

Graduate Student Handbook
Department of Criminology and Criminal Justice



May 2015 Edition

with 2017 Departmental Name Updates

The University of Alabama
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I. INTRODUCTION

The Graduate Student Handbook is a compendium of rules and procedures to which the student must adhere to complete the master's program in criminal justice.

The student should contact the Director of Graduate Studies in Criminal Justice for additional information about the program. Information about the graduate program can also be found on the University's graduate school web site: <http://www.graduate.ua.edu> and on the department web site: <http://www.cj.ua.edu>

II. DEPARTMENT MISSION STATEMENT

The mission of the Department of Criminology and Criminal Justice is to develop and disseminate knowledge about crime, criminal justice, deviance, and social organization through research, teaching, and service to the community. Grounded in the social sciences, and governed by the College of Arts and Sciences of The University of Alabama, the Department encourages openmindedness and the pursuit of excellence, and pursues in its programs both demographic and curricular diversity.

At the master's level, the Department's mission is the development of research skills and the expansion of conceptual and practical knowledge critical to fulfillment of leadership roles in criminal justice or in the social services. Master's degree students planning to proceed to Ph.D. programs can expect from the Department thorough training in the theories, methodologies, and empirical findings that promote understanding of deviance, crime, criminal justice, and social organization.

III. ADMISSION

1. Regular Admission and Conditional Admission

Minimum requirements for Regular Admission: Overall GPA of 3.0 (or 3.0 for the last 60 credit hours) **AND** GRE of 300 (new scale).

Minimum requirements for Conditional Admission: Overall GPA of 3.0 (or 3.0 for the last 60 credit hours) **OR** GRE of 300 (new scale).

These are minimum requirements; the Graduate Committee may use higher standards in its discretionary assessment of candidates.

A conditionally admitted graduate student must earn an average of "B" or better in his/her first 12 credit hours of graduate-level work. Failure to satisfy this condition will result in the student

being academically suspended. A student who satisfies this condition automatically gains the status of a regularly admitted graduate student. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment.

2. Non-Degree Admission

The Department ***does not*** admit non-degree students into its graduate program. Non-degree students may not enroll in graduate courses in criminal justice.

3. Expedited Admission

Undergraduate seniors who are majoring in criminal justice; enrolled at The University of Alabama; have completed at least 61 hours; have an overall GPA of 3.3 or better; are recommended by the Graduate Director in Criminal Justice; and wish to apply for admission to graduate study in criminal justice may be eligible for a simplified admission process. Contact the Graduate Director in Criminal Justice for further details.

IV. ADVISING AND REGISTRATION

The student's course of study is designed in consultation with the Graduate Director in Criminal Justice. **Prior to each semester the student should meet with the Graduate Director for advising.** It is the student's responsibility to make sure that all degree requirements are completed.

Graduate students are encouraged to register for courses during pre-registration. A student enrolled in 9 semester hours is classified as full-time.

V. ASSISTANTSHIPS AND FELLOWSHIPS

The University of Alabama offers graduate students several forms of financial aid. For further information visit <http://graduate.ua.edu/students/financial-support/> .

The Department of Criminology and Criminal Justice offers a number of graduate assistantships to well qualified students. Assistantships come with a financial stipend paid directly to the student and significant tuition and health insurance support. They will be awarded based on the discretion of the Graduate Program Committee, using the following criteria.

Committee's assessment of:

- The quality of the student's academic performance prior to admission.
- The quality of the student's academic performance after admission.
- The quality of the student's professional performance as a departmental employee (if applicable).

Awards are allocated for 10 or 20 hours per week. Students who are employed outside the Criminology and Criminal Justice department will not be eligible for 20 hour/week assistantships. Students who are working outside the department are eligible for 10 hour/week assistantships if they meet the remaining criteria. All students must take a full course load (9 hours per semester) in order to be eligible for assistantships.

To be considered for an assistantship upon entering the program, the application for admission to the Graduate School should be completed mid-February prior to the Fall semester for which assistantship is sought. A letter requesting an assistantship should also be delivered to the Graduate Director in Criminology and Criminal Justice. Exceptionally well-qualified applicants are eligible for Graduate Council Fellowships. Contact the Department early in the application process for further information.

