UNA EARLY COLLEGE

Faculty Handbook

2024-2025

The University of North Alabama is proud to offer our Early College (EC) dual enrollment program. The mission of the Early College program at UNA is to increase access to higher education in the high schools we serve while retaining UNA's high academic standards. Early College provides high school students with the opportunity to complete college coursework in a familiar environment. Research indicates that Early College students are generally more successful in the transition to college, with higher GPAs, retention rates, and graduation rates.[1]

UNA Early College courses are university courses taught at high school campuses, not high school courses for which college credit is offered. The course design, pacing and teaching should reflect the on-campus course experience to the greatest degree possible.

Embedded within UNA's Early College Program is a faculty Professional Development (PD) component built to support and promote the Early College program. Professional development, both personally and professionally, is a priority. We hope that the EC program, both our PD program as well as collaborations with departmental colleagues on campus, is beneficial to our faculty and their teaching. This development can impact students enrolled in Early College as well as other students EC faculty teach every day.

We understand that not every student in UNA's EC Program will attend UNA following graduation from high school. However, for those that do, we know that the Early College program will prepare them for success at UNA. We further believe that for EC students who do not choose to attend UNA, our EC program prepares them for success in whatever endeavor they select.

Thank you for your participation in this program, and for all you do every day for your students. Without you, Early College would not be possible.

[1] See Southern Regional Education Board. (2020). Dual Enrollment Research: A Comprehensive Review.

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First Steps

Congratulations! We are delighted to count you among our outstanding Early College faculty. But, what next? The following steps will guide you through the process of preparing your college course.

1. Obtain your UNA login credentials. Those credentials can be found in the email you received from UNA's Human Resource Office when you were hired, and they allow you to access email, library materials, and Canvas (UNA's learning management system).
2. Explore the UNA homepage. On the homepage, you will find links to various resources you will use as an Early College instructor, including the Library, Portal (the system through which final grades are entered), the Registrar, Canvas, and much more.
3. Visit Canvas. Here you will log in and find the link to your Professional Development Canvas course. Additionally, you will build your EC class within Canvas.
4. Visit your department's website. If you have not received correspondence from your department chair and/or administrative assistant, reach out to them and introduce yourself.
5. Visit the Instructional Technology Services website. ITS provides technical support, and they are broadly concerned with technology access. If your email does not work, or your login credentials fail, reach out to the ITS help desk through their website. Also, note that you and your students are entitled to free Microsoft Office products. This can also be found on the ITS website.
6. Visit the Educational Technology Services website. ETS is concerned with the instructional side of tech support. ETS can assist you with Canvas-related questions or problems, instructional design, and other aspects of the use of technology in teaching.
7. Visit the Simple Syllabus webpage from the ETS website. Simple Syllabus is a syllabus management tool that integrates with Canvas and allows you to build your syllabus. All UNA faculty – including EC faculty – are required to use Simple Syllabus to post their syllabus in Canvas.

What is the difference between Early College and Dual Enrollment?

Early College allows high-achieving high school students the opportunity to complete college coursework before high school graduation. Instruction may occur on UNA's campus, online, or in the high school setting. Early College courses are considered dual enrollment courses when the student receives college credit and high school credit for successful completion of the course. Dual Enrollment courses adhere to the same academic standards and rigor as a traditional college course and should be designed and taught with that in mind.

Accreditation

UNA is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). UNA policies and procedures are evaluated by SACSCOC and must be standard across instruction levels and modalities. This means that Early College faculty and courses must adhere to the same policies and procedures as all other UNA faculty and courses. This includes, but is not limited to, the use of university email, use of Canvas and Simple Syllabus, and collection of general education assessment data.

Compensation and Verification

UNA compensates EC faculty $2,400 for their participation in the EC Faculty Development program embedded in Canvas. Additionally, EC faculty who teach an EC course during their planning period receive $2,400 for a 3-credit hour course. 1-credit hour courses (e.g. UNA 105) offer faculty compensation at a rate of $800. A maximum of $4,800 may be earned per semester regardless of how many courses are taught or the number of course credit hours.

