

SGN 4-9-2024

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# COURSE PROPOSAL FORM



### SECTION 1 - To be completed by the institution submitting course for approval

Name of institution University of North Alabama  
 Course prefix & number PH 123 Course title Exploring the Cosmos I  
 Semester credit hours 4 Does course have a laboratory?  Yes  No Lab contact hours 1

In what general academic area is this course being offered at your institution? (Select one of the following)  
 Written Composition  Humanities & Fine Arts  Math & Science  Social Science  Other Area \_\_\_\_\_

Check all that apply: Course description (including prerequisites) as it appears in official catalog.

Initial submission  
 Re-submission  
 Course title/number change  
 Course content change

Introduces astronomy emphasizing quantitative aspects of physical phenomena in the universe. Topics include motions of celestial bodies, development of astronomy, gravity and motion, light and telescopes, properties of gases and radiation, earth and moon, eclipses, and survey of the solar system. Laboratory included.

NOTE: YOU MUST ALSO ATTACH OR PROVIDE A HARD COPY OF A "REPRESENTATIVE COURSE SYLLABUS TO THIS FORM.

Contact information of person submitting this proposal (name position, mailing address, telephone number and email address required)

Julie Taylor, ~~1 Harrison Plaza~~, Florence, AL 35632, 2567654680, jayates@una.edu  
*UNA Post 5011*  
*Asst VP of Enrollment Mgmt*

Signature of person submitting this proposal: *Julie Taylor* Date 4/2/2024

### SECTION 2 - To be completed by the AGSC/STARS Office and/or Area Academic Committee Chair

Reviewed and voted on by the following committee:  AREA I&II  AREA III  AREA IV  
 Committee recommendation:  Recommended for approval  Not Recommended for approval  
 Voting Results: 22 # of YES votes 1 # of NO votes 5 # not voting/abstaining

Selected area of approval:  Area III - Math & Science

If NOT recommended, please give explanation:

Signature of Committee Chair (or Executive Director): *Kevin Carr Chair* Date 4-23-20

### SECTION 3 - To be completed by the AGSC Chair or Executive Director

AGSC APPROVAL:

Approved  Not Approved  Tabled -- If tabled provide reasoning: \_\_\_\_\_

AGSC APPROVAL STAMP

AGSC Chair: \_\_\_\_\_ Date \_\_\_\_\_

For more information visit... [www.alabamatransfers.com](http://www.alabamatransfers.com)

AFTER SECTION 1 (ABOVE) IS COMPLETE, MAIL FORM AND COURSE SYLLABUS TO:

**ALABAMA TRANSFERS**  
 1101 SOUTH BRUNDIDGE ST.  
 ELC BUILDING - SUITE 107F  
 TROY, AL 36081

THE ALABAMA TRANSFERS OFFICE STAFF WILL SEND OUT THE PROPOSAL TO THE APPROPRIATE COMMITTEE AND, IF RECOMMENDED FOR APPROVAL, WILL THEN BRING THE COURSE BEFORE THE AGSC FOR A FINAL VOTE.

RESULTS OF AREA III COMMITTEE VOTE ON THE FOLLOWING COURSES:

**PH 123 – EXPLORING THE COSMOS I (University of North Alabama)**

**YES – 22**

**NO – 1**

ABSTAIN / DID NOT VOTE -- 5



**PH 124 – EXPLORING THE COSMOS II I (University of North Alabama)**

**YES – 22**

**NO – 1**

ABSTAIN / DID NOT VOTE -- 5

**REASONING FOR VOTING NO**

If you voted "no" or you "abstained", please provide reasoning for you vote.

It will not transfer to other Alabama institutions. This is a 2-semester survey of astronomy for non-scientists. We currently have a one-semester survey that deals with the same topics. At USA this is PH101, similar one-semester courses exist at other Alabama universities and in the community colleges.

To our knowledge, there are no two-semester surveys.

There is certainly nothing wrong with taking two semesters to cover these topics, and dividing the course into "solar system" and "stars and galaxies" is a very reasonable division. However, neither of the semesters separately would map onto a one-semester course.

That is UNA's PH123 should not transfer as USA's PH101, and UNA's PH124 similarly should not transfer as USA's PH101, since the topics covered in the separate UNA courses don't match the topics covered in USA's course. A student will have to take these two courses at UNA to transfer as one course at USA (or other institutions in Alabama).

Going the other way, it would presumably be acceptable for USA's PH101 to transfer to UNA as \*either\* PH123 or PH124, but not both (due to mismatch of hours).