The Division of Housing and Residential Communities offers a number of Residential Assistant and Residential Manager positions each year on either a full or part-time basis. Criminal Justice majors have held one or more of these positions each year. Applications are available from the Housing and Residential Communities web site.

The Institute for Social Science Research has a limited number of Graduate Research Assistant positions. Skills in statistical analysis or in data management are assets. Their office is located at 306 Paul Bryant Drive East, Tuscaloosa, AL 35401.

The Financial Aid Office has a limited number of federal graduate work positions (equivalent to undergraduate work study). To apply you must have completed The Free Application for Federal Student Aid and have been found to need financial support.

In some cases, graduate students may be able to teach undergraduate Criminal Justice courses. Criminal Justice students are eligible to teach these courses if they have completed 18 semester hours of graduate course work. The student must be directly supervised by a CJ faculty member.

VI. DEGREE REQUIREMENTS (Effective Fall 2008)

The graduate program in Criminal Justice includes non-thesis and thesis options. Under both options, the student has considerable latitude to design a program to fit particular needs. All entering students are encouraged to specify one of the two options during the second semester of

academic work. Both options have core courses, including criminological theory, research in the criminal justice process, and application of statistics in criminal justice.

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M.S. in Criminal Justice, non-thesis option.

CJ 581: Application of Statistics in Criminal Justice	3 hours
CJ 584: Seminar in Criminological Theory	3 hours
CJ 586: Research in the Criminal Justice Process	3 hours
Elective Courses	24 hours
Comprehensive Examination	0 hours
Total Hours	33 hours

Non-thesis students must pass a written comprehensive examination based on the content of the degree program (ordinarily done after the completion of 18 hours of coursework).

M.S. in Criminal Justice, thesis option.

CJ 581: Application of Statistics in Criminal Justice	3 hours
CJ 584: Seminar in Criminological Theory	3 hours
CJ 586: Research in the Criminal Justice Process	3 hours
Elective Courses	15 hours
CJ 599: Thesis Research in Criminal Justice	6 hours
Thesis Defense (Oral Examination)	0 hours
Total Hours	30 hours

CJ 599 (thesis hours) should be taken after a total of 18 hours coursework has been completed, including all core requirements. Thesis students must also pass an oral examination during the thesis defense.

1. Core Requirements

All graduate students complete three required core courses: CJ 581 Application of Statistics in Criminal Justice, CJ 584 Seminar in Criminological Theory, and CJ 586 Research Methods in Criminal Justice. All incoming graduate students must take the required courses (i.e., CJ 581, CJ 584, and CJ 586) during their first year of residence. If they do not, they will need to work this out with the Graduate Director.

2. Independent Study

The student may enroll in CJ 592 Independent Study in Criminal Justice with a graduate faculty member's permission. **No more than 3 credit hours** of CJ 592 may be applied toward the degree. Independent study is an opportunity for advanced study **not related to the thesis topic.** Students should discuss independent study requirements with a faculty member with whom they want to study.

3. External Graduate Courses at The University of Alabama

A maximum of 6 semester hours of credit for external graduate courses at The University of Alabama (non-criminal justice courses) may be applied toward the degree. The student must obtain permission from the Graduate Director prior to enrolling in non-criminal justice graduate courses. Past graduate students have taken external graduate courses in a wide range of departments at UA, including anthropology, history, political science, psychology, and social work.

4. 400-Level Course Work

All coursework for the Master of Science in Criminal Justice must be earned at the graduate level, thus, 400 level coursework cannot be applied to the degree.

5. Transfer of Credit

Six semester hours of full graduate-level credit earned in an accredited institution where a student was enrolled in the graduate school may be submitted for review for the master's degree. Evaluation of credit will not be made until the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the Graduate Director in Criminal Justice and the Dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" average on all graduate work attempted.

A student initiates the request for evaluation of graduate credit obtained at another institution at the office of the Graduate School. It is also the student's responsibility to ensure that an official transcript of the credit concerned is received by the office of the Graduate School.

6. Internships

No internship credit hours may be applied toward the master's degree. Please see the Graduate Director if further clarification is needed.

