



ALKIMI UNIVERSITY
Merrow Falls · Founded 1891

Student Handbook

Policies, procedures, and resources for students

EDITION
2026–27 Edition

FOR
Undergraduate and graduate students

EFFECTIVE
Effective August 1, 2026

MAINTAINED BY
Office of the Dean of Students

FICTIONAL INSTITUTION — DEMONSTRATION DOCUMENT

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its products. It does not admit students, grant degrees, employ faculty, or accept payments. All people, places, policies, and figures in this document are invented.

ALKIMI UNIVERSITY

Contents

About this handbook	4
1 Welcome and Key Contacts	5
1.1 University Mission and Leadership	5
1.2 Campus Directory of Student Services	6
1.3 Emergency Contacts and Protocol	7
2 Academic Calendar 2026–27	8
2.1 Fall Semester 2026	8
2.2 Spring Semester 2027	9
2.3 Summer Sessions 2027	10
3 Registration and Enrollment	11
3.1 Credit Loads and Full-Time Status	11
3.2 Credit Overload Policy	11
3.3 Adding a Course and Section Changes	11
3.4 Dropping a Course and Census Date	12
3.5 Course Withdrawal	12
3.6 Late Course Withdrawal	13
3.7 Course Auditing	13
3.8 Pass/No Pass Grading Option	14
3.9 Registration Holds and Administrative Blocks	14
3.10 Electronic Waitlists and Priority Registration	14
3.11 Cross-Registration and Consortium Study	15
4 Grades and Academic Standing	16
4.1 Official Grading System	16
4.2 Grade Point Average (GPA) Calculation with Worked Example	17
4.3 Incomplete Grades (Grade of I)	17
4.4 Course Repeat Policy and Grade Replacement	18
4.5 Grade Appeals Process	18
4.6 Academic Standing: Good Standing, Dean's List, Probation, and Suspension	18
4.7 Latin Honors	19
5 Academic Integrity and Generative AI	21
5.1 Core Principles and Definitions of Academic Misconduct	21
5.2 Faculty Resolution Process	21
5.3 Academic Integrity Board Hearings	22
5.4 Appeals to the Provost	22
5.5 Sanctions and the XF Transcript Notation	23
5.6 Removal of the XF Grade Notation	23
5.7 Institutional Generative AI Policy and Default Rule	23
5.8 Syllabus Generative AI Policy Levels (Levels 1, 2, and 3)	24
5.9 Required AI Disclosure Statement	24
5.10 AI Detection Tools and Evidentiary Limitations	24
5.11 Approved Platforms and Data Privacy	25
6 Attendance, Exams, and Classroom Expectations	26
6.1 Class Attendance and Punctuality	26
6.2 Absences for Religious Observance	26

6.3	Absences for University-Sponsored Activities	26
6.4	Final Examination Conflicts and the Three-Exams Rule	27
6.5	Examination Restrictions During the Last Week of Classes	27
6.6	Recording of Lectures and Intellectual Property	27
7	Student Records and Privacy	28
7.1	Family Educational Rights and Privacy Act (FERPA) Rights	28
7.2	Directory Information and Privacy Opt-Out	28
7.3	Official and Unofficial Academic Transcripts	28
7.4	Enrollment and Degree Verifications	29
7.5	Legal Name, Chosen Name, and Pronoun Changes	29
8	Tuition, Billing, and Refunds	30
8.1	Comprehensive Schedule of Charges (2026–27)	30
8.2	Billing Statements and Payment Due Dates	30
8.3	Alkimi Monthly Payment Plan	31
8.4	Late Fees, Returned Payments, and Financial Holds	31
8.5	Institutional Tuition Refund Schedule	31
8.6	Student Health Insurance Mandate and Online Waiver	32
9	Financial Aid	33
9.1	Federal and Institutional Aid Codes and Deadlines	33
9.2	Types of Financial Assistance	33
9.3	Merit Scholarships and GPA Renewal Thresholds	33
9.4	Federal Work-Study and Campus Employment	34
9.5	Satisfactory Academic Progress (SAP) Standards	34
9.6	Financial Aid Suspension and SAP Appeals Process	34
9.7	Complete Withdrawal and Return of Title IV Funds	35
10	Housing and Dining	36
10.1	Campus Residency Requirement and Exemptions	36
10.2	Residence Halls and Living-Learning Communities	36
10.3	Housing Contracts and Cancellation Surcharges	36
10.4	Break Housing and Residence Hall Closures	37
10.5	Room Change Process	37
10.6	Campus Meal Plans	37
10.7	Dietary Accommodations and Allergens	38
11	Health, Counseling, and Wellness	39
11.1	Mandatory Immunization Requirements and Deadlines	39
11.2	Clinical Health Services	39
11.3	Counseling and Psychological Services (CAPS)	39
11.4	Medical Amnesty Policy	40
12	Accessibility Services	41
12.1	Eligibility and Disability Registration	41
12.2	Documentation Guidelines	41
12.3	Accommodation Letters and Student Responsibilities	41
12.4	Testing Accommodations and Request Lead Times	42
12.5	Temporary Medical Accommodations	42
12.6	Grievance Procedure and ADA Appeals	42
13	Student Conduct	43
13.1	Student Code of Conduct Overview	43
13.2	Alcohol and Substance Regulations	43
13.3	Quiet Hours and Courtesy Standards	43

13.4 Residential Guest Policy	44
13.5 Disciplinary Process, Sanctions, and Appeals	44
14 Title IX and Sexual Misconduct	45
14.1 Scope, Definitions, and Reporting Options	45
14.2 Mandatory Reporters and Confidential Resources	45
14.3 Supportive Measures	45
14.4 Formal Grievance Investigation and Adjudication	46
15 Campus Safety	47
15.1 Emergency Services and Facilities	47
15.2 AlkimiAlert Emergency Notification System	47
15.3 SafeWalk Escort Service	47
15.4 Annual Security and Fire Safety Report (Clery Act)	47
16 Technology and Acceptable Use	48
16.1 AlkimiID and Account Credentials	48
16.2 Multi-Factor Authentication (MFA)	48
16.3 Campus Wi-Fi Networks	48
16.4 Email Retention and Account Deprovisioning	48
16.5 Student Printing Allocation	48
16.6 Licensed Software and Cloud Storage	49
16.7 Institutional Data Classification and Approved AI Platforms	49
16.8 Cybersecurity and Phishing Defense	49
17 Library Services	50
17.1 Borrowing Privileges and Loan Periods	50
17.2 Overdue Fines and Replacement Charges	50
17.3 Interlibrary Loan (Alkimi Library Express)	50
17.4 Group Study Rooms and Research Services	50
18 Parking and Transportation	52
18.1 Vehicle Registration and Parking Permits	52
18.2 First-Year Resident Car Restriction	52
18.3 Parking Enforcement, Citations, and Appeals	52
18.4 Gold Line Campus Shuttle Service	53
19 Student Organizations and Activities	54
19.1 Organization Recognition and Registration	54
19.2 Campus Event Planning and Facility Reservations	54
19.3 Student Government Association (SGA) and Club Funding	54
20 Leaves, Withdrawal, and Readmission	56
20.1 Voluntary Leave of Absence	56
20.2 Medical Leave of Absence	56
20.3 Complete Institutional Withdrawal	56
20.4 Readmission Procedures	57
21 Graduation and Degree Conferral	58
21.1 Baccalaureate Degree Requirements	58
21.2 Applying for Graduation and Degree Audit	58
21.3 Commencement Exercises	58
21.4 Diplomas and Official Degree Conferral	59

ALKIMI UNIVERSITY

About this handbook

The Alkimi University **Student Handbook** serves as the authoritative compendium of academic policies, administrative procedures, campus regulations, community standards, and student support services for the 2026–27 academic year. Every student matriculating or enrolled in undergraduate or graduate coursework at Alkimi University is responsible for reading, understanding, and adhering to the policies established in this document.

Purpose of the Handbook

The purpose of this handbook is to provide students with a clear, predictable, and fair framework for their academic journey and community life. It outlines your rights as a learner and community member, alongside the academic expectations, behavioral standards, and procedural obligations required of all Alkimi students.

Citation Contract and Retrieval Standard

For institutional clarity, automated inquiry via the campus AI assistant (Alkimi Student Handbook Guide), academic advising sessions, and administrative hearings, all provisions in this handbook are indexed by section numbers. When referencing university policies or submitting formal petitions, cite the specific chapter and section number (for example, “Student Handbook §4.3” for Incomplete Grades or “Student Handbook §8.5” for the Tuition Refund Schedule).

Official Policy and Administrative Authority

While this handbook consolidates university policies for student accessibility, official operational authority resides with the administrative office designated as policy owner at the conclusion of each section. The governing bodies of Alkimi University, including the Board of Trustees, the Faculty Senate, and executive officers, reserve the right to enact, modify, or rescind policies and institutional regulations during the academic year. When revisions occur, official policy documentation maintained by the owning administrative office supersedes prior printings or static digital copies.