Name \*

Madhuri Mulekar

Institution \*

University of South Alabama

## Syllabus. PH123 Exploring the Cosmos I. Proposed Course

**Professor:** Dr. Mel Blake

**Office Hours:** TBD

**Office:** Planetarium

**Phone: Office:** (256) 765-4284

**Cell:** (256) 443-1656

**email:** [rdblake@una.edu](mailto:rdblake@una.edu)

**NOTE:** Please use your regular UNA portal email account, not Canvas to email me.

**Description:** Introduces astronomy emphasizing quantitative aspects of physical phenomena in the universe. Topics include motions of celestial bodies, development of astronomy, gravity and motion, light and telescopes, properties of gases and radiation, earth and moon, eclipses, and survey of the solar system. Laboratory included.

**Textbook:** "Astronomy", OpenStax on-line textbook. <https://openstax.org/details/astronomy>

**Course Delivery:** The course will use a combination of in-class discussions and quizzes, combined with labs that will help provide practical experiences related to the course material. Students will be given a reading assignment approximately each week with an on-line reading quiz that is intended to begin the process of understanding the material. Students will bring a pen or pencil to class, test and labs.

### Course Objectives

Students should:

1. understand the scientific method as applied to astronomy.
2. be familiar with the night sky, constellations, seasonal stars and lunar phases.
3. be able to describe the reason for the seasons.
4. be able to describe the basic properties of the planets, the Moon, comets and asteroids.
5. be able to describe light and radiation and how telescopes and astronomical equipment used to study the universe.
6. be able to describe how planets around other stars are discovered, their properties

### Learning Outcomes

Upon completion of General Education courses in the Natural Sciences, students will be able to:

1. Recognize the logic of scientific methodology for advancing theories within a discipline.
2. Demonstrate comprehension of the essential ideas and unifying concepts associated with a discipline.

3. Address a scientific question, collect and analyze appropriate data, and interpret the results.
4. Understand the dynamic nature of science and its relation to everyday life.

**Classroom Decorum:** Cell phones are banned from the classroom. Students seen with a cell phone, even if it is turned off or sitting on top of their backpack will be asked to leave until the next class meeting. Students whose phone rings during a test will be given a zero for that test. Students may use laptops or tablets for writing notes, but if they are found to be using social media sites during class they will be asked to leave until the next class meeting and have a 5% deduction from their course grade for each instance. Students are encouraged to rest properly before class. Students sleeping during class will be asked to leave until the next class meeting.

#### Course Outline (Approximate)

Date	Event
Week 1	First class, syllabus
Week 2	Constellations, night sky, pre-course test, Lab 1
Week 3	The Seasons Lab 2
Week 4	Lunar phenomena, phases, eclipses, Lab 3
Week 5	Ancient astronomy. Lab 4
Week 6	Gravity, light, radiation Lab 5
Week 7	Telescopes and radiation, Lab 6
Week 8	The terrestrial planets.
Week 9	The Jovian planets Lab 7
Week 10	Moons of the solar system Lab 8
Week 11	Comets and asteroids Lab 9
Week 12	Formation of planets
Week 13	Extraterrestrial life. Lab 10

#### Proposed Labs (Tentative)

Lab	Title
Lab 1	The Celestial Sphere
Lab 2	The Reason for the Seasons
Lab 3	Phenomena of the Moon.
Lab 4	The Analemma and the Motion of the Earth
Lab 5	Newton's Laws and Rockets
Lab 6	Fun With Optics
Lab 7	Looking through the Clouds of Venus
Lab 8	The Rings of Saturn
Lab 9	Age of Surfaces Using Crater Counts
Lab 10	The Drake Equation and Life in the Milky Way

**Course Grading:**

The list of activities with the contribution to the final grade is given below.

Unit Tests/Final Exam.....	50%
Laboratory.....	20%
Reading Quizzes.....	10%
In class Activities.....	10%
Homework Assignments.....	5%
Project.....	5%
<b>Total: 100%</b>	

The course will be scored out of 100 percent, will then be converted to a letter grade for the course according to the following table:

85.5 – 100.0%.....	A
75.5 – 85.4%.....	B
65.5 – 74.4%.....	C
50.0 – 65.4%.....	D
< 50% .....	F

Neither grades on individual components of the course nor final grades will be scaled.

Unit tests:

45 points of a student’s course grade comes from exams. Three unit tests will be given approximately every four weeks during the semester, plus a comprehensive final exam; each test will have equal weight.

**Key features of exams:**

Students will be required to answer two of four short answer questions for the test worth 5 points each. Proper spelling, grammar and punctuation will be expected, and the responses will be in paragraph form.