7. Course Planning for Degree Completion in 3 or 4 Semesters

Below are some examples of course plans that past students have used to complete their degrees.

It should be noted that 9 credit hours is considered full-time for graduate students.

Planning to complete M.S. in Criminal Justice in 4 semesters

(Reminder: graduate assistantships are never guaranteed for future semesters. Part-time students in their fourth semester of coursework may be less likely to receive an assistantship offer).

Non-thesis option:

- First semester: 9 credit hours (core courses in Criminological Theory and Research Methods, plus 1 elective)
- Second semester: 9 credit hours (core course in Statistics, plus 2 electives)
- Third semester: 9 credits (3 electives)
- Fourth semester: 6 credits (2 electives) and Comprehensive Exam

Thesis option:

- First semester: 9 credit hours (core courses in Criminological Theory and Research Methods, plus 1 elective)
- Second semester: 9 credit hours (core course in Statistics, plus 2 electives) and Thesis Prospectus
- Third semester: 11 credits (2 electives, plus 5 hours thesis credit)
- Fourth semester: 1 credit (1 hour thesis credit) and Thesis Defense

Planning to complete M.S. in Criminal Justice in 3 semesters

Non-thesis option:

- First semester: 9 credit hours (core courses in Criminological Theory and Research Methods, plus 1 elective)
- Second semester: 12 credit hours (core course in Statistics, plus 3 electives)
- Third semester: 12 credits (4 electives) and Comprehensive Exam

Thesis option:

(Note: it is very unusual for students to complete the thesis option in 3 semesters, and requires significant student work during the summer, holidays, and other university breaks).

- First semester: 12 credit hours (core courses in Criminological Theory and Research Methods, plus 2 electives)
- Second semester: 9 credit hours (core course in Statistics, plus 2 electives) and Thesis Prospectus
- Third semester: 9 credits (1 elective, plus 6 hours thesis credit) and Thesis Defense

VII. THESIS REQUIREMENTS

1. Thesis Committee: Each student who wishes to complete a thesis will form a master's thesis committee. This committee will be established by the thesis chairperson and the student. The Graduate Director or Department Chair must sign an Appointment of Master's Thesis Committee form **prior to enrollment for thesis hours.**

**Appointment of Master's Thesis Committee Form:

(http://services.graduate.ua.edu/academics/forms/committee_thesis.pdf).

The form will be signed on the understanding that the student has convened a thesis committee consisting of a Chairperson plus two committee members (one member will be from the department and one member will be from outside the department), presented a short prospectus that is acceptable to the committee, and has completed 18 hours of approved graduate coursework.

2. Thesis Submission: After the thesis has been completed, the student must submit an electronic copy of it to the graduate school.

**Committee Acceptance Form for Electronic Thesis or Dissertation:

(http://graduate.ua.edu/files/2014/06/Committee_Acceptance_Form_for_ETD.pdf)

An Electronic Thesis or Dissertation (ETD) is simply the digital (electronic) representation of your thesis or dissertation, and must meet the formatting requirements described in "A Student

Guide to Preparing Electronic Theses and Dissertations”
(<http://services.graduate.ua.edu/etd/manual/>).

3. Beginning Work on a Thesis

Registration for six hours of CJ 599 Thesis generally follows completion of all coursework. A student may register for 1 to 6 thesis hours in an academic semester only after 18 hours of coursework have been completed. The academic policy of the university requires that when a student serves as a Graduate Assistant, he or she must enroll as a full-time student (9 hours). A student taking approved classes for their program plan may register for as many additional thesis hours as needed to maintain full time status. Discuss your plans for registration with the Director of Graduate Studies in Criminology and Criminal Justice and the faculty member directing your thesis.

Students are encouraged to select a thesis topic in their first semester. It is acceptable to identify a chair by the end of the first semester of study. The chair will work with the student to develop a committee and a plan for accomplishment of the project. The astute student will develop a tentative draft of his or her prospectus as the final paper in the methods course. He or she will also develop a theoretical basis for the project during a theory class. When possible, other papers will be designed to focus on specific aspects of the proposed project. The organization of the thesis follows the most current edition of the APA Manual by the American Psychological Association.