Policy Updates and Official Announcements

Substantive modifications to institutional policies, deadlines, or fees are communicated to students via their official university email account (@university.alkimi.ai) and published on the AlkimiHub student portal. Students are required to monitor university communications on a weekly basis. Revisions take effect immediately upon formal digital publication unless a specific effective date is designated.

Fictional Institution Notice

Notice of Demonstration Document

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its AI agent platform for higher education. It does not admit students, grant degrees, employ faculty, or accept payments. All people, places, phone numbers, email addresses, policies, and figures appearing in this handbook are entirely invented for simulation purposes.

CHAPTER 1

Welcome and Key Contacts

§1.1 University Mission and Leadership

Founded in 1891 in the city of Merrow Falls, Alkimi University is a private, non-profit research institution dedicated to liberal learning, scientific discovery, and ethical leadership. Guided by our institutional motto, *Ex scientia, aurum* (“From knowledge, gold”), the university empowers undergraduate and graduate scholars to transform rigorous inquiry into enduring public good.

Alkimi University is accredited by the Lakes & Plains Commission on Higher Education. The university operates under the executive leadership of President Dr. Evelyn Marsh, Provost and Vice President for Academic Affairs Dr. Samuel Adebayo, Vice President for Student Affairs and Dean of Students Dr. Priya Raman, and Vice President for Enrollment Management Marcus Bell. The Office of the Dean of Students serves as the primary administrative steward of student life, individual wellbeing, and community standards.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§1.2 Campus Directory of Student Services

Alkimi University centralizes high-frequency student administrative inquiries within the Alkimi One Stop, located on the first floor of Harlan Hall. Specialized student affairs, academic departments, and physical support facilities are located across our 312-acre campus.

Administrative Office	Campus Location	Telephone	Email Contact
Undergraduate Admissions	Founders Hall 110	(555) 555-0142	admissions@university.alkimi.ai
Office of the Registrar	Harlan Hall 120 (One Stop)	(555) 555-0160	registrar@university.alkimi.ai
Office of Financial Aid	Harlan Hall 120 (One Stop)	(555) 555-0150	finaid@university.alkimi.ai
Student Accounts (Bursar)	Harlan Hall 120 (One Stop)	(555) 555-0165	studentaccounts@university.alkimi.ai
Academic Advising Center	Lovell Hall 101	(555) 555-0158	advising@university.alkimi.ai
Office of Accessibility Services	Harlan Hall 204	(555) 555-0155	access@university.alkimi.ai
Office of Academic Integrity	Lovell Hall 315	(555) 555-0163	integrity@university.alkimi.ai
Office of the Dean of Students	Brightwater Commons 300	(555) 555-0145	deanofstudents@university.alkimi.ai
Residence Life and Housing	Brightwater Commons 140	(555) 555-0147	housing@university.alkimi.ai
Hollis Health & Counseling	Hollis Health Center	(555) 555-0190	health@university.alkimi.ai
Title IX & Equal Opportunity	Harlan Hall 310	(555) 555-0166	titleix@university.alkimi.ai
IT Service Desk	Whitcombe Library Lower Level	(555) 555-0180	help@university.alkimi.ai
Whitcombe University Library	Whitcombe Library Main Floor	(555) 555-0170	askalibrarian@university.alkimi.ai
Career Center	Brightwater Commons 210	(555) 555-0175	careers@university.alkimi.ai
Parking & Transportation	Brightwater Commons 110	(555) 555-0148	parking@university.alkimi.ai
The Graduate School	Founders Hall 240	(555) 555-0138	gradschool@university.alkimi.ai
Campus Safety (General & Dispatch)	Brightwater Commons Ground Floor	(555) 555-0111	safety@university.alkimi.ai
Facilities Management (Work Requests)	Founders Hall, Service Annex	(555) 555-0152	facilities@university.alkimi.ai

§1.3 Emergency Contacts and Protocol

Campus safety and personal wellbeing require immediate institutional response when crises occur. Students should save the following emergency numbers directly into mobile devices.

Emergency Telephone Directory

- **Life-Threatening Police, Fire, or Medical Emergencies:** Call **911** immediately.
- **Campus Safety Emergency Dispatch (24 Hours):** (555) 555-0111
- **24/7 Mental Health Crisis Counseling Line:** (555) 555-0199
- **SafeWalk Campus Safety Escort Service (7:00 p.m.–2:00 a.m.):** (555) 555-0111
- **Facilities Emergency (Flooding, Power Outage, Heat Loss):** (555) 555-0188 (routine maintenance work requests: (555) 555-0152)
- **Title IX 24-Hour Confidential CARE Advocate:** (555) 555-0195

In the event of an active campus emergency, severe weather event, or urgent closure, alerts are disseminated instantaneously across SMS, voice telephone, desktop notifications, and official university social media channels through the AlkimiAlert notification system.

Contact: Campus Safety Dispatch · Brightwater Commons Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

CHAPTER 2

Academic Calendar 2026–27

§2.1 Fall Semester 2026

All administrative and academic deadlines close at 11:59 p.m. Eastern Time on the specified calendar date unless an explicit alternate hour (such as 12:00 p.m. noon) is announced in writing.

Calendar Date	Weekday	Academic Event or Administrative Deadline
August 14, 2026	Friday	Fall semester tuition and fee payments due at Student Accounts
August 17, 2026	Monday	New faculty orientation commences
August 22, 2026	Saturday	Residence halls open for new first-year and transfer students (9:00 a.m.)
August 22, 2026	Saturday	New Student Welcome Week commences
August 26, 2026	Wednesday	First day of classes for the Fall 2026 semester
September 2, 2026	Wednesday	Last day to add a course or change course sections via AlkimiHub
September 7, 2026	Monday	Labor Day observed; university closed, no classes held
September 9, 2026	Wednesday	Last day to drop a course without a W (Census Date); 100% tuition refund deadline
September 15, 2026	Tuesday	Mandatory Student Health Insurance waiver deadline
September 16, 2026	Wednesday	50% tuition refund deadline; no course drops without W permitted
September 23, 2026	Wednesday	25% tuition refund deadline; zero tuition refund granted after this date
October 1, 2026	Thursday	FAFSA application for 2027–28 opens
October 12, 2026	Monday	Fall break commences; no classes held October 12–13
October 14, 2026	Wednesday	Classes resume across all undergraduate and graduate divisions
October 16, 2026	Friday	Midterm deficiency grades due for all 100- and 200-level courses
November 2, 2026	Monday	Spring 2027 priority registration opens (staggered by credit standing)
November 6, 2026	Friday	Last day to withdraw from a course with a grade of W; last day to elect Pass/No Pass
November 25, 2026	Wednesday	Thanksgiving recess begins; university closed November 25–27
November 30, 2026	Monday	Classes resume at 8:00 a.m.
December 9, 2026	Wednesday	Last day of classes for Fall 2026
December 10, 2026	Thursday	Reading Day; mandatory study period, no examinations permitted
December 11, 2026	Friday	Final examination period begins

December 17, 2026	Thursday	Final examination period concludes
December 18, 2026	Friday	Residence halls close at 10:00 a.m. for winter break
December 21, 2026	Monday	Final course grades due from faculty at 12:00 p.m. (noon)

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§2.2 Spring Semester 2027

Calendar Date	Weekday	Academic Event or Administrative Deadline
January 8, 2027	Friday	Spring semester tuition and fee payments due at Student Accounts
January 15, 2027	Friday	Residence halls reopen for returning and new residential students (9:00 a.m.)
January 18, 2027	Monday	Martin Luther King Jr. Day; university closed, no classes held
January 19, 2027	Tuesday	First day of classes for the Spring 2027 semester
January 26, 2027	Tuesday	Last day to add a course or change course sections via AlkimiHub
February 1, 2027	Monday	Spring term Student Health Insurance waiver deadline
February 2, 2027	Tuesday	Last day to drop a course without a W (Census Date); 100% tuition refund deadline
February 9, 2027	Tuesday	50% tuition refund deadline
February 16, 2027	Tuesday	25% tuition refund deadline; zero tuition refund granted after this date
March 1, 2027	Monday	Priority FAFSA and CSS Profile deadline for returning financial aid applicants
March 12, 2027	Friday	Midterm deficiency grades due for all 100- and 200-level courses
March 15, 2027	Monday	Spring recess begins; no classes held March 15–19
March 22, 2027	Monday	Classes resume at 8:00 a.m.
April 1, 2027	Thursday	Last day to withdraw from a course with a grade of W; last day to elect Pass/No Pass
April 5, 2027	Monday	Fall 2027 priority registration opens (staggered by credit standing)
April 23, 2027	Friday	Undergraduate Research Symposium (classes scheduled prior to 1:00 p.m. meet)
May 5, 2027	Wednesday	Last day of classes for Spring 2027
May 6, 2027	Thursday	Reading Day; mandatory study period, no examinations permitted
May 7, 2027	Friday	Final examination period begins
May 13, 2027	Thursday	Final examination period concludes
May 14, 2027	Friday	Residence halls close at 12:00 p.m. (noon) for non-graduating students

May 15, 2027	Saturday	One Hundred and Thirty-Sixth Commencement Ceremony
May 18, 2027	Tuesday	Final course grades due from faculty at 12:00 p.m. (noon)

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§2.3 Summer Sessions 2027

Summer sessions offer accelerated undergraduate and graduate coursework across two five-week instructional blocks. Registration opens concurrently with Fall 2027 registration on Monday, April 5, 2027.

