's level, the student or organization shall have exhausted the right to appeal within the University.

#### **G. Free-Speech Area**

An outdoor area immediately adjacent to the south side of Ferguson Center has been designated as the Free-Speech Area. (A platform and podium are provided). This area may be used on a first-come, first served basis without reservations by any individual or organization. However, no amplification equipment or loud-speaker may be used and no structure(s) may be erected without prior permission from the Office of the Dean of Students in accordance with the Grounds-Use and Amplification regulations contained in the Handbook (Sections E and H of these regulations). Additionally, the free expression of views and opinions, whether by individuals or by groups, must not violate the rights of others, and disrupt the normal functions of the University, or violate any of the provisions specified in the Code of Student Conduct.

#### **H. Use of Amplification Equipment**

- a. Permission for use the use of loudspeakers or any other type of amplified musical instruments on the University grounds is by permission only.
- b. Applications for permission to use amplification equipment must be made in the Office of the Dean of Students on forms provided by the office. Each use must be registered. No recurring application shall be made.
- c. Applications must be completed within ten (10) University working days before the intended use in order to receive full consideration.

#### **3. Restrictions**

- a. The use of amplification equipment for solicitation purposes must conform to all campus grounds-use provisions specified in this part.
- b. The use of amplification equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours.
- c. Sound equipment must not disrupt normal functions of the University including the residence halls or disturb the surrounding community. Band functions and/or functions involving the amplification of music are restricted, with exception approved by the Dean of Students, to the following times:

Friday 5 p.m. - 12 midnight

Saturday 1 p.m. - 12 midnight

Sunday 1 p.m. - 5 p.m.

- d. Outdoor dances and concerts may be held in approved locations only with prior approval by the Office of the Dean of Students and in accordance with the provisions specified in Part V, Social/Alcohol Policies, of this Handbook. Bands must use their own sound equipment for such dances.

- e. The number of outdoor band requests granted on any given evening is limited to five (5).
- f. Other special events such as pep rallies, ceremonies, or recreational activities, which include the use of bands and/or amplification equipment, may be held in approved locations only with prior approval of the Office of the Dean of Students.
- g. During certain times of the year atmospheric conditions may create situations, which may cause sounds to be audible for great distances. Therefore, the placement of speakers and the volume of the amplified sound may need to be regulated either prior to or during the course of all outdoor functions, which utilize amplification equipment. The Office of the Dean of Students and the University of Alabama Department of Public Safety shall make such determinations.
- h. Failure of a sponsoring organization to comply with all requirements shall be cause for the immediate termination of the function and will subject the group to appropriate disciplinary action.

#### 4. Academic Use

The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of Academic Affairs.

### **VIII. ADVERTISEMENTS, CO-SPONSORSHIP, PRINTED MATERIAL & SOLICITATION**

#### **I. General Guidelines**

A. Solicitations, advertisements, sales, displays, or distribution of publications on The University of Alabama campus will be permissible under the circumstances and within the parameters provided for herein. All other solicitations, advertisements, sales, displays, or distribution of publications on campus are prohibited.

B. These guidelines apply to all individuals, groups, associations or businesses of whatever kind or nature wishes to post any advertisement or distribute printed materials or who wish to engage in any commercial activity on the campus of The University of Alabama.

#### **II. Advertisements, Printed Materials, and Publicity**

##### **A. General Provisions**

c. Printed materials may be posted on designated bulletin boards in accordance with these guidelines. Posting of such printed materials in any other location inside campus buildings is strictly prohibited.

d. All posters, signs, and bumper stickers should be in good taste. Any questions that arise concerning the interpretation of good taste should be directed to the Auxiliary and Support Services Office. Advertisers are responsible for the removal and proper disposal of all advertising materials within seven (7) days after the event, which has been publicized, has occurred or the time limits or conditions of the advertisement have expired.

e. City codes and state statutes prohibit notices on any curb, tree, mailbox, utility pole, or public building.

f. Printed materials may not be affixed to the outside of University buildings.

g. Placement of printed materials on motor vehicles is prohibited.

h. Printed materials may be distributed on public sidewalks. Tables or structures, which would impede pedestrian traffic on public sidewalks, are prohibited.