Students are encouraged to begin thinking about their topic early and discuss their ideas with faculty. The significant steps in writing a thesis include the oral defense of a student’s prospectus which should occur in the semester before the degree is to be completed, data collection and writing the paper, and the oral defense of the student’s product.

All thesis students must notify the Graduate Director of their thesis topic and committee membership prior to taking their hours. Thesis hours should not commence until 18 hours of coursework have been completed. A passing grade for thesis coursework indicates that sufficient written work has been completed toward one thesis.

4. The Thesis

A thesis is based on the collection and analysis of appropriate data to investigate an empirical question, describe a phenomenon of scholarly interest, test a hypothesis or theory, or examine a generalization or theoretical proposition. Methods should be appropriate to the nature of the scholarly inquiry, whether those methods are experimental, naturalistic, phenomenological, laboratory-based, field-based, or some other approach including a combination of methods.

Students select one Criminology and Criminal Justice faculty member as the Chair of the Thesis Committee. The student and Thesis Committee Chair discuss identification of two

additional committee members, one from criminal justice and one from either another department on the UA campus or from an off-campus accredited university. The outside member must be recommended for a courtesy adjunct faculty status appointment by the department to the Dean of the College of Arts and Sciences to the Dean of the Graduate School. A copy of the person's academic resume should be requested by the department chair and submitted to the Dean of the College of Arts and Sciences.

Each semester the Graduate School publishes a schedule of deadlines for students who are writing a thesis. Students must consult the schedule and submit their thesis in accordance with the schedule. A completed copy of the thesis must be electronically submitted to the Department at least eight weeks before the date the candidate expects to receive the degree.

Theses must comply with the regulations set out in the Graduate School's "A Student Guide to Preparing Theses and Dissertations," on their website at www.graduate.ua.edu. This guide is located under the Student/Faculty Resources section and then in the Theses and Dissertation part of that section.

While these deadlines are firm, the graduate school will continue to accept theses for review up to the end of the term. While you will not formally graduate until the following semester, a letter of completion will be issued by the Graduate School on completion of all degree requirements so that you can demonstrate degree completion to potential employers.

5. Thesis Outline

The production of an outstanding thesis is the highest level of demonstrated excellence for a master's candidate. In most cases, the thesis is empirical; however, a thesis may be theoretical. While the truly outstanding thesis will make a contribution to the literature or to practice, a well-executed empirical project that does not substantiate the hypotheses advanced will still be considered to have demonstrated competence. The following is a suggested outline that can be modified by the candidate's committee to reflect the needs of the specific line of inquiry.

Outline for the Thesis Prospectus

See the Graduate School "A Student Guide to Preparing Theses and Dissertations" for front pages and format. (<http://services.graduate.ua.edu/etd/manual/>)

Prospectus

- I Introduction—General statement of the problem and its importance
- II Literature Review
 - General overview
 - Background of the problem

Recent research related to the problem

Theoretical perspectives

III Discussion of Specific Research questions

IV Methodology

Variables

Hypotheses

Instrument

Setting

Population

Sample

Plan for collection of data

Plan for analysis of data

For the final thesis, expand part II and add

V Findings

VI Discussion

VII Summary and recommendations

VIII. NON-THESIS REQUIREMENTS

1. Comprehensive Examination

The Department of Criminology and Criminal Justice requires students taking the non-thesis option to pass a written comprehensive exam. The exam cannot be taken until after the completion of 18 hours of graduate coursework, and is typically taken during the semester in which the student expects to complete the requirements for the Master's degree. The exam will be given twice a year: in the Spring and Fall semesters.

For those students who plan to graduate in August, comprehensive examinations should be taken in the Spring semester prior to August graduation.

2. Comprehensive Examination Procedures

The Department of Criminology and Criminal Justice requires students taking the non-thesis option to pass a written comprehensive exam. The exam cannot be taken until after the completion of 18 hours of graduate coursework, and is typically taken during the semester in which the student expects to complete the requirements for the Master's degree. The exam will be given twice a year: in the Spring and Fall semesters. For those students who plan to graduate in August, comprehensive examinations should be taken in the Spring semester prior to August graduation.