Students will complete a multiple choice section with 30 multiple choice questions worth one point each.

Students will have one hour to complete the test.

Final Exam: This exam will be comprehensive, covering the entire course material with slight emphasis on any untested material. The format will be the same as the unit tests, but worth four short answer questions and 60 multiple choice. The final exam will be done during the exam period.

Laboratory

20 points of a student’s grade comes from completing laboratory exercises. Each lab provides one-tenth of the total laboratory contribution, with ten labs in all. An optional lab at the end of the term serves as

the make-up lab for any labs missed or can be used to replace the lowest lab score. Labs will be hands-on applications of the concepts discussed in class with measurements, graphical analysis and calculations. Each lab is worth 2 points.

**NOTE: Students must pass the lab component of the course in order to pass the course.**

### Reading Quizzes

Preparation for class will be essential for success in the course, as it will allow students to participate in student-centered discussions. As such, reading assignments will be given to students and an in-class quiz that tests if the material has been read and initial synthesis of concepts has begun. Quizzes will have 10 multiple choice and one short answer question.

### In Class Work

To the extent possible, class time will be interactive and students will need to be prepared to discuss course material and participate in activities. Classroom activities will include think-pair-share questions, lecture tutorials, in-class demonstrations and lectures, and free-ranging discussions based upon student's interests. We will do activities such as posing a question and letting students discuss the answer and then using this as the basis for a class discussion. The handouts for these activities will be turned in.

### Homework Assignments

Homework assignment will include completing worksheets supporting class material, and using on line resources such as NASA websites and interactive on-line software to answer questions.

### Projects

Students will do one of the following projects worth 5 percent each. Students losing the handout for a project will lose 1 point of the project's value.

1. **Constellation Essay.** For this project students will select a constellation in consultation with the instructor and write a seven-page double-spaced report about the assigned constellation. The paper will consist of a cover page, the essay itself and a bibliography. Students may choose to include an appendix at the end with any photos or diagrams that do not count towards the page total. The paper may cover anything about the constellation, including mythology, interesting stars and objects in the constellation. Proper grammar, spelling and punctuation will be used in the paper.
2. **Planetary/Lunar imaging.** For this project, students will use the UNA Observatory to obtain an image of either a planet or the lunar surface. Students may also choose to use their own photographic equipment. Students will then write a 4-page double spaced essay about that object. The paper will consist of a cover page, the four-page essay itself, a bibliography and the project handout. Students will include their photos in a bibliography at the end that does not count towards the page total.
3. **Light Pollution Study.** Light pollution is an increasingly critical problem for astronomy. Satellites are causing complications with data reductions and civilian lighting is affecting views of the night sky.

Students doing this project will use our Sky Quality meters to study the quality of the night sky in our area by forming a team that will measure the darkness of the sky at several locations and compare the data to one another and with so-called dark sky preserves. The students will submit their observations to the Globe at Night citizens science project, (<https://globeatnight.org/>), along with a three-page essay about light pollution and a comparison of their data to others.

**4. Self Designed Project.** For this project, the student may design an astronomy related project of their own to do. This must be approved by the instructor and be submitted for approval by the fourth week of class.

#### Class Attendance and Completing Course Material:

Students are expected to attend class meetings, to arrive on time and to have read and worked on assigned material beforehand in order to participate fully in class discussions. Attendance will be taken in class are required, but no deductions will be made from grades. Some handouts photocopied from other sources will be distributed from time to time, and it is the student's responsibility to obtain them if they are not in class. Missing the class on the day a project is due will not be considered a reason for not handing in homework on time. Your printer not working or your car breaking down will not be an acceptable reason for an extension. On test days the door will be closed ten minutes after the start of the exam, to prevent students from being disturbed by late arrivals. **10% will be deducted from those arriving late for a test.**

#### Standards of Work

All work turned in for grading must be written clearly and with correct usage of English, with proper spelling, grammar and punctuation.

-Students should re-phrase the question when giving a written response.

The following standard deductions will be made.

-0.25 points if a sentence does not begin with a capital letter, for each incident.

-0.25 points if a sentence is not punctuated, for each incident.

-0.25 points for using fragments b/c, @, "etc." and truncated words, for each incident.

**Late Policy:** Late homework will not be accepted except for medical reasons, which must be documented. Students not able to attend on test days for required attendance at other university sponsored events should arrange an alternate time for the test in advance, not after a student returns. In the case of absences from tests, normally the student will be expected to take the test early, before the regularly scheduled test date at the convenience of the instructor. All excused medical absences must be supported with documentation i.e. a doctor's note, note from the infirmary. Students should contact the instructor on the first day they are well, no necessarily on class days, and documentation should show they were ill on the days between the date missed and when they contact the instructor.