##### **B. Ferguson Center**

The placement of printed advertising or promotional materials in the Ferguson Center must be coordinated in advance with the Ferguson Center Events Coordinator. Such placement of printed materials is subject to specific guidelines established by the Office of the Dean of Students and the Ferguson Center.

##### **C. Free Speech Area**

The outdoor area immediately adjacent to the south entrance of the Ferguson Center on the ground floor is designated as the Free Speech Area. Any individual or organization for the expression of views and opinions and/or the distribution of printed materials and advertisements may use this area on a first-come basis without reservations. However, the

use of the Free Speech Area must not violate the rights of others or disrupt the normal functions of the University.

#### **D. Academic Buildings**

Permission for distribution or display of nonacademic printed materials or the Dean of the college or school responsible for the building(s) must approve commercial advertisements in academic buildings.

#### **E. Residential Facilities**

Permission for distribution or display of printed materials for commercial advertisements in University residence halls and apartments must be approved by the Office of Residential Life.

#### **F. All Other University Facilities**

Permission for distribution or display of printed materials or commercial advertisements in all University facilities other than The Auxiliary and Support Services must approve Ferguson Center, academic buildings, residence halls, and student apartments.

#### **G. Commercial Co-Sponsorship of Student Events and Activities**

The University permits all recognized student organizations and the Residence Hall Association to enter into co-sponsorship agreements with commercial businesses and corporations for the purpose of providing campus-based student activities and events in accordance with the policies and procedures contained within The University of Alabama Student Handbook. The administration of the policies and procedures for the commercial co-sponsorship of student organization events and activities is the responsibility of the Office of the Dean of Students.

#### **H. Campus Merchandising Policy**

The University Supply Store, as mandated by the University of Alabama Board of Trustees, has the exclusive franchise rights to conduct all mercantile activity on campus. No other mercantile activity shall therefore be permitted without permission of the Auxiliary and Support Services Office. Upon approval from the Auxiliary and Support Services Office, reservations for vending space within the Ferguson Center can be scheduled through the Ferguson Center Events Coordinator. The availability of such space will be subject to specific guidelines established by the Ferguson Center and the Office of the Dean of Students. Commercial solicitations for sales of goods and services by off-campus businesses, corporations, and individuals or through recognized University organizations are normally limited to the Ferguson Center as outlined in Item III.G. However, location exceptions may be granted for special campus wide events or activities. Requests for campus commercial solicitations outside the Ferguson Center must be approved by the Office of the Dean of Students and the Office of Auxiliary and Support Services. Commercial solicitations for sales of goods and services by off-campus businesses, corporations, individuals or through recognized University organizations that are to be conducted in University residence halls and apartments must be approved by the Office of Housing and Residential Life and the Office of Auxiliary and Support Services.

#### **I. Distribution of Printed Materials, Advertisements, and Solicitations through Student Media.**

The distribution of printed advertising materials through student publications must be coordinated through the Office of Student Media. Requests for distribution of printed materials at campus locations served by the student newspaper can be arranged by contacting the Office of Student Media. All advertisements and solicitations on printed material must meet all production requirements and established procedural guidelines of the Office of Student Media before it will be considered for distribution. A fee will be charged by the Office of Student Media for the distribution of any printed advertisement or solicitation material that is accepted. Advertisers that are interested in distributing their materials through the student newspaper should contact the Office of Student Media for information.

### **III. Use of University of Alabama**

#### **Trademarks**

The use of any University of Alabama trademarks that appear on the artwork sheet in association with the promotion, advertisement, or merchandising of any product or service is strictly prohibited without first obtaining written permission from the University's Trademark Licensing Office.

**IV. Violations of These Guidelines**

The University reserves the right to enforce these guidelines by all necessary means to ensure compliance. Persons who violate these guidelines may be criminally prosecuted under the ordinances of the City of Tuscaloosa as well as the trademark statutes of the State of Alabama and the United States . Persons, groups or associations that repeatedly violate these guidelines will be prohibited from further distribution of materials or use of University facilities. NOTE: All inquiries regarding The University of Alabama Commercialization and Solicitation Guidelines should be directed to the Auxiliary and Support Services Office, 100 Hayden Harris Hall.

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