As a public institution funded by the state of Alabama, UNA cannot pay teachers for courses taught as part of their regular teaching load, even if the course(s) taught are Early College course(s), because teachers are already compensated by the state as part of their regular salaries. The practice of being paid twice for the same course is sometimes referred to as 'double-dipping,' and institutions are required to put measures in place in order to prohibit this practice. In an effort to comply with state guidelines, UNA will verify if EC faculty are teaching an EC course during their planning period or as part of their regular workload. Some institutions compensate teachers for courses taught outside of the regular workday (e.g., online, before school). UNA has never engaged in this practice due to the additional oversight that would be necessary to ensure those course(s) are indeed taught outside of the regular workday.

Beginning in Spring 2023, all EC faculty will complete an information form as part of their professional development course in Canvas. After completing the online form, it will be sent to the teacher's principal (or designee) to confirm whether EC faculty are offering the EC course as part of the regular teaching load or during their planning period.

Faculty Professional Development

All Early College faculty are required to participate in the online Faculty Professional Development program. UNA compensates EC faculty $2,400 for their participation. This course is designed to provide EC faculty with strategies and resources to be successful EC faculty members. It is offered through Canvas and will enhance course offerings while also providing a platform for communication between and among faculty and EC liaisons. Early College faculty who fail to engage in and complete the professional development course will not be allowed to continue in the program in the future.

Early College Liaisons

Early College Liaisons support our EC faculty to ensure their courses meet all the requirements of a college-level course. You should view your EC liaisons as a resource to ensure an outstanding EC experience for you and your students.

Our liaisons are experienced EC faculty members themselves who oversee our EC Professional Development program. They will be in contact with you throughout the semester, checking in to see how things are going, and reminding you of ongoing deadlines (e.g., course withdrawal dates, grade reporting deadlines, etc.).

It is imperative that you remain current in the Professional Development Canvas course and routinely check your UNA email and Canvas email accounts. Doing so will ensure that you are compliant with EC procedures and that UNA is compliant with our accreditation requirements.

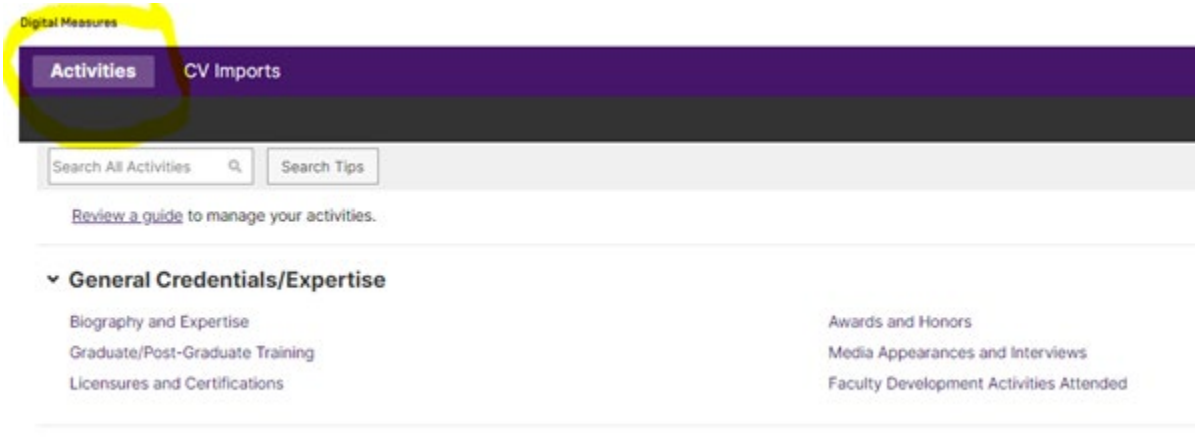
Your EC liaisons are a valuable resource that are always willing to help. Whether you have questions about campus resources, Canvas, required paperwork or even pedagogical approaches, please do not hesitate to reach out to them.