Calendar Date	Weekday	Academic Event or Administrative Deadline
May 24, 2027	Monday	Summer Session I classes begin
May 28, 2027	Friday	Summer Session I add/drop deadline with 100% tuition refund
May 31, 2027	Monday	Memorial Day observed; university closed, no classes held
June 11, 2027	Friday	Summer Session I course withdrawal deadline (grade of W)
June 25, 2027	Friday	Summer Session I final examinations and session conclusion
June 28, 2027	Monday	Summer Session II classes begin
July 2, 2027	Friday	Summer Session II add/drop deadline with 100% tuition refund
July 5, 2027	Monday	Independence Day observed; university closed, no classes held
July 23, 2027	Friday	Summer Session II course withdrawal deadline (grade of W)
August 6, 2027	Friday	Summer Session II final examinations and session conclusion
August 10, 2027	Tuesday	Summer Session II final grades due at 12:00 p.m. (noon)

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 3

Registration and Enrollment

§3.1 Credit Loads and Full-Time Status

Academic progress and tuition structures at Alkimi University are organized around standard semester credit hours. Undergraduates must enroll in a minimum of 12 credits per regular semester (Fall or Spring) to maintain full-time academic standing, retain full institutional financial aid, participate in NCAA Division III varsity athletics, and qualify for campus housing.

Undergraduate Enrollment Classification

- **Full-Time Standing:** 12 to 18 credit hours per semester. Full-time tuition covers this comprehensive window.
- **Three-Quarter Time:** 9 to 11 credit hours per semester.
- **Half-Time Standing:** 6 to 8 credit hours per semester (the absolute minimum required to maintain federal student loan deferment).
- **Part-Time Standing:** Fewer than 12 credit hours per semester. Billed at the part-time rate of \$1,620 per credit.
- **Graduate Full-Time Standing:** 9 credit hours per semester (or 6 credit hours for graduate assistants).

Undergraduates may register for up to 18 credit hours per semester through the AlkimiHub student registration portal without special administrative approval.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.2 Credit Overload Policy

Undergraduate students who wish to enroll in 19 to 21 credit hours in a single regular semester must submit a formal Credit Overload Petition through AlkimiHub. To be eligible for an overload, the student must:

1. Possess a cumulative grade point average (GPA) of **3.30 or higher** at Alkimi University;
2. Have completed at least one full semester of 12 or more graded credits at Alkimi University (first-semester first-year students and transfer students in their inaugural term are strictly ineligible for course overload);
3. Obtain formal written approval from their primary Academic Advisor and the department chair of their academic major.

Enrolling in more than 18 credits triggers an overload tuition surcharge of **\$1,620 per credit hour** for each credit enrolled at 19 credits and above (see §8.1). Registrations exceeding 21 credits in a single semester are prohibited under all circumstances.

Contact: Academic Advising Center · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§3.3 Adding a Course and Section Changes

Students may add courses, swap laboratory or discussion sections, or adjust credit weightings through the self-service AlkimiHub registration system from the opening of registration until the published Add Deadline:

- **Fall 2026 Add Deadline:** Wednesday, September 2, 2026 at 11:59 p.m.

- **Spring 2027 Add Deadline:** Tuesday, January 26, 2027 at 11:59 p.m.

Courses added during this initial week require no instructor permission provided open seats remain and course prerequisites have been satisfied. If a course is capped or closed, students must join the automated electronic waitlist (see §3.10). After the Add Deadline passes, students may not register for additional courses except by approved Academic Petition demonstrating extraordinary institutional circumstances.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.4 Dropping a Course and Census Date

Dropping a course completely removes the course registration from the student's academic record. A dropped course does not appear on the official or unofficial transcript and carries zero grade penalty.

- **Fall 2026 Drop / Census Date:** Wednesday, September 9, 2026 at 11:59 p.m.
- **Spring 2027 Drop / Census Date:** Tuesday, February 2, 2027 at 11:59 p.m.

Dropping a course on or before the census date results in a 100% tuition refund or credit adjustment for part-time students or students dropping from an overload bracket (see §8.5). If dropping a course causes a full-time student's total enrolled credits to fall below 12 credit hours, the student's financial aid package, on-campus housing eligibility, and visa status (for international students) will be reviewed and potentially adjusted or revoked.

First-Week Non-Attendance Drop Rule

In accordance with institutional policy §6.1, students who miss the first two class meetings of any scheduled course without providing advance written notification to the course instructor may be administratively dropped from the course roster prior to the census date.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.5 Course Withdrawal

Following the expiration of the census date, students may no longer drop a course from their transcript. If a student chooses to discontinue participation in a course between the census date and the published tenth-week withdrawal deadline, they must execute an official Course Withdrawal through AlkimiHub:

- **Fall 2026 Withdrawal Deadline:** Friday, November 6, 2026 at 11:59 p.m.
- **Spring 2027 Withdrawal Deadline:** Thursday, April 1, 2027 at 11:59 p.m.

A withdrawal generates a permanent grade notation of **W** on the student's official academic transcript. The grade of W carries no point value and does not factor into the semester or cumulative grade point average (GPA). However, withdrawn courses are recorded as attempted credit hours and directly impact the student's Satisfactory Academic Progress (SAP) completion ratio for financial aid eligibility (see §9.5).

Feature / Dimension	Course Drop (On/Before Census)	Course Withdrawal (Weeks 3–10)
Transcript Appearance	None; erased from academic record	Permanent grade notation of "W"
GPA Impact	None (0.0 points, no calculation)	None (0.0 points, no calculation)
Tuition Refund	100% tuition refund or adjustment	Partial (Weeks 3–4) or 0% (after Week 4)
Financial Aid Credits	Removed from attempted credits	Counts as attempted; affects SAP completion %

Instructor Signature	Not required via AlkimiHub	Advisor consultation strongly recommended
Fall 2026 Deadline	September 9, 2026 (Wednesday)	November 6, 2026 (Friday)
Spring 2027 Deadline	February 2, 2027 (Tuesday)	April 1, 2027 (Thursday)

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.6 Late Course Withdrawal

Course withdrawals after the tenth-week deadline are strictly prohibited under standard academic procedures. A student who experiences catastrophic, documented extenuating circumstances after the tenth week—such as sudden medical hospitalization, severe psychological crisis, death of an immediate family member, or active military deployment—may petition for an emergency Late Course Withdrawal.

Petitions for late withdrawal are submitted directly to the Office of the Dean of Students. The petition dossier must include:

1. A completed Late Withdrawal Petition form;
2. A personal statement detailing why withdrawal could not be completed prior to the tenth-week deadline;
3. Independent contemporaneous third-party documentation (such as certified medical records, hospital intake summaries, or military orders);
4. An academic status report from each course instructor.

Late withdrawals cannot be approved on the grounds of academic difficulty, poor performance, or failure to monitor deadlines. If approved by the Dean of Students, grades of W are assigned retroactively.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§3.7 Course Auditing

Students wishing to attend an undergraduate or graduate lecture course for informational enrichment without earning academic credit may register as auditors. Audited courses are recorded on the transcript with a grade notation of **AU**, which carries no grade points and zero earned credits.

Conditions governing course audits:

- Registration for audit status opens on the first business day following the Add Deadline, subject to seat availability and explicit written permission from the course instructor;
- Audited courses do not count toward full-time enrollment status for financial aid, NCAA eligibility, or visa compliance;
- Students may not change their registration from credit to audit, or from audit to credit, after the Add Deadline;
- Auditors are subject to tuition fees: enrolled full-time undergraduates may audit one course per term without additional tuition charge; part-time students and external community auditors pay 50% of the standard per-credit undergraduate tuition rate (\$810 per credit);
- Instructors determine classroom expectations for auditors; failure to meet agreed attendance standards results in administrative withdrawal without notation.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.8 Pass/No Pass Grading Option

To encourage intellectual curiosity and multidisciplinary exploration, undergraduate students may elect to take designated elective courses on a Pass/No Pass (P/NP) grading basis rather than receiving a letter grade.