Saying you had a headache or were not feeling well with no supporting evidence that you sought treatment will not be excused. Family vacations or shifts at work are not considered valid reasons for absences. No accommodation will be made without supporting proof.

**Academic Honesty:** Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

**Disability Accommodations:**

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. Students needing assistance should contact Disability Support Services (256-765-4214).

**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. 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](http://www.una.edu/titleix). If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

***An Optional Title IX Statement is available for faculty to use if they wish to have a more extensive version for their syllabus.***

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](http://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
Rape Response	256-767-1100 (hotline)/256-765-0025 (office)
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

## **Syllabus. PH123H Exploring the Cosmos I. The Night Sky and Planets Proposed Honors Course**

**Professor:** Dr. Mel Blake

**Office Hours:** TBD

**Office:** Planetarium

**Phone: Office:** (256) 765-4284

**Cell:** (256) 443-1656

**email:** [rdblake@una.edu](mailto:rdblake@una.edu)

**NOTE:** Please use your regular UNA portal email account, not Canvas to email me.

**Description:** Introduces astronomy emphasizing quantitative aspects of physical phenomena in the universe. Topics Include motions of celestial bodies, development of astronomy, gravity and motion, light and telescopes, properties of gases and radiation, earth and moon, eclipses, and survey of the solar system. Laboratory included.

**Textbook:** "Astronomy", OpenStax on-line textbook. <https://openstax.org/details/astronomy>

**Course Delivery:** The course will use a combination of in-class discussions and quizzes, combined with labs that will help provide practical experiences related to the course material. Students will be given a reading assignment approximately each week with an on-line reading quiz that is intended to begin the process of understanding the material. Students will bring a pen or pencil to class, test and labs.

Students should:

1. understand the scientific method as applied to astronomy.
2. be familiar with the night sky, constellations, seasonal stars and lunar phases.
3. be able to describe the reason for the seasons.
4. be able to describe the basic properties of the planets, the Moon, comets and asteroids.
5. be able to describe light and radiation and how telescopes and astronomical equipment used to study the universe.
6. be able to describe how planets around other stars are discovered, their properties

### **Learning Outcomes**

Upon completion of General Education courses in the Natural Sciences, students will be able to:

1. Recognize the logic of scientific methodology for advancing theories within a discipline.
2. Demonstrate comprehension of the essential ideas and unifying concepts associated with a discipline.

3. Address a scientific question, collect and analyze appropriate data, and interpret the results.
4. Understand the dynamic nature of science and its relation to everyday life.

**Classroom Decorum:** Cell phones are banned from the classroom. Students seen with a cell phone, even if it is turned off or sitting on top of their backpack will be asked to leave until the next class meeting. Students whose phone rings during a test will be given a zero for that test. Students may use laptops or tablets for writing notes, but if they are found to be using social media sites during class they will be asked to leave until the next class meeting and have a 5% deduction from their course grade for each instance. Students are encouraged to rest properly before class. Students sleeping during class will be asked to leave until the next class meeting.

**Course Outline (Approximate)**

Date	Event
Week 1	First class, syllabus
Week 2	Constellations, night sky, pre-course test, Lab 1
Week 3	The Seasons Lab 2.
Week 4	Lunar phenomena, phases, eclipses, Lab 3
Week 5	Ancient astronomy. Lab 4
Week 6	Gravity, light, radiation Lab 5
Week 7	Telescopes and radiation, Lab 6
Week 8	The Terrestrial planets.
Week 9	The Jovian planets Lab 7
Week 10	Moons of the solar system Lab 8
Week 11	Comets and asteroids Lab 9
Week 12	Formation of planets lab 11
Week 13	Extraterrestrial life. Lab 10

**Proposed Labs (Tentative)**

Lab	Title
Lab 1	The Celestial Sphere
Lab 2	The Reason for the Seasons
Lab 3	Phenomena of the Moon.
Lab 4	The Analemma and the Motion of the Earth
Lab 5	Newton's Laws and Rockets
Lab 6	Fun With Optics
Lab 7	Looking through the Clouds of Venus
Lab 8	The Rings of Saturn
Lab 9	Age of Surfaces Using Crater Counts
Lab 10	The Drake Equation and Life in the Milky Way

**Course Grading:**

The list of activities with the contribution to the final grade is given below.