Faculty Success and CV Upload

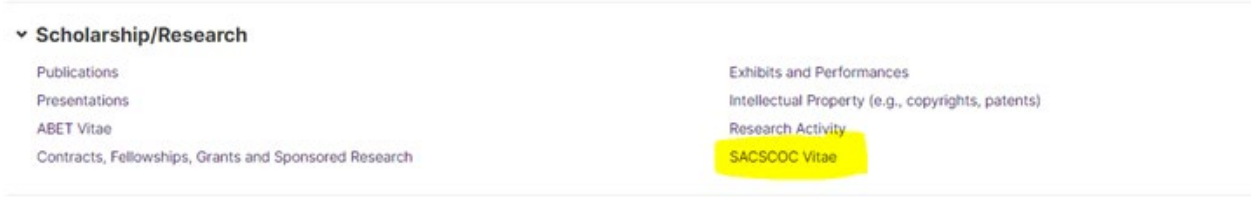
UNA is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). To maintain compliance with Standard 6 within the SACSCOC Principles of Accreditation, UNA must provide a current vita for each faculty member, including EC faculty members. Please be sure to upload a current CV (resume) by following the steps below.

1. Log into Faculty Success (formerly Digital Measures) using your UNA credentials.

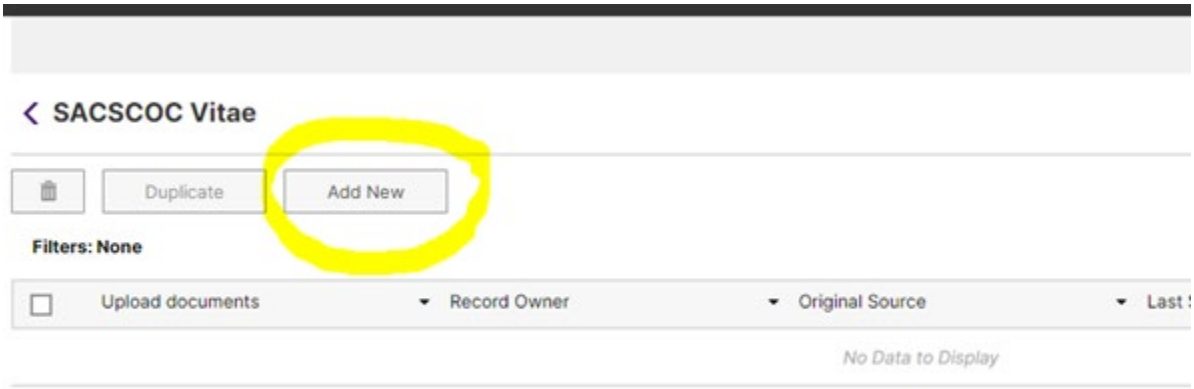
2. Click on "Activities" in the upper left-hand corner.



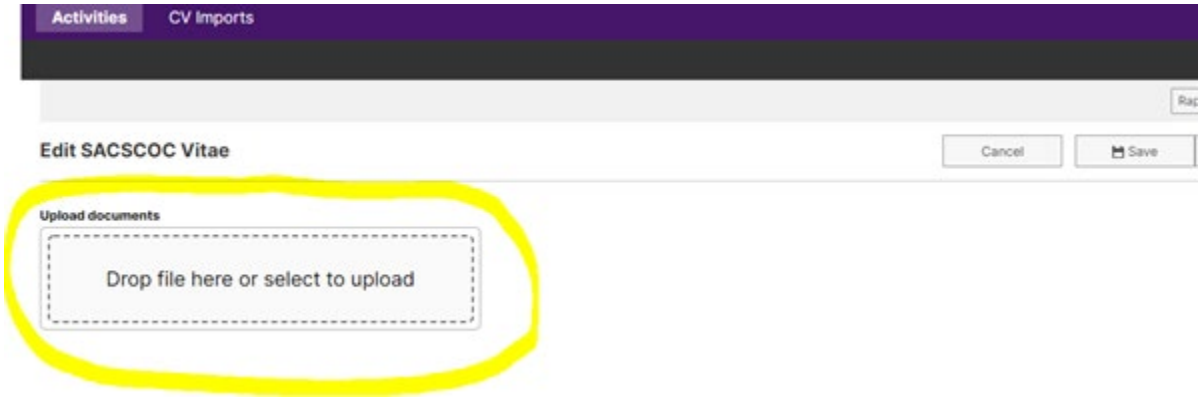
3. Located under the Scholarship/Research section, click on "SACSCOC Vitae."