Rules governing the Pass/No Pass option:

- **Eligibility Limit:** A student may complete a maximum of 4 courses under the P/NP option during their entire undergraduate tenure at Alkimi University, with a strict limit of **no more than 1 course per semester**;
- **Excluded Requirements:** Courses taken P/NP cannot be applied toward major requirements, declared minor requirements, or the Alkimi Core Writing I and Writing II requirements. Only general free electives and non-writing general education requirements may be elected P/NP;
- **Minimum Grade Threshold:** To earn a grade of **P** (Pass), the student must earn the equivalent of a **C- (1.70) or higher**. Course performance resulting in a D+, D, or F is recorded as **NP** (No Pass);
- **GPA Calculation:** Neither P nor NP grades are factored into the term or cumulative GPA. Credits earned with a grade of P count toward total degree credits; NP grades earn zero credit;
- **Election Deadlines:** The decision to elect P/NP grading must be submitted in AlkimiHub by the tenth-week withdrawal deadline (November 6, 2026 for Fall; April 1, 2027 for Spring). Once selected, the election is irreversible.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.9 Registration Holds and Administrative Blocks

An administrative hold placed on a student's AlkimiHub account blocks the ability to add classes, register for future terms, receive official transcripts, or obtain diplomas. Students are urged to resolve holds promptly through the responsible office:

- **Financial Hold:** Applied by Student Accounts when an unpaid semester balance exceeds \$500 after the payment due date. Contact: studentaccounts@university.alkimi.ai (see §8.4);
- **Advising Hold:** Placed every semester on all undergraduate degree-seeking students. Lifted only after the student completes their mandatory pre-registration academic advising conference with their assigned faculty or staff advisor;
- **Immunization Hold:** Applied by the Hollis Health Center if required immunization documentation is incomplete prior to second-semester registration (see §11.1);
- **Registrar / Document Hold:** Placed when an enrolling student has not submitted official final high school or prior collegiate transcripts;
- **Conduct Hold:** Applied by the Office of the Dean of Students during active disciplinary proceedings or unfulfilled sanctions.

Contact: Alkimi One Stop · Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.10 Electronic Waitlists and Priority Registration

Priority registration for upcoming semesters is staggered across a four-day schedule organized strictly by completed cumulative credit standing (excluding credits currently in progress):

1. **Day 1:** Graduate students, varsity student-athletes, and undergraduate seniors (90+ completed credits);
2. **Day 2:** Juniors (60 to 89 completed credits);
3. **Day 3:** Sophomores (30 to 59 completed credits);
4. **Day 4:** First-year students (0 to 29 completed credits).

When a course section reaches maximum enrollment capacity, students may place themselves on the automated electronic waitlist via AlkimiHub. When an enrolled student drops the course, the seat is offered automatically to the first student on the waitlist. The student receives an automated email notification and has exactly **24 hours** from the timestamp of the notification to claim the seat in AlkimiHub. If the window lapses without action, the seat is forfeited and offered to the next waitlisted student.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§3.11 Cross-Registration and Consortium Study

Alkimi University maintains cross-registration consortial agreements with accredited regional partner institutions within the Lakes Higher Education Consortium. Eligible full-time undergraduate students who have completed at least 30 institutional credits at Alkimi with a cumulative GPA of 3.00 or higher may take one course per semester at a partner institution, provided the course is not offered at Alkimi during that academic term.

Tuition for approved consortium coursework is covered by standard full-time Alkimi tuition; course lab fees or material charges are paid directly to the host institution. Course grades earned through cross-registration are recorded on the Alkimi transcript and factored directly into the Alkimi cumulative GPA. Cross-registration forms require approvals from the student's department chair and the University Registrar no later than two weeks prior to the start of the semester.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 4

Grades and Academic Standing

§4.1 Official Grading System

Course performance is evaluated by faculty and recorded by the Registrar using a standard four-point grading scale. Grade point values assigned to letter marks are defined below:

Letter Grade	Grade Points per Credit
Percentage Equivalency Range	Academic Assessment
A	4.0
93–100%	Superior Mastery and Excellence
A-	3.7
90–92%	Outstanding Achievement
B+	3.3
87–89%	High Competence and Command
B	3.0
83–86%	Good, Substantial Performance
B-	2.7
80–82%	Above Average Understanding
C+	2.3
77–79%	Satisfactory Progress
C	2.0
73–76%	Adequate, Baseline Passing
C-	1.7
70–72%	Minimum Standard Passing
D+	1.3
67–69%	Deficient, Minimum Credit
D	1.0
60–66%	Marginal Passing Credit
F	0.0
Below 60%	Failing; Zero Credit Awarded

Administrative transcript notations include: **P** (Pass, C- or higher, credits awarded, no GPA impact); **NP** (No Pass, below C-, zero credits, no GPA impact); **W** (Official Withdrawal, no GPA impact); **I** (Incomplete, temporary placeholder, see §4.3); **IP** (In Progress, designated multi-term courses); **AU** (Audit, zero credits, no GPA impact); and **XF** (Sanction for Academic Dishonesty, 0.0 points, see §5.5).

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§4.2 Grade Point Average (GPA) Calculation with Worked Example

A student's Grade Point Average (GPA) is computed by multiplying the numerical grade point value of each assigned letter grade by the course credit hours to determine **quality points**, summing all quality points, and dividing that sum by the total number of **graded credit hours attempted**.

Courses completed with grades of P, NP, W, AU, or I do not contribute quality points or graded credit hours to the calculation.

Worked Example: Semester Grade Point Average Calculation

Consider a second-year undergraduate enrolled in 16 credits during Fall 2026:

- **CHEM 101** (General Chemistry I, 4 credits): Grade earned = **B+** (3.3 grade points) 4 credits × 3.3 points = 13.2 quality points
- **MATH 140** (Calculus I, 4 credits): Grade earned = **A-** (3.7 grade points) 4 credits × 3.7 points = 14.8 quality points
- **HIST 204** (American Labor History, 3 credits): Grade earned = **B** (3.0 grade points) 3 credits × 3.0 points = 9.0 quality points
- **CS 150** (Intro to Programming, 4 credits): Grade earned = **A** (4.0 grade points) 4 credits × 4.0 points = 16.0 quality points
- **MUS 110** (Chamber Choir, 1 credit): Taken under **Pass/No Pass** option; Grade earned = **P** 1 credit × 0 quality points = 0.0 quality points (excluded from GPA calculation)

Calculation Summary:

- Total Graded Attempted Credits = 4 + 4 + 3 + 4 = 15 graded credits
- Total Quality Points Earned = 13.2 + 14.8 + 9.0 + 16.0 = 53.0 quality points
- Term Semester GPA = $\frac{53.0}{15} = 3.533$ * (Dean's List Eligible)

Cumulative GPA represents the aggregate total of all quality points earned across all collegiate semesters at Alkimi University divided by all graded credits attempted at the institution.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§4.3 Incomplete Grades (Grade of I)

An Incomplete grade (**I**) is an extraordinary, temporary grade placeholder requested by a student who has been performing passing work throughout the semester but is prevented by severe, documented emergency circumstances (such as major surgery or acute personal trauma) from completing a final project or final examination.

Mandatory procedures for Incomplete grades:

1. **Eligibility:** The student must have satisfactorily completed at least **70% of all course requirements** with a passing grade average at the time of the request;
2. **Contract Requirement:** The student and instructor must execute a formal digital **Incomplete Grade Contract** in AlkimiHub prior to the final exam period, specifying the remaining assignments, submission standards, and an exact completion deadline;
3. **Absolute Resolution Deadline:** All outstanding course obligations must be fulfilled no later than the conclusion of the subsequent regular instructional semester (for Fall 2026 courses, the deadline is May 5, 2027; for Spring 2027 courses, the deadline is December 9, 2027);
4. **Default Conversion to F:** If the course instructor does not submit an updated final letter grade to the Registrar before the final day of the subsequent semester, the grade of **I automatically and irreversibly converts to an F**.

Students carrying two or more active Incomplete grades cannot register for credit overloads or enroll in subsequent advanced courses for which the incomplete course is a strict prerequisite.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§4.4 Course Repeat Policy and Grade Replacement

An undergraduate student may repeat any course taken at Alkimi University in which they earned a final grade of **C- or below**.

Provisions governing repeated courses:

- **One Repeat Limit:** A course may be repeated **once** for grade replacement (a maximum of two total attempts);
- **Grade Replacement Mechanism:** While both course enrollments and assigned letter grades remain visible on the official transcript, **only the later grade earned** (whether higher or lower) is calculated into the cumulative GPA;
- **Credit Accrual:** Degree credit for the course is awarded only once toward the 120-credit graduation requirement;
- **Third Attempt Exception:** Enrolling in a course for a third attempt is permissible only under extraordinary circumstances through a written Academic Exception Petition endorsed by the department chair and the Academic Advising Center.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§4.5 Grade Appeals Process

Students possess the right to appeal a final course grade if they believe the grade was assigned arbitrarily, capriciously, based on prejudice, or in material deviation from the grading schema published in the course syllabus. Disagreement with an instructor's professional pedagogical judgment does not constitute grounds for appeal.

The formal grade appeal process proceeds through four sequential stages:

1. **Stage 1: Informal Instructor Consultation:** Within **15 calendar days** after the start of the subsequent regular semester, the student must confer directly with the instructor to review grading rubrics and seek informal resolution.
2. **Stage 2: Formal Departmental Review:** If informal discussion does not resolve the dispute, the student must submit a formal written Grade Appeal Petition to the department chair within **30 calendar days after the start of the following regular semester**. The chair gathers course artifacts and issues a written determination within 10 business days.
3. **Stage 3: College Academic Review Board:** If the appeal remains unresolved, the student may elevate the petition to the Academic Dean of the respective college within 5 business days of the chair's decision. The Dean convenes a review panel comprising two faculty members and one student.
4. **Stage 4: Final Provost Review:** The final appellate authority rests with the Provost and Vice President for Academic Affairs. Appeals to the Provost must be filed within 5 business days of the Dean's outcome and are limited strictly to claims of procedural irregularity. The Provost's ruling is final.