Unit Tests/Final Exam.....	45%
Laboratory.....	20%
Reading Quizzes.....	10%
In class Activities.....	10%
Homework Activities.....	5%
Project.....	10%
	<b>Total: 100%</b>

The course will be scored out of 100 percent, will then be converted to a letter grade for the course according to the following table:

85.5 – 100.0%.....	A
75.5 – 85.4%.....	B
65.5 – 74.4%.....	C
50.0 – 65.4%.....	D
< 50% .....	F

Neither grades on individual components of the course nor final grades will be scaled.

Unit tests:

45 points of a student’s course grade comes from exams. Three unit tests will be given approximately every four weeks during the semester, plus a comprehensive final exam; each test will have equal weight.

**Key features of exams:**

Students will be required to answer two of four short answer questions for the test worth 5 points each. Proper spelling, grammar and punctuation will be expected, and the responses will be in paragraph form.

Students will complete a multiple choice section with 30 multiple choice questions worth one point each.

Students will have one hour to complete the test.

Final Exam: This exam will be comprehensive, covering the entire course material with slight emphasis on any untested material. The format will be the same as the unit tests, but worth four short answer questions and 60 multiple choice. The final exam will be done during the exam period.

Laboratory

20 points of a student’s grade comes from completing laboratory exercises. Each lab provides one-tenth of the total laboratory contribution, with ten labs in all. An optional lab at the end of the term serves as

the make-up lab for any labs missed or can be used to replace the lowest lab score. Labs will be hands-on applications of the concepts discussed in class with measurements, graphical analysis and calculations. Each lab is worth 2 points.

NOTE: **Students must pass the lab component of the course in order to pass the course.**

### Reading Quizzes

Preparation for class will be essential for success in the course, as it will allow students to participate in student-centered discussions. As such, reading assignments will be given to students and an in-class quiz that tests if the material has been read and initial synthesis of concepts has begun. Quizzes will have 10 multiple choice and one short answer question.

### In Class Work

To the extent possible, class time will be interactive and students will need to be prepared to discuss course material and participate in activities. Classroom activities will include think-pair-share questions, lecture tutorials, in-class demonstrations and lectures, and free-ranging discussions based upon student's interests. We will do activities such as posing a question and letting students discuss the answer and then using this as the basis for a class discussion. The handouts for these activities will be turned in.

### Homework Activities

Homework Activities will include completing worksheets supporting class material, and using on line resources such as NASA websites and interactive on-line software to answer questions. Students will also be required to attend one UNA Planetarium event, either a regular public night or special program.

### Projects

Students will do two of the following projects worth 5 percent each. Students losing the handout for a project will lose 1 point of the project's value.

1. **Planetary/Lunar imaging.** For this project, students will use the UNA Observatory to obtain an image of either a planet or the lunar surface. Students may also choose to use their own photographic equipment. Students will then write a 4-page double spaced essay about that object. The paper will consist of a cover page, the four-page essay itself, a bibliography and the project handout. Students will include their photos in a bibliography at the end that does not count towards the page total.

**2. Light Pollution Study.** Light pollution is an increasingly critical problem for astronomy. Satellites are causing complications with data reductions and civilian lighting is affecting views of the night sky. Students doing this project will use our Sky Quality meters to study the quality of the night sky in our area by forming a team that will measure the darkness of the sky at several locations and compare the data to one another and with so-called dark sky preserves. The students will submit their observations to the Globe at Night citizens science project, (<https://globeatnight.org/>), along with a three-page essay about light pollution and a comparison of their data to others.

**3. Observations of a Double Star.** Binary stars are used to determine the masses and radii of stars. Students doing this project will make an astrometric measurement of a double star that will be combined with historical measurements to study its orbit. Students will write up their results and present them at the Fall Show Case or UNA Research Day. The result will be submitted to the Journal of Double Star Observations.

**4. Self Designed Project.** For this project, the student may design an astronomy related project of their own to do. This must be approved by the instructor and be submitted for approval by the fourth week of class.

#### Class Attendance and Completing Course Material:

Students are expected to attend class meetings, to arrive on time and to have read and worked on assigned material beforehand in order to participate fully in class discussions. Attendance will be taken in class are required, but no deductions will be made from grades. Some handouts photocopied from other sources will be distributed from time to time, and it is the student's responsibility to obtain them if they are not in class. Missing the class on the day a project is due will not be considered a reason for not handing in homework on time. Your printer not working or your car breaking down will not be an acceptable reason for an extension. On test days the door will be closed ten minutes after the start of the exam, to prevent students from being disturbed by late arrivals. **10% will be deducted from those arriving late for a test.**

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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](http://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
Rape Response	256-767-1100 (hotline)/256-765-0025 (office)
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