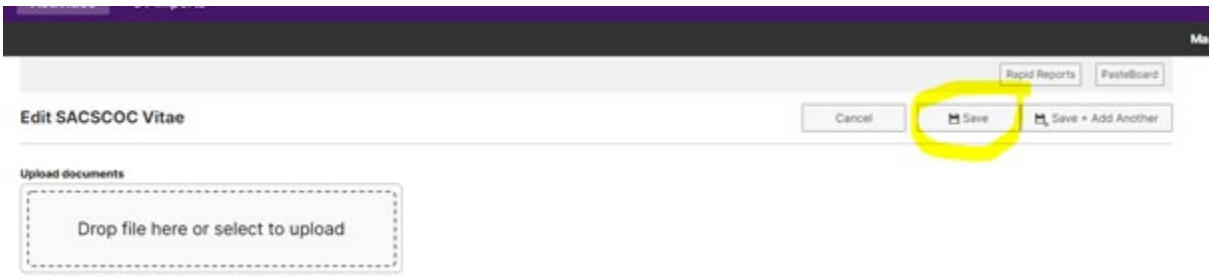
4. Click "Add New."



5. Upload your most recent CV into the box provided.



6. Click "Save" in the upper right-hand corner.



Following this process will allow UNA's SACSCOC Leadership Team to ensure that each faculty member's CV is accurately presented and linked within our faculty credentials roster.

Required Training

All UNA employees, including EC faculty, are required to complete periodic online training (e.g., diversity training and IT security training). Information regarding the required training will be circulated via UNA email.

Teaching an Early College Class

Part of the appeal to Early College faculty and students alike is the challenge that these courses present. As a college course, the rigor of the class should be significantly higher than students' high school classes and therefore, students should be expected to spend more time on the material than in less advanced classes. A general rule of thumb is that students should engage in roughly three hours per week of work (e.g., reading, working on assignments) outside of the classroom for each credit hour being taught.

In order to set expectations for this college course, it is important that the class syllabus be well-developed. The course syllabus should include all due dates for assignments (e.g., projects, exams), grading criteria, absence policies, late submission policies, and any additional requirements. Once the syllabus is provided to students on the first day of class, policies should not be adjusted barring extraordinary circumstances. Of note, students are bound by UNA's Code of Student Conduct, which forbids plagiarism and cheating.

Early College faculty are encouraged to reach out to their EC colleagues, EC liaisons, and their UNA department chair early in the course development process for assistance or to discuss strategies on how best to structure their course. Chairs can provide sample syllabi and any discipline-specific requirements (e.g., is there a required textbook or is the instructor at liberty to select the text? Do I need to use a specific grading scale [66% for lecture; 33% for the lab assignments], etc.).

Class Size Minimums

In order to receive compensation, each Early College course must have a minimum of 10 students. Courses with enrollment of under 10 students may only be considered in rare circumstances and on a case-by-case basis. For consideration of a course below minimum enrollment, contact earlycollege@una.edu by email. Be sure to specify the course to be offered, the number of students enrolled, and the faculty member's name and high school.

Course Materials/Textbooks

Some courses have mandated course materials/textbooks that all instructors must use. Faculty should confirm whether this is the case with their UNA department chair via email. If there is no mandated textbook, faculty are encouraged to consider cost when selecting course materials in order to ensure the broadest student access possible. EC Faculty may also consult with their school district's textbook department to explore options.

UNA's Open Educational Resources Program can help EC faculty find low-cost or free course materials. For more information, visit UNA's Open Education Resources website or email oer@una.edu.

Course Syllabus

EC faculty will create their own course syllabus utilizing Simple Syllabus within Canvas. Your Professional Development course will provide assistance on how to complete this requirement. Additionally, department chairs will be happy to provide EC faculty with sample syllabi, discuss grading policies, and share any required assessments. Please note that certain components of Simple Syllabus may be toggled on or off. Special attention should be given to the "Withdrawal" section as the Early College Withdrawal Policy differs from the auto-populated text. Please see below for information regarding Course Withdrawals and Early College.