1. The date, time and place of the exam will be set and announced by the Graduate Director, but will take place in a campus computer lab with internet access disabled, unless otherwise announced.

2. In advance of the exam, students will be provided with a study guide, a suggested reading list, and the evaluation criteria for how exam answers will be graded.

3. At minimum, the study guide will contain 16 potential exam questions: 2 questions per course for criminological theory, research methods, statistics, and five electives recently offered by the department. The exam itself will contain at least 8 questions from the study guide: 1 question per course for criminological theory, research methods, statistics, and five electives recently offered by the department. Students need to have already completed the corresponding course for each question they answer.

4. In general, answers to comprehensive exam questions will be graded based on the following PRIMARY criteria:

- a) Quality of response (how well do you answer the question?)
- b) Clarity of response (is your answer coherent and intelligible?)
- c) Application of existing scholarship and readings (do you cite the relevant literature?)
- d) Demonstration of classroom learning (do you demonstrate in-depth knowledge of the topic area?)

Some SECONDARY criteria relate to the student's ability to:

- a) Think creatively and apply the theories and concepts you learned in appropriate or novel ways
- b) Apply statistical tools to evaluate social problems, policies and/or programs
- c) Use critical thinking skills for analysis

Students will be encouraged to pay attention to spelling, grammar, sentence structure, and organization as they write. The Graduate Director may also provide guidelines for the minimum required length of students' answers to exam questions.

- 5. On the day of the exam, students will not be allowed to bring notes, study guides, or books into the room. Students may bring blank paper and pen or pencil to the examination in order to draft answers, if desired, but they will type their answers to exam questions. Students may not use their cell phones or any other electronic devices to obtain any information about exam questions during the testing period.
- 6. Each student's exam will be assigned a code name or number by that student, ensuring anonymity for grading purposes.
- 7. Each exam question will be graded by at least 2 members of the graduate faculty.

Whenever possible, one of these graders will be the same faculty member who taught the course that corresponds with that question. He or she will be designated the PRIMARY GRADER. The other grader(s) may be any graduate faculty member(s). They will be selected by the Graduate Director and designated the SECONDARY GRADER and/or TERTIARY GRADER, respectively.

Each answer will be graded on a "Pass"/"Fail" basis.

- If the PRIMARY GRADER scores the answer as “Pass,” the student will pass that question regardless of the score from the SECONDARY GRADER.
- If the PRIMARY GRADER scores the answer as “Fail” and the SECONDARY GRADER scores the answer as “Fail,” the student will fail that question.
- If the PRIMARY GRADER scores the answer as “Fail” and the SECONDARY GRADER scores the answer as “Pass,” a third graduate faculty member (TERTIARY GRADER) will be asked to score the answer and break the tie.

8. Students will receive the results of the score provide by each grader, along with any supplementary feedback the graders would like to provide (be it laudatory or critical).

9. Students must pass all questions to successfully pass the comprehensive exam.

10. If a student fails any question, the PRIMARY GRADER provides written feedback to the student about what was wrong with the submitted answer, and then the student gets a chance to re-take the same exam question during the same semester, with a time limit of 100 minutes per question. Students who fail for a second time will have to re-take the entire comprehensive exam in a subsequent semester. Students who fail for a third time will be dropped from the program altogether.

IX. ACADEMIC PROGRESS

1. Academic Suspension

Any conditionally admitted graduate student who fails to maintain a GPA of "B" or better in his/her first 12 credit hours of graduate-level work will automatically be subject to Academic Suspension (dismissal) from the program and the Graduate School. However, a student who satisfies the condition automatically gains the status of a regularly admitted graduate student. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment.

Any student who receives two graduate course grades of “C” or lower will automatically be subject to Academic Suspension (dismissal) from the program and the Graduate School.

Students who are academically suspended may not attend class or enroll in any form of distance learning courses.

2. Reinstatement

A person seeking reinstatement to the same degree program after being academically suspended from the Graduate School can initiate consideration for reinstatement by communicating with the academic department or program from which the person was dismissed. The graduate faculty of the academic unit will consider the request for reinstatement and, if the faculty request reinstatement, they will identify in a written request to the dean of the Graduate School the compelling reasons for reinstatement and the conditions required of the student if reinstatement is granted by the dean of the Graduate School.