Contact: Office of Academic Advising · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§4.6 Academic Standing: Good Standing, Dean's List, Probation, and Suspension

Academic records are evaluated by the Academic Review Board at the conclusion of each Fall and Spring semester.

4.6.1 Good Academic Standing

An undergraduate student is in Good Academic Standing when maintaining a cumulative Grade Point Average of **2.00 or higher**.

4.6.2 Dean's List

The Dean's List recognizes superior academic achievement. To qualify for the Dean's List at the end of a regular semester, a student must:

- Achieve a semester term GPA of **3.50 or higher**;
- Complete at least **12 graded credits** in that semester;
- Have received **no grades of Incomplete (I), Failing (F), or No Pass (NP)** during the term.

4.6.3 Academic Probation

An undergraduate student whose cumulative GPA falls below **2.00** is placed on Academic Probation. Academic probation represents formal institutional notice of academic deficiency and imposes specific mandatory restrictions:

- **Course Load Ceiling:** Probationary students may enroll in no more than **15 credit hours** during the subsequent semester;
- **Academic Success Plan:** The student must meet with an assigned Academic Advising Center counselor within the first two weeks of classes to construct and execute an official Academic Success Plan;
- **Extracurricular Ineligibility:** Students on probation are ineligible to hold executive office in registered student organizations, participate in NCAA intercollegiate competition, or engage in university-sponsored travel.

4.6.4 Academic Suspension and Reinstatement

A student currently on Academic Probation whose term GPA **and** cumulative GPA both remain below **2.00** at the conclusion of their probationary semester is placed on Academic Suspension.

- **Duration:** Academic suspension mandates separation from Alkimi University for **one full regular semester** (Fall or Spring);
- **Conditions of Reinstatement:** To apply for reinstatement following the suspension period, the former student must submit a formal Petition for Reinstatement to the Academic Advising Center at least 30 days prior to the desired term. The petition must show evidence of constructive academic or professional engagement (such as successful completion of accredited coursework at another institution with grades of B or better);
- **Return on Continued Probation:** Reinstated students return under Continued Probation status and must achieve a minimum semester GPA of 2.25 until their cumulative GPA reaches 2.00.

Contact: Academic Advising Center · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§4.7 Latin Honors

Graduating undergraduate seniors who have demonstrated outstanding scholarly excellence across their collegiate career are awarded Latin Honors upon conferral of the baccalaureate degree.

To be eligible for Latin Honors, an undergraduate student must have completed a minimum of **60 graded credit hours** in residence at Alkimi University. Grade point averages are calculated to the third decimal place without rounding:

- **Cum Laude:** Cumulative GPA of **3.500 to 3.699**
- **Magna Cum Laude:** Cumulative GPA of **3.700 to 3.899**
- **Summa Cum Laude:** Cumulative GPA of **3.900 to 4.000**

Latin honors designations are printed on the official diploma, noted on the permanent transcript, and recognized during the annual Commencement exercises.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 5

Academic Integrity and Generative AI

§5.1 Core Principles and Definitions of Academic Misconduct

Academic integrity represents the fundamental bedrock of the Alkimi University scholarly community. Every student commits to intellectual honesty, ethical attribution of sources, and personal authorship of submitted academic work. The Office of Academic Integrity, under the leadership of Director Dr. Ruth Fenwick, administers the University Academic Integrity Policy.

Violations of academic integrity include, but are not limited to:

- **Plagiarism:** Submitting another person's words, ideas, data, code, or artistic creations as one's own without appropriate, rigorous scholarly citation. Examples include copy-pasting text from digital publications without quotation marks, paraphrasing arguments without attribution, or submitting computer source code developed by another programmer;
- **Cheating:** Using unauthorized materials, assistance, devices, or information during examinations or assignments. Examples include viewing concealed notes during a closed-book test, copying from a peer's exam paper, utilizing unauthorized messaging platforms during an assessment, or retaining prior exam copies without instructor permission;
- **Fabrication and Falsification:** Inventing, altering, or deliberately misrepresenting data, scientific laboratory results, research citations, or official academic documentation;
- **Multiple Submissions (Self-Plagiarism):** Submitting identical or substantially similar academic work, essays, or research papers for credit in more than one course without prior explicit written permission from all instructors involved;
- **Facilitating Academic Dishonesty:** Intentionally assisting another student in committing misconduct, including distributing test questions, sharing completed assignment solutions, or completing coursework on behalf of another individual;
- **Unauthorized Generative AI Production:** Generating academic text, source code, analytical problem solutions, or creative works with artificial intelligence platforms and submitting them for course credit in violation of course syllabus policies (see §5.7).

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.2 Faculty Resolution Process

When an instructor identifies evidence of an academic integrity violation, the instructor must report the suspicion to the Office of Academic Integrity within **10 business days** of discovering the incident. For first-level, minor, or initial infractions (such as improper citation in an introductory essay or unauthorized collaboration on a routine homework assignment), the instructor may initiate a **Faculty Resolution Agreement**:

1. **Evidence Conference:** The instructor invites the student to a private conference within 5 business days of notification to present the evidence and discuss the allegation;
2. **Agreement Terms:** If the student acknowledges responsibility, the instructor proposes an academic sanction up to and including a grade of zero (0) or **F on the specific assignment**;
3. **Five-Day Decision Window:** The student has **5 business days** from the conference to sign the Faculty Resolution Agreement or decline the agreement and request a formal hearing;

4. **Record Filing:** Once signed, the agreement is forwarded to the Office of Academic Integrity. A first-time faculty resolution is maintained in internal disciplinary records but is not noted on the student's academic transcript.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.3 Academic Integrity Board Hearings

A case proceeds to a formal hearing before the Academic Integrity Board (AIB) if:

- The student disputes the allegation of misconduct or declines a Faculty Resolution Agreement;
- The alleged violation is a major or second infraction (such as substantial exam cheating, commercial paper purchasing, or thesis falsification);
- The instructor recommends a course-level failing grade (**XF**), suspension, or expulsion.

5.3.1 Hearing Panel Composition

The Academic Integrity Board is chaired by Prof. Sofia Lindgren. Hearing panels comprise three voting members:

- **Two faculty members** drawn from the University Academic Integrity Panel pool;
- **One student representative** trained by the Office of Academic Integrity.

5.3.2 Procedural Rights and Standard of Proof

During an AIB hearing, the student possesses the right to:

- Review all written reports, documentary evidence, and witness lists at least 3 business days prior to the hearing;
- Be accompanied by a non-attorney campus advisor (faculty member, staff member, or peer) for personal support;
- Present relevant documents, call witnesses, and provide personal testimony;
- Question opposing evidence and submit written clarifying questions for the instructor.

The standard of proof applied by the board is the **preponderance of the evidence** (“more likely than not”). A simple majority vote determines findings of responsibility and sanction recommendations.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.4 Appeals to the Provost

Either party (the student or the reporting instructor) may appeal the written determination of the Academic Integrity Board. Formal appeals must be submitted in writing to the Office of the Provost within **10 business days** of receiving the board's official written decision.

Appeals are not re-hearings of the case and are granted only upon one or more of three specific procedural grounds:

1. **Procedural Error:** Substantial failure to adhere to published hearing procedures that materially prejudiced the outcome;
2. **Substantial New Evidence:** Discovery of significant, authentic evidence unavailable at the time of the hearing that would substantially alter the finding;
3. **Disproportionate Sanction:** Demonstration that the imposed sanction is severely disproportionate to the severity of the established violation.

The Provost and Vice President for Academic Affairs reviews the case record and issues a final, binding written decision within 15 business days.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§5.5 Sanctions and the XF Transcript Notation

Sanctions for academic integrity violations are assigned based on the gravity of the infraction, prior integrity record, and mitigating or aggravating factors. Institutional sanctions include:

- **Formal Letter of Reprimand and Educational Module:** Mandatory enrollment in the online Academic Ethics Tutorial;
- **Assignment Failure:** Grade of zero or F assigned to the exam or project;
- **Course Failure:** Final course grade of F recorded on the transcript;
- **Grade of XF:** Recorded on the official transcript as “Failure due to Academic Dishonesty.” The XF notation carries 0.0 quality points and remains visible to all external transcript recipients;
- **Disciplinary Suspension:** Mandatory separation from Alkimi University for one or two academic semesters;
- **Disciplinary Expulsion:** Permanent termination of student status and permanent expulsion from Alkimi University.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.6 Removal of the XF Grade Notation

The university recognizes the potential for ethical rehabilitation. A student who has received an **XF** transcript notation may petition for its removal under strict, defined institutional conditions:

- **Waiting Period:** The student must wait a minimum of **one full calendar year** following the conclusion of the term in which the XF was assigned before submitting a petition;
- **Educational Completion:** The student must complete the intensive, semester-long **Integrity Seminar** conducted by the Office of Academic Integrity;
- **Clean Disciplinary Record:** The student must have accrued zero subsequent academic integrity or student conduct infractions;
- **Petition Approval:** The student submits a formal written petition to the Academic Integrity Board detailing personal growth, ethical reflection, and community contributions.