Canvas

Canvas is UNA's learning management system. All course related materials, including the syllabus and grades must be posted to Canvas. More information on Canvas and its capabilities may be found on the ETS Canvas website.

Calendars

High school start dates often occur prior to the beginning of the semester at UNA. EC faculty are welcome to begin their UNA EC class on their school system's class start date. Of note, classes that begin prior to UNA's start date will be invisible to students in Canvas unless the instructor adjusts the course start dates (from the settings page). Please note that UNA semester end dates cannot be changed. For instructions on how to change this setting, visit the Canvas Instructor Guide.

Important semester dates may be found on the Registrar's Academic Calendars webpage.

Course Withdrawals

Students enrolled in EC courses can withdraw from a course (avoiding a failing grade of "F" on their UNA transcript). Withdrawals appear on the transcript with a grade of "W" and do not impact a student's GPA.

To submit a withdrawal request, first notify your school counselor that a student wishes to withdraw from the course. Note: prior to withdrawing, it will be important to determine whether withdrawing from the class will impact the student's progress towards **high school graduation**. Your school counselor will then notify the UNA Early College team via email to earlycollege@una.edu. School counselors should include the following information in the email: student's name, instructor's name, course, and request to withdraw.

The deadline to submit withdrawal requests may be found on the Registrar's Academic Calendars webpage. Withdrawal requests will not be processed that are submitted after the deadline has passed.

Deadlines

In order to facilitate an efficient process of hiring instructors, developing courses, and registering students, it is necessary for UNA to follow a set of specific deadlines. For information on specific deadlines, please visit the Early College website.

Final Grade Submission

EC faculty are required to submit final grades through Portal. Faculty will be required to submit final grades by the deadline established by their respective college (some departments may set earlier deadlines) in order to allow the Registrar's Office to process grades. Although high schools may finish later than UNA, Early College courses must be completed by the last day of finals at UNA.

Additionally, EC faculty will receive, via email from the Registrar, a form requesting EC students' letter grade and numerical average. This should be returned to the Registrar by the deadline indicated.

Grade deadlines may be found on the Registrar's Academic Calendars webpage.

Mane Card

The Mane Card is UNA's official ID card. All EC students and faculty are eligible for a Mane Card, and it is available to be added to your mobile device. You do not need to come to campus to obtain your Mane Card. The Mane Card allows EC faculty and students to check out books from

UNA's Collier Library, attend on-campus events at low or no cost, and provides access to student programs. There is no cost associated with obtaining a Mane Card. For more information, visit the Mane Card website.

Modality of Instruction

General Education courses identified as Early College sections are only offered face-to-face. Early College students wishing to enroll in online courses are welcome to do so through UNA's regular course offerings.

Individuals wishing to offer online instruction as part of UNA's regular course offerings are welcome to apply to their respective department's adjunct pool.

Roster Checks

Early College faculty are responsible for reporting any errors in their rosters in a timely fashion at the beginning of the term. Faculty should ensure that that their class roster matches the Portal roster. Failure to do so will jeopardize future employment as an Early College faculty member.

Teaching Interns

The University of North Alabama is proud to work with our partner high schools in the preparation of teaching interns. In those cases, our Early College faculty supervise all instruction and ensure that the high standards of our Early College program are maintained.

Placement

At UNA, we use ACT or SAT scores to place students in the appropriate English and math classes. Students who do not have scores, or whose scores do not meet the requirement for their preferred class may take a placement test. More information on placement may be found on UNA's Academic Testing Services webpage.

Students are strongly encouraged to have official ACT and SAT test scores sent to UNA. This will facilitate both placement and future scholarship applications.

UNA's test codes are:

- ACT code: 0014
- SAT code: 1735

More information on reporting test scores to UNA may be found on the Office of Admissions webpage.

If you are interested in offering placement tests at your school, please reach out via email to earlycollege@una.edu. Be sure to include your name and school.