3. Incompletes

A grade of “I” (Incomplete) is evaluated as an “F,” and must be removed within two weeks during the next term of enrollment if the student’s overall grade point average drops below a “B” as a result of the incomplete grade. Also, a student who fails to remove an incomplete grade by the end of the following semester in which it was received will not be allowed to register for additional courses toward the degree.

4. Withdrawal from a Course

A student who desires to withdraw from a course may do so, with the approval of the Director of Graduate Studies in Criminal Justice, during the period allowed for dropping a class. It is the student’s responsibility to consult the semester’s schedule for the specific date by which one may drop a course. Contact the Director of Graduate Studies in Criminal Justice for additional information about withdrawing from a course.

X. GRADUATION REQUIREMENTS

1. Grade Point Average

The student must have a cumulative average of not less than “B” in graduate courses undertaken at The University of Alabama. At least 75% of the hours taken must have been completed with grades of not less than “B.” Grades below “C” are counted in computing scholastic averages, but do not carry credit toward the degree.

2. Credit Tenure

All credit toward the master’s degree must have been earned during the six years immediately preceding the date on which the degree is awarded.

3. Application for Degree

The student must file an Application for Degree with the Graduate School (through <http://mybama.ua.edu>) no later than the registration period for the semester or the first term of the Summer session in which requirements for the degree are to be completed.

4. Fulfillment of Degree Requirements

All coursework and degree plans expire at the end of **SIX YEARS**. A student must complete all degree requirements within six years from the date that he/she enrolls in graduate coursework. If degree requirements are not completed within six years, he/she may reapply to the Graduate School but all coursework taken may not be applied toward the degree (only the coursework that the Graduate School allows). **If a student fails to register for 3 consecutive years, the student must reapply for admission (only the coursework that the Graduate School allows can be applied toward the degree).**

XI. ACADEMIC INTEGRITY POLICY

The Department of Criminal Justice expects all students in the program to be honorable and to observe standards of conduct appropriate to a community of scholars.

Academic misconduct includes all acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following:

(Please initial each item to confirm that you have read and understand it.)

- _____. 1. **Cheating**: using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- _____. 2. **Plagiarism**: representing the words, data, works, ideas, or anything not

generated in a specifically authorized fashion, as one's own. This includes:

Submitting someone else's work (in whole, part, or paraphrase) as one's own without fully and properly crediting the author. As a rule of thumb, if you use more than 4 consecutive words from another sentence, you should cite that sentence's author, even if you change some of the sentence's words. If you do not change the words, quotation marks must be used.

Submitting as one's own original work material that has been produced through unannounced collaboration with others.

Submitting as one's original work materials obtained from an individual or agency.

Buying or downloading an essay, paper, presentation, etc., or cutting and pasting portions of someone else's work, and submitting it as your own.

- _____ 3. **Self-Plagiarism/Double-counting**: using parts of material you submitted for one assignment in another assignment or assignments, without explicit permission from all instructors responsible for grading the assignments.
- _____ 4. **Fabrication**: presenting as genuine any invented or falsified information.
- _____ 5. **Misrepresentation**: falsifying, altering, or misstating the contents of any materials related to academic matters, including excuses for class absences.

Turnitin.com service: The University of Alabama is committed to helping students uphold the ethical standards of academic integrity in all areas of study. Students agree that their enrollment in this program allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials, exams, papers, and projects are subject to submission to

Turnitin.com for the purpose of detecting textual similarities. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Turnitin.com will be used as a source document to help students avoid plagiarism in written documents. If you have any questions or comments about Turnitin.com, please contact either Dr. Marilyn Staffo (3483993, mstaffo@frc.ua.edu) or Dr. Julia Hartman (348-1328, jhartman@as.ua.edu).