Upon unanimous approval by the AIB and concurrence by the Provost, the XF grade notation on the permanent transcript is converted to a standard grade of **F**. Under no circumstances is the grade removed entirely or converted to a passing grade.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.7 Institutional Generative AI Policy and Default Rule

Alkimi University embraces emerging artificial intelligence technologies while upholding rigorous standards of student learning, critical thought, and academic honesty.

The Institutional Default AI Rule

Unless a course instructor explicitly authorizes generative AI assistance in the written course syllabus or assignment instructions, students may utilize generative AI tools (such as large language models, code generators, and image generators) **solely for preliminary brainstorming, individual study assistance, and stylistic feedback on self-authored drafts**. Students **may not** use generative AI tools to generate, draft, synthesize, or solve academic work that is submitted for a course grade.

Submitting text, computer code, mathematical derivations, or creative works generated by artificial intelligence as one’s own authentic effort without explicit instructor authorization and attribution constitutes academic dishonesty under §5.1.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.8 Syllabus Generative AI Policy Levels (Levels 1, 2, and 3)

To ensure absolute pedagogical transparency, every course syllabus at Alkimi University is required to designate one of three standardized Generative AI Policy Levels:

Policy Level	Designation	Classroom Rules and Permissible AI Usage
Level 1	Prohibited for Graded Work	Generative AI tools may not be used for any graded assignment, examination, paper, lab report, or problem set. All submitted work must be entirely student-produced. AI tools may be used only for general personal study, similar to a reference dictionary.
Level 2	Permitted for Specified Tasks with Disclosure	Generative AI assistance is permitted only for designated phases or tasks explicitly authorized in assignment prompts (such as data synthesis, debugging assistance, or outline brainstorming). Every utilization must include a full Disclosure Statement (§5.9). Unapproved use remains a policy violation.
Level 3	Broadly Permitted with Disclosure	Students are encouraged to integrate generative AI tools expansively throughout the research, ideation, design, coding, or drafting process as intellectual collaborators. Students remain fully accountable for factual accuracy and must provide an AI Disclosure Statement with their final submission.

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

§5.9 Required AI Disclosure Statement

Whenever a student incorporates generative AI tools into academic work under a **Level 2** or **Level 3** syllabus policy, the student must append an explicit **AI Usage Disclosure Statement** at the beginning or end of the submitted deliverable.

The disclosure must document:

1. **Tool Identification:** Name and version of the generative AI platform utilized (for example, *Alkimi Student Assistant v2.4* or *Claude 3.7 Sonnet*);
2. **Prompts and Operations:** The specific prompts entered and the scope of assistance requested (such as syntax error checking, literature search ideation, or code refactoring);
3. **Student Synthesis:** A brief description of how the raw AI output was analyzed, fact-checked, rewritten, or incorporated into the final human-authored submission.

Failure to include a required disclosure statement in a course permitting AI use constitutes a technical violation of the Academic Integrity Policy.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.10 AI Detection Tools and Evidentiary Limitations

Faculty members and administrative panels must understand the technological boundaries of machine learning detection software. Automated AI-detection scores generated by commercial software (such as detection percentages in Turnitin or similar algorithms) exhibit documented false-positive rates and linguistic biases.

Institutional Limitation on AI Detection Scores

Under university policy §5.10, **an automated AI-detection score or probability percentage may never serve as the sole or primary basis for an academic integrity report, charge, or sanction.**

To file an integrity allegation involving generative AI, instructors must compile corroborating pedagogical evidence, such as:

- Demonstrable inconsistencies between the submitted assignment and the student's historical in-class writing or established vocabulary;
- Fabricated, non-existent bibliographical citations, “hallucinated” historical events, or non-functional code constructs characteristic of synthetic generation;
- Inability of the student to explain the conceptual methodology, arguments, mathematical proofs, or programming logic during an in-person academic conference.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§5.11 Approved Platforms and Data Privacy

Alkimi is the official, enterprise-approved artificial intelligence platform of Alkimi University. When logged in using your official AlkimiID single sign-on credentials, interactions with Alkimi are protected by institutional data safeguards. Student prompts, essays, and uploaded research materials are never used to train external public foundation models.

Students are strictly prohibited from uploading university data classified as **Confidential** (such as student education records protected under FERPA) or **Restricted** (such as personally identifiable medical records or Social Security numbers) into commercial, unvetted third-party public AI platforms.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 6

Attendance, Exams, and Classroom Expectations

§6.1 Class Attendance and Punctuality

Academic excellence requires sustained intellectual engagement and active classroom participation. Specific attendance expectations, participation grading criteria, and absence penalties are determined by individual faculty instructors and published in the course syllabus.

Students are expected to attend all scheduled class sessions, laboratories, and clinical placements. In the event of illness or unforeseen absence, students must notify their instructors via university email prior to class. If a student misses the first two class meetings of a semester without communicating with the instructor, the instructor reserves the right to request an administrative drop through the Registrar's Office prior to the census date.

Contact: Academic Advising Center · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§6.2 Absences for Religious Observance

Alkimi University respects the religious diversity of its student body. Any student who is unable to attend classes, participate in laboratory work, or take scheduled examinations on a particular day due to the observance of a religious holy day will be excused without academic penalty.

Procedures for religious accommodations:

- The student must provide written notification (via email or physical letter) to each course instructor within the **first two weeks of the semester**, identifying the dates of intended observance;
- Instructors will provide reasonable accommodations, including an equitable opportunity to make up missed exams or course assignments without grade penalty;
- Make-up examinations must be scheduled at a mutually agreeable time, typically within one week following the excused absence.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§6.3 Absences for University-Sponsored Activities

Students participating in sanctioned university activities—including intercollegiate athletic competitions, academic debate tournaments, musical and theatrical performances, or approved academic conferences—are eligible for excused absences.

Requirements for activity absences:

- The sponsoring university department or athletic director must issue an official absence verification letter at least **one week in advance** of the scheduled travel;
- The student remains fully responsible for all academic content and must arrange with the instructor to complete all assignments or examinations prior to departure;
- Absences for personal travel, club sports, student fraternity/sorority events, or social outings are not university-sponsored activities and cannot be excused under this policy.

Contact: Academic Advising Center · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§6.4 Final Examination Conflicts and the Three-Exams Rule

The comprehensive final examination schedule is established by the University Registrar and published at the commencement of each semester. Faculty may not alter scheduled final examination slots or administer final exams during the regular instructional period or Reading Day.

The Three-Exams-in-One-Day Conflict Rule

Under university policy §6.4, if an undergraduate student has **three or more final examinations scheduled on the same calendar day**, the student possesses the right to have one examination rescheduled to an alternate date during the exam period.

To exercise this right, the student must submit a formal Examination Conflict Petition to the instructor of the **middle examination** no later than the **last day of classes** (December 9, 2026 for Fall; May 5, 2027 for Spring). The instructor of the middle exam must offer an alternate examination time during the designated final examination week. If an exam schedule conflict involves overlapping examination slots, the conflict must be resolved by the Registrar's Office.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§6.5 Examination Restrictions During the Last Week of Classes

To protect students' study time and ensure an orderly conclusion to the semester, **no major examinations or quizzes worth more than 10% of the total course grade may be administered during the final week of classes.**

Permissible academic activities during the final week are limited to regularly scheduled laboratory practicals, studio critique presentations, oral language proficiencies, and routine weekly homework assignments. Reading Days (December 10, 2026 for Fall; May 6, 2027 for Spring) are strictly reserved for student study; faculty are prohibited from holding mandatory classes, review sessions, or assessments.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§6.6 Recording of Lectures and Intellectual Property

Classroom lectures, discussions, and instructional materials are the intellectual property of the course instructor and Alkimi University.

- Audio or video recording of lectures, presentations, or laboratory demonstrations without the **express advance written permission of the instructor** is strictly prohibited;
- Students approved for audio recording as a formalized disability accommodation through Accessibility Services (see §12.4) must sign an Accommodation Recording Agreement agreeing that recordings will be used solely for personal study;
- Under no circumstances may lecture recordings, course slides, syllabi, or exam prompts be published, sold, shared, or uploaded to commercial websites or public file-sharing repositories. Unauthorized publication constitutes a violation of both the Student Code of Conduct and federal copyright law.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

CHAPTER 7

Student Records and Privacy

§7.1 Family Educational Rights and Privacy Act (FERPA) Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students attending Alkimi University specific rights regarding their education records:

1. **Right of Inspection:** Students have the right to inspect and review their education records within **45 days** of the day the university receives a formal written request;
2. **Right to Request Amendment:** Students have the right to request the amendment of education records that they believe are inaccurate, misleading, or in violation of privacy rights;
3. **Right to Consent to Disclosure:** Students have the right to provide written consent prior to the disclosure of personally identifiable information (PII) contained in their records, except to the extent that FERPA authorizes disclosure without prior consent;
4. **Right to File a Complaint:** Students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education regarding alleged institutional failures to comply with FERPA mandates.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§7.2 Directory Information and Privacy Opt-Out

Under FERPA regulations, Alkimi University designates specific categories of student data as “Directory Information,” which may be disclosed to third parties without prior student consent unless the student has formally submitted a Directory Privacy Restriction.

Directory Information at Alkimi University includes:

- Student full legal name;
- Official university email address;
- Major field of study and enrolled academic degree program;
- Collegiate class standing (first-year, sophomore, junior, senior, graduate);
- Enrollment status (full-time, part-time, withdrawn);
- Dates of institutional attendance;
- Degrees, honors, and academic awards received;
- Participation in officially recognized campus activities and varsity sports;
- Weight and height of members of intercollegiate athletic teams.

7.2.1 Directory Privacy Opt-Out

Students may request to withhold Directory Information by activating the **Directory Privacy Block** within the profile settings of AlkimiHub at any time. Once activated, the university will not confirm enrollment, share directory details, or include the student’s name in commencement programs or honor rolls without explicit written release. The block remains in effect permanently until revoked by the student.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§7.3 Official and Unofficial Academic Transcripts

An academic transcript is the permanent, comprehensive record of all credit courses attempted and grades earned at Alkimi University.

- **Unofficial Transcripts:** Enrolled students may access and print unofficial transcripts electronically at no charge through AlkimiHub;
- **Official Transcripts:** Official transcripts bearing the university seal and the registrar’s digital signature are ordered online through the National Student Clearinghouse via the Registrar’s portal. Electronic transcripts cost \$10 per recipient; certified paper mail transcripts cost \$15;
- **Transcript Holds:** Official transcripts will not be released if the student has an outstanding financial obligation to the university exceeding \$500 or an active administrative hold (see §3.9 and §8.4).

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§7.4 Enrollment and Degree Verifications

Enrollment certifications confirming full-time or part-time student status for health insurance providers, automobile insurance discounts, military identification, or scholarship foundations are generated automatically through AlkimiHub via our integration with the National Student Clearinghouse. Verifications for the upcoming semester become accessible after the census date. Degree verifications for prospective employers are processed through degreeverify.org.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§7.5 Legal Name, Chosen Name, and Pronoun Changes

Alkimi University respects student identity and facilitates the use of chosen names and personal pronouns across campus systems.

7.5.1 Chosen Name and Pronouns

Students may designate a preferred or chosen first name and personal pronouns within the personal information tab of AlkimiHub. The chosen name appears automatically on course rosters, Canvas learning portals, student directory listings, AlkimiCard identity badges, and housing rosters.

7.5.2 Legal Name Changes

Official university documents—including official transcripts, financial aid awards, billing statements, tax forms (1098-T), employment payroll records, and permanent diplomas—must reflect the student’s full legal name. To modify a legal name, the student must submit the Legal Name Change Form to the Registrar’s Office accompanied by legal supporting documentation (such as a certified court order, marriage certificate, or updated government passport).

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 8

Tuition, Billing, and Refunds

§8.1 Comprehensive Schedule of Charges (2026–27)

Tuition and mandatory fee rates are approved annually by the Alkimi University Board of Trustees. The figures below reflect official undergraduate charges for the 2026–27 academic year.

Fee Component or Direct Cost	Semester Rate	Annual Rate
Undergraduate Full-Time Tuition (12–18 credits)	\$24,300	\$48,600
Student Activity Fee (Student government and campus life)	\$210	\$420
Technology Fee (Network, software licenses, labs)	\$190	\$380
Health Services Fee (Hollis Center clinical care)	\$175	\$350
Total Mandatory Direct Fees	\$575	\$1,150
New Student Orientation Fee (First semester only)	\$250	—
Standard Double Residence Hall Room (Juniper Hall)	\$4,700	\$9,400
Suite-Style Residence Hall Room (Alder Hall)	\$5,300	\$10,600
Campus Apartment Single Bedroom (Summit Apartments)	\$5,600	\$11,200
Unlimited Meal Plan (First-year residential required)	\$3,400	\$6,800
Block 225 Meal Plan (Sophomores, juniors, seniors)	\$3,050	\$6,100
Apartment Flex Meal Plan (Summit residents & commuters)	\$1,600	\$3,200
Student Health Insurance Plan (Waivable with proof)	\$1,475	\$2,950
Part-Time Tuition (Undergraduate, per credit)	\$1,620	—
Overload Tuition (Per credit enrolled above 18 credits)	\$1,620	—
Graduate Standard Tuition (Per credit)	\$1,450	—
MBA Graduate Tuition (Per credit)	\$1,580	—
Graduate Student Fees (Per semester)	\$300	\$600

Contact: Student Accounts (Bursar) · Alkimi One Stop, Harlan Hall 120 · (555) 555-0165 · studentaccounts@university.alkimi.ai

§8.2 Billing Statements and Payment Due Dates

Electronic billing statements are published to the AlkimiHub portal approximately four weeks prior to the start of each semester. Paper invoices are not mailed. Students are notified of statement availability via their university email.

Payment due dates for the 2026–27 academic year are:

- **Fall 2026 Tuition and Fees Due Date:** Friday, August 14, 2026
- **Spring 2027 Tuition and Fees Due Date:** Friday, January 8, 2027

Acceptable payment methods include online electronic bank transfer (e-Check/ACH) with no transaction fee, personal check mailed to Student Accounts, wire transfer, or major credit cards (subject to a 2.85% merchant processing surcharge).

Contact: Student Accounts (Bursar) · Alkimi One Stop, Harlan Hall 120 · (555) 555-0165 · studentaccounts@university.alkimi.ai

§8.3 Alkimi Monthly Payment Plan

To assist students and families in budgeting education costs, the university offers the **Alkimi Monthly Payment Plan**. This plan allows semester charges to be divided into five equal, interest-free monthly installments:

- **Fall Semester Installments (July–November):** Payments due on the 15th of July, August, September, October, and November. Enrollment deadline: **July 15, 2026**;
- **Spring Semester Installments (December–April):** Payments due on the 15th of December, January, February, March, and April. Enrollment deadline: **December 15, 2026**;
- **Enrollment Fee:** A non-refundable fee of **\$50 per semester** is charged at enrollment.

Automatic recurring deductions via checking account or credit card are configured directly in AlkimiHub.

Contact: Student Accounts (Bursar) · Alkimi One Stop, Harlan Hall 120 · (555) 555-0165 · studentaccounts@university.alkimi.ai

§8.4 Late Fees, Returned Payments, and Financial Holds

Accounts not paid in full or enrolled in an active payment plan by the published due date are subject to institutional financial penalties:

- **Late Payment Fee:** A delinquent charge of **\$150** is assessed on all overdue student balances following the payment due date;
- **Late Registration Fee:** A administrative surcharge of **\$100** is assessed for registrations initiated after the start of the semester;
- **Returned Payment Fee:** A charge of **\$35** is assessed for any electronic payment or check returned for insufficient funds.

8.4.1 Financial Hold Policy

Under university policy §8.4, **any outstanding account balance exceeding \$500 after the payment due date results in an immediate Financial Hold**. The financial hold blocks future semester registration, prevents schedule modifications, and restricts the issuance of official academic transcripts and commencement diplomas.

Contact: Student Accounts (Bursar) · Alkimi One Stop, Harlan Hall 120 · (555) 555-0165 · studentaccounts@university.alkimi.ai

§8.5 Institutional Tuition Refund Schedule

Refunds for students who reduce course loads below 12 credits, withdraw from courses, or withdraw completely from Alkimi University are calculated according to the following official refund schedule:

Withdrawal / Reduction Period	Tuition Refund	Fall 2026 Calendar	Spring 2027 Calendar
Through Census Date (End of Week 2)	100% Refund	Through Sep 9, 2026	Through Feb 2, 2027
During Week 3 (Post-Census)	50% Refund	Sep 10 – Sep 16, 2026	Feb 3 – Feb 9, 2027
During Week 4	25% Refund	Sep 17 – Sep 23, 2026	Feb 10 – Feb 16, 2027

After End of Week 4	0% Refund (No Refund)	After Sep 23, 2026	After Feb 16, 2027
Mandatory institutional fees (Activity Fee, Technology Fee, Health Fee, Orientation Fee) are non-refundable after the first day of classes. Room and board adjustments follow residence contract terms (see §10.3).			

Refund Calculation Example

Suppose an undergraduate student is enrolled full-time in 16 credits (\$24,300 tuition) and withdraws from the university on **September 15, 2026** (during the third week of classes). Under the official refund schedule, the student qualifies for a **50% tuition refund**.

- Gross Tuition Charged: \$24,300
- Tuition Credit (50%): \$12,150
- Adjusted Tuition Obligation: \$12,150
- All mandatory fees remain fully owed. If the student received federal financial aid, aid must be recalculated under Title IV return rules (see §9.7).

Contact: Student Accounts (Bursar) · Alkimi One Stop, Harlan Hall 120 · (555) 555-0165 · studentaccounts@university.alkimi.ai

§8.6 Student Health Insurance Mandate and Online Waiver

To ensure that all students have adequate medical coverage, Alkimi University mandates that all full-time undergraduate and graduate students maintain comprehensive health insurance. Students are automatically enrolled in and billed for the university Student Health Insurance Plan (\$2,950 annually; \$1,475 per semester).

Students covered by a comparable private, employer-sponsored, or familial health insurance policy that meets university standards may waive the insurance fee online:

- **Fall 2026 Waiver Deadline:** Tuesday, September 15, 2026 at 11:59 p.m.
- **Spring 2027 Waiver Deadline (New Spring Students):** Monday, February 1, 2027 at 11:59 p.m.
- **Waiver Procedure:** Log into the AlkimiHub health insurance portal and input the current insurance policy number, group ID, and subscriber details.

Once verified by our insurance clearinghouse, the \$1,475 semester charge is reversed. Waivers must be renewed annually at the start of each academic year.

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

CHAPTER 9

Financial Aid

§9.1 Federal and Institutional Aid Codes and Deadlines

The Office of Financial Aid administers institutional scholarships, federal grants, work-study employment, and loan programs. To apply for financial aid, students must submit official financial filings using Alkimi University's institutional codes:

- **Federal FAFSA School Code:** E55555
- **CSS Profile School Code:** 5555

Financial Aid Application Deadlines

- **Early Action & Early Decision Applicants:** November 15, 2026
- **Regular Decision First-Year Applicants:** February 15, 2027
- **Returning Undergraduate Students (Priority Deadline):** March 1, 2027
- **Transfer Student Priority Deadline:** March 1, 2027

Returning students must complete both the FAFSA and the CSS Profile annually by March 1 to maintain priority consideration for institutional need-based grant funding.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.2 Types of Financial Assistance

Financial assistance packages are composed of three primary categories:

1. **Need-Based Grants:** The **Alkimi University Grant** is an institutional grant awarded based on demonstrated financial need calculated from the FAFSA and CSS Profile. Alkimi grants do not require repayment. Federal need-based programs include the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG);
2. **Merit-Based Scholarships:** Awarded based on academic excellence, leadership, and creative talent, without regard to financial need (see §9.3);
3. **Self-Help Aid:** Includes Federal Direct Subsidized and Unsubsidized student loans, Federal Direct PLUS parent loans, and Federal Work-Study campus employment.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.3 Merit Scholarships and GPA Renewal Thresholds

Alkimi University awards prestigious four-year merit scholarships to entering undergraduate scholars. All first-year applicants who apply for admission by January 15 are evaluated automatically without a separate scholarship application. Standardized test scores are not required for merit consideration.

Scholarship Title	Annual Award	Renewal GPA	Criteria and Award Notes
Founders Scholarship	Full Tuition (\$48,600)	3.20 Cum. GPA	Awarded to 10 entering scholars annually. Finalists interview on campus in February. Renewable for 4 years.
Presidential Scholarship	\$25,000 / year	3.00 Cum. GPA	Recognizes exceptional high school academic achievement and leadership. Renewable for up to 8 semesters.

Dean's Scholarship	\$18,000 / year	2.75 Cum. GPA	Awarded to outstanding entering scholars. Renewable for up to 8 semesters of undergraduate study.
Alchemist Award	\$10,000 / year	2.50 Cum. GPA	Celebrates creative inquiry and multidisciplinary talent. Renewable for up to 8 semesters.
Transfer Merit Award	\$8,000–\$15,000 / yr	2.75 Cum. GPA	Awarded to entering transfer students based on prior collegiate GPA. Renewable for up to 6 semesters.

Cumulative GPAs are reviewed annually at the conclusion of each Spring semester. Students who fall below the required GPA threshold are placed on scholarship probation for one semester to recover their standing.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.4 Federal Work-Study and Campus Employment

The Federal Work-Study (FWS) program and university-funded campus employment provide students with part-time job opportunities across campus departments, research laboratories, libraries, and community service centers.

- **Compensation Rate:** The standard student campus employment wage is **\$15.50 per hour**;
- **Hour Limitations:** Students may work a maximum of **20 hours per week** while classes are in session, and up to 37.5 hours per week during scheduled university recesses (winter and spring breaks);
- **Application Procedure:** Open positions are posted on the Alkimi CareerHub employment portal. Earnings are paid directly to the student biweekly via direct deposit and are not deducted automatically from the student tuition bill.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.5 Satisfactory Academic Progress (SAP) Standards

Federal regulations and university policy mandate that all financial aid recipients maintain Satisfactory Academic Progress (SAP) toward degree completion. SAP is evaluated annually at the conclusion of each Spring semester.

To maintain eligibility for federal, state, and institutional aid, students must satisfy three benchmarks:

1. **Qualitative Standard (Cumulative GPA):** Undergraduates must maintain a minimum cumulative GPA of **2.00**;
2. **Quantitative Standard (Pace / Completion Ratio):** Students must successfully complete at least **67% of all cumulative credit hours attempted** (calculated as: Total Earned Credits divided by Total Attempted Credits). Incompletes, grades of W, F, NP, and course repeats count as attempted credits;
3. **Maximum Timeframe:** Students must complete their baccalaureate degree within **150% of the published program length**. For a standard 120-credit degree, the maximum limit is **180 attempted credits**.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.6 Financial Aid Suspension and SAP Appeals Process

Students who fail to meet SAP standards are placed on **Financial Aid Suspension**, which terminates eligibility for all federal, state, and institutional scholarships and grants.

9.6.1 The SAP Appeal Process

A student may appeal their aid suspension if extraordinary mitigating circumstances (such as severe personal illness, death of an immediate family member, or significant traumatic disruption) contributed to their academic deficiency:

- **Submission Deadline:** Formal SAP appeals must be submitted to the Financial Aid Appeals Committee no later than **July 15** for the Fall semester, or **January 5** for the Spring semester;
- **Appeal Dossier:** The appeal must include a detailed narrative explaining what occurred, how circumstances have improved, supporting third-party documentation, and an approved **Academic Plan** developed with the Academic Advising Center;
- **Financial Aid Probation:** If approved, aid is reinstated on a probationary basis for one semester. The student must fulfill all benchmarks specified in their Academic Plan to maintain continued funding.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

§9.7 Complete Withdrawal and Return of Title IV Funds

When a recipient of federal financial aid withdraws completely from all courses on or before completing 60% of the instructional semester, federal law mandates the calculation of a **Return of Title IV Funds (R2T4)**.

The percentage of federal aid earned is equal to the percentage of the semester completed:

$$\text{Earned Aid \%} = \frac{\text{Number of calendar days completed up to withdrawal}}{\text{Total calendar days in the semester}}$$

If a student withdraws having completed only 30% of the term, they have earned 30% of their scheduled federal aid. The unearned 70% must be returned to the U.S. Department of Education in the following statutory order:

1. Federal Direct Unsubsidized Loans;
2. Federal Direct Subsidized Loans;
3. Federal Direct PLUS Loans;
4. Federal Pell Grants;
5. Federal SEOG Grants.

The student is responsible for repaying any institutional charges created when unearned financial aid is returned to the government. After the 60% point of the semester, federal aid is considered 100% earned.

Contact: Office of Financial Aid · Alkimi One Stop, Harlan Hall 120 · (555) 555-0150 · finaid@university.alkimi.ai

CHAPTER 10

Housing and Dining

§10.1 Campus Residency Requirement and Exemptions

Living in a residential learning community is an integral dimension of the educational experience at Alkimi University. **All first-year and second-year undergraduate students are required to live in university residence halls and participate in a university meal plan.**

10.1.1 Residency Exemptions

Undergraduates may apply for an exemption from the residency requirement if they satisfy one or more of the following criteria:

- Commuting daily from the permanent primary residence of a parent or legal guardian located within a **30-mile radius** of the Merrow Falls campus;
- Age **21 years or older** prior to the first day of fall semester classes;
- Legally married or in a registered domestic partnership;
- Serving as the custodial parent or legal guardian of dependent children residing with them;
- Documented military veteran status.

Exemption petitions must be submitted to the Office of Residence Life and Housing by **June 1** for the fall term.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.2 Residence Halls and Living-Learning Communities

The university offers varied residential configurations:

- **Juniper Hall:** First-year traditional residence hall featuring furnished double-occupancy rooms with shared corridor bathrooms, floor study lounges, and central laundry;
- **Alder Hall:** First-year suite-style hall featuring two double-occupancy bedrooms connected by a shared semi-private bathroom;
- **Birch Hall:** Houses specialized Living-Learning Communities (LLCs) including the STEM Scholars, Creative Arts, Global Village, Wellness, and First-Generation Scholars communities;
- **Summit Apartments:** Upper-class housing complex comprising fully furnished four-person single-bedroom apartments with complete kitchens and living rooms.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.3 Housing Contracts and Cancellation Surcharges

Housing contracts are legally binding for the **entire academic year** (both Fall and Spring semesters).

- **Housing Deposit:** Entering students submit a \$250 housing deposit upon room application;
- **Summer Cancellation:** Cancelling an academic-year housing contract after **July 1** carries a mandatory **\$500 contract cancellation surcharge**;