Faculty and Student Evaluations

Faculty Evaluation

I. Purpose

The Early College faculty evaluation process should assure that students receive instruction from knowledgeable, enthusiastic, effective, and student-oriented faculty. The specific purposes of adjunct faculty evaluation are as follows:

- To recognize and acknowledge good performance;
- To identify satisfactory performance and assist faculty who are performing satisfactorily further their growth;
- To identify weak performance and areas in need of remediation; and
- To document unsatisfactory performance.

The Early College faculty evaluation process should be used when determining if an Early College faculty member will be issued a contract to teach in future semesters.

II. Evaluation Procedures and Methods

All Early College faculty shall be evaluated their first semester of employment. Thereafter, Early College faculty shall be evaluated at least once every two (2) semesters. After the successful completion of a third year of employment, Early College faculty will be evaluated once every four (4) semesters.

Early College faculty will be evaluated using the following methods:

1. Student Course Evaluations: course evaluations will be administered each semester using the standard student evaluation form.

2. The departmental Early College liaison will be placed in the Early College faculty member's Canvas course as an "observer."

3. Departmental Early College Liaison Review: The departmental Early College liaison will conduct a formal teaching evaluation. Departments can choose to use the College Adjunct

Teaching Evaluation form or develop an evaluation form that is department and curriculum specific.

a. Classroom observation: Early College instructors teaching for the first time within the College of Arts, Sciences, and Engineering will be required to have the departmental Early College liaison observe their teaching in an assigned course during the first semester of hire. Additional observations will follow the timeline described previously.

i. The observation period should be a minimum of 50 minutes.

ii. The departmental Early College liaison will consult with the Early College faculty member regarding details surrounding the observation.

4. Upon completion of the College Adjunct Teaching Evaluation form (or departmental equivalent) and review of current and/or previous student course evaluations, the department chair will meet with the Early College faculty member (virtually or in-person) to provide feedback.

5. The department chair and Early College faculty member will sign the teaching evaluation form (or equivalent) and send it to the CASE Dean's Office, which will serve as the repository for faculty evaluations.

It is important to note that this evaluation as part of your UNA faculty record is distinct from any evaluation process that may exist at your high school.

Student Evaluations

All students will have the opportunity to complete an evaluation of their course though Canvas. Faculty should encourage students to participate in order to receive a representative sample of responses. Students and faculty will receive an announcement via their UNA email once the evaluation form is available. Evaluations are typically conducted around the last week of the semester and are available for 3–5 days. More information on course evaluations can be found on the Online Course Evaluation webpage.

Points of Contact

Topic	Resource
Admissions	admissions@una.edu
Benefits, Payroll	earlycollege@una.edu
Campus Visit Logistics	earlycollege@una.edu
Canvas problems (Canvas is not working properly)	Click the help button within Canvas
Class content, required course materials	Your department chair's email
Class Roster	earlycollege@una.edu
Course Withdrawals	earlycollege@una.edu
Low Cost or Free Textbooks	oer@una.edu
Professional Development program	EC Liaisons via Canvas messaging or email: Paul Crawford pcrawford@una.edu Jason Hubbard jhhubbard@una.edu
Posting grades	EC Liaisons via Canvas messaging or email: Paul Crawford pcrawford@una.edu Jason Hubbard jhhubbard@una.edu
Qualifications to teach EC course	earlycollege@una.edu

Frequently Asked Questions

Am I required to complete Early College Professional Development?

Yes, participation in the Early College Professional Development program is required. Each semester new and returning EC faculty will be required to complete relevant modules contained within the PD course. Attendance (with your students) at a UNA Early College Visit Day in the spring is also required. Faculty are compensated ($2,400) for participation in the UNA EC Faculty Professional Development program.

My school calendar is different from UNA's; what do I do?

Often high school start dates are prior to UNA's start date. However, EC faculty may begin their UNA EC class on the school system's class start date. Classes that begin prior to UNA's start date

will be invisible to students in Canvas unless the instructor adjusts the course start dates (from the settings page). Please note that UNA semester end dates cannot be changed.

Important semester dates may be found on the Registrar's Academic Calendars webpage.

How do students register for class at UNA?