For more information about The University of Alabama's Academic Integrity Policy and Code of Student Conduct, you can consult the Student Handbook:

<http://www.studenthandbook.ua.edu/academicintegritypolicies.html>

Student Pledge:

By signing this pledge, I promise and affirm that I will not at any time be involved with cheating, plagiarism, self-plagiarism/double-counting, fabrication, or misrepresentation while enrolled as a

student at The University of Alabama. **I understand that violations of this academic integrity policy may result in penalties as severe as permanent suspension from the University.**

Printed Name: _____ Date: _____

Signature: _____

APPENDIX A

Relevant University Rules and Regulations

Students with Disabilities

To request disability accommodations, please contact Disabilities Services (348-4285). After initial arrangements are made with Disabilities Services, please contact the course instructor.

Equal Opportunity Statement

The University of Alabama provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, age, disability, or veteran status.

February 8, 2007

MEMORANDUM

To: University Community From: Robert E. Witt Re: Reaffirmation of Equal Opportunity Policy and Nondiscrimination Notice

The University annually reaffirms its commitment to equal opportunity, acknowledging publicly its obligation to operate in a constitutional and non-discriminatory fashion, both as an Equal Opportunity Employer and as an Equal Opportunity Educational Institution. This serves as a reminder to all within our community that faculty, staff, and students must conduct themselves in a manner free of unlawful discrimination of any kind in the educational processes and in interactions within the workplace.

As an academic community, our educational mission is enhanced by the robust exchange of ideas that occurs within a diverse and inclusive learning environment, with a diverse student body, faculty and senior level administrative staff. We are dedicated to the pursuit of personal and academic excellence, to advancing the ideals of individual worth and human dignity, and to maintaining a nurturing and respectful learning environment. Individuals who live, work, teach, and study within this community are expected to contribute positively to the environment and to refrain from behaviors which threaten the freedom or respect that every member of our community deserves.

NONDISCRIMINATION NOTICE

The University of Alabama complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Adjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not

discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in admission or access to, or treatment of employment in, its programs and services. Inquiries and concerns may be directed to Ms. Gwendolyn Hood, University Compliance Officer, 171 Rose Administration Building, Box 870300, Tuscaloosa, AL 35487-0300, (205) 348-5855 (Voice/TDD).

February 8, 2007
MEMORANDUM

To: University Community From: Robert E. Witt Re: The University of Alabama Statement on Diversity

The mission of The University of Alabama is to advance the intellectual and social condition of the people of the State through quality programs of teaching, research, and service. That educational mission is enhanced by the robust exchange of ideas that occurs within a diverse and inclusive learning environment. Students who learn from each other and from faculty members and administrators (including those at the highest levels of leadership) in an environment with a variety of backgrounds are better able to understand, appreciate, and contribute to our twenty-first century global society. Consequently, the University endorses a student, faculty, and administrative community enriched by women and men of diverse national origins, races, ethnicities, cultures, socioeconomic and geographic backgrounds, ages, physical abilities, and religious and political beliefs. The University is committed to offering diverse cultural programs, intercultural education, and other educational initiatives (such as the University's Crossroads Community Center) that enhance awareness and appreciation of cultural and individual diversity, promote community, and prepare students for the global society in which they will live and work.

As an institution of higher learning, The University of Alabama attaches great value to freedom of speech and open debate, but it also attaches great importance to the principles of civility and respect which govern an academic community. Harassment or other illegal discrimination against individuals or groups not only is a violation of University Policy and subject to disciplinary action, but also is inconsistent with the values and ideals of the University.

It is the goal of The University of Alabama to cultivate a hospitable campus environment in which all members of the University can work together and learn from each other in a climate of mutual respect. I pledge my personal commitment to this goal, and I hope that all in the campus community will pledge their commitment as well.

SEXUAL HARASSMENT POLICY

Statement of Policy

Sexual harassment violates federal civil rights laws and University nondiscrimination policy. The University of Alabama is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community (including faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy.

A. Sexual Harassment Defined

This policy prohibits “quid pro quo” and “hostile environment” sexual harassment as defined below.

1. Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or 2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that employee or student. As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or teacher and student or it may be indirect when the harasser has the power to influence others who have authority over the victim.

2. Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute “hostile environment sexual harassment” when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work or academic environment, or 2) unreasonably interfering with another’s work or academic performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above and 1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or 2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.