Registration is handled through the UNA Office of Admissions. The student will submit an application for admission to UNA as the first step via the online admissions process found on the Early College Admissions webpage. After submitting this application, the student may complete the Early College Course Selection form within their MyUNA account. Please note when students apply for admission they should use an email address other than their (high) school email address. A student will be notified by email once they have been admitted and registered.

What textbook do I use, and where do I get it?

This is a question for the chair of the department in which you teach. Some departments have a prescribed text or set of materials; others do not. In many cases you will be allowed to select your own course materials. UNA does not provide textbooks to your students, so please seek counsel from your district leadership regarding your textbook choice.

Faculty are encouraged to consider cost when selecting course materials in order to ensure the broadest student access possible.

Where do I get my course syllabus?

It is your responsibility to create a syllabus for your course on Canvas using Simple Syllabus. Your department chair or administrative assistant can provide you with a sample syllabus for the course you are teaching. Our Professional Development program will help guide you through this process.

I have a struggling student in my Early College Class. How can I help them?

UNA has tutoring services available to all students including Early College students, 24 hours a day, 7 days a week. They can access Tutor.com by clicking on the left-side menu within their Canvas course. For more information, visit the UNA Success Center website. As a UNA student, Early College students also have access to all of our other student support resources, including Student Counseling Services, Disability Support Services, and our Pantry (assists with meeting basic needs). If you believe that the student is past the point of successfully completing the EC course, you are encouraged to speak with that student about withdrawing; doing so will avoid a failing grade being placed on the student's transcript. If you believe that the student is past the point of successfully completing the EC course, you are encouraged to speak with that student about withdrawing; doing so will avoid a failing grade being placed on the student's transcript.

I have a student in my Early College Class who needs to withdraw.

Students enrolled in EC courses can withdraw from a course (avoiding a failing grade of "F" on their UNA transcript). Withdrawals appear on the transcript with a grade of "W," but this does not impact the student's GPA.

To submit a withdrawal request, first notify your school counselor that a student wishes to withdraw. Note: prior to withdrawing, it will be important to determine whether withdrawing from the class will impact the student's progress towards **high school graduation**. Your school counselor will then notify the UNA Early College team via email to earlycollege@una.edu. School counselors should include the following information in the email: student's name, instructor's name, course, and request to withdraw.

The deadline to submit withdrawal requests may be found on the Registrar's Academic Calendars webpage. Withdrawal requests will not be processed that are submitted after the deadline has passed.

If a student under 18 is enrolled in a dual enrollment course, do parents have the right to inspect and review his or her education records?

The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a federal law governing the privacy of educational records. The law, also known as the Buckley Amendment, applies to all educational agencies or institutions that receive funds under any program administered by the US Department of Education. At the University of North Alabama, FERPA rights apply to all students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

If a student is attending UNA–at any age– the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and UNA, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by UNA to the high school. Additionally, UNA may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

In cases in which FERPA rights are retained by the student, students may complete a release form authorizing University faculty/officials to speak with any designated individual regarding student educational records. Students may complete a FERPA release by logging into their UNA portal account.

- Select **ACADEMICS** (left side of the screen all the way at the bottom) and students will see **FERPA**, **Records Release**. Click on Records Release and follow the prompt to add

parents, parent, or guardian. Once submitted, their request will be sent to the Office of the Registrar for processing.

More information on FERPA can be found on the Registrar's FERPA webpage. Questions about FERPA and student disclosure should be directed to registrar@una.edu.

Is attending the Early College Summer Professional Development Workshop a requirement?

The Early College Summer Professional Development Workshop is a special event designed to assist our EC faculty in understanding their professional obligations and providing their students with an outstanding learning experience. Attendance is required for Early College faculty. If you have any questions, please contact earlycollege@una.edu.

What is the process to be hired as an Early College Instructor?

Teachers who wish to become Early College faculty offering classes that apply toward a baccalaureate degree must have a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (i.e., minimum of 18 graduate semester hours in the teaching discipline).

Teachers who wish to become Early College faculty offering classes that apply toward an associate degree that are not intended for transfer to a baccalaureate degree must have a bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

Teachers who wish to be considered as Early College faculty members should follow the steps outlined on the Early College Professional Development webpage.

What is my faculty status at UNA?

As a member of the Early College faculty you are considered part of the UNA family. You are a faculty member in your department and you are eligible for all the benefits extended to adjunct faculty members including:

- Tuition and fees remission for yourself (if all requirements are met)
- Discounts to UNA athletics events and other UNA events
- Retirement benefits if you are already a member of the Retirement Systems of Alabama

Scholarship Opportunities

Early College Scholarship Opportunity

Students who participate in UNA Early College may receive additional scholarship funding following high school graduation applied toward their UNA Scholarship package. Visit the Early College Admissions webpage for more information, including funding amounts, eligibility, and deadlines.

UNA LEAD Initiative

UNA is proud to partner with several Alabama school systems. The LEAD initiative allows school system employees to obtain an advanced degree, certification, and/or micro-credential from UNA in an online format at a reduced cost. More information on the LEAD Initiative, current school system partners, and instructions may be found on the UNA LEAD Initiative Information webpage. This does not replace tuition and fee remission you are entitled to as an EC faculty member but is in addition to it.

UNA LEAD Scholarship for Students

UNA offers the LEAD Scholarship to a graduating senior from each of our LEAD educational partner districts. This scholarship awards $10,000 per year for four years ($40,000 maximum). More information on the LEAD Scholarship may be found on the LEAD Scholarship webpage.

Campus and Faculty Resources

- UNA Homepage. On the homepage, you will find links to the Library, Portal (the system through which final grades are entered), the Registrar, Canvas, and a wide variety of resources and activities.

- Academic Programs and Departmental Website Links. Here you will learn more about UNA's academic offerings.

- Canvas Help Website. For all questions Canvas related, visit the Canvas Help website.

- Collier Library. UNA's Collier Library provides both electronic and physical access to a variety of materials, including course reserves, electronic journals, and streaming video. Please visit their website and consider scheduling a meeting with your library liaison to learn more about Collier Library's services.

- Educational Technology Services website. ETS is concerned with the instructional side of tech support. ETS can assist you with Canvas related questions or problems, instructional design, and other aspects of the use of technology in teaching.

- Free Microsoft Office webpage. UNA provides free Microsoft Office products for EC students and faculty.

- Instructional Technology Services website. ITS provides technical support, and they are broadly concerned with access. If your email does not work, or your log in credentials fail, reach out to the ITS help desk through their website.

- Mitchell-West Center for Social Inclusion. The mission of the Mitchell-West Center is to facilitate the exchange of knowledge and encourage interdisciplinary collaborations, with the hope of creating transformative, sustainable, and equitable partnerships.

- Simple Syllabus webpage. Simple Syllabus is a syllabus management tool that integrates with Canvas and allows you to build your syllabus. It is required for all faculty at UNA, including EC faculty.

- UNA Calendar of Events. Here you will find a wide variety of UNA events, both on and off-campus.

- University Success Center. The University Success Center provides a host of services to benefit students, including tutoring, both in-person and online, as well as advising services.

Disability Support Services

UNA's Office of Disability Support Services provides support and appropriate accommodations for students with learning, physical, and psychological disabilities. These services include initial determination and application of classroom accommodations, alternative testing program, academic guidance and study skills sessions, assistive technology, and alternate formats. For more information, visit the Disability Support Services website.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Complete guidelines and requirements for documentation can be found on the Disablity Documentation webpage. For more information and to request accommodations, the student should contact the DSS office at 256-765-4214, email to dss@una.edu, or visit Disability Support Services.

Title IX

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Both the Equal Employment Opportunity Commission and the State of Alabama regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above.

Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, below are some resources to contact.

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Student Counseling Services 256-765-5215
- University Health Services 256-765-4328
- Women's Center 256-765-4380
- North Alabama Crisis Hotline 256-767-1100 (hotline)
- Safe Place (domestic violence) 256-767-6210 (hotline)/256-767-3076 (office)

Formal Reporting

If a reporting party would like the University to investigate an incident, the reporting party may speak with:

- UNA Police 256-765-4357
- Title IX Coordinator 256-765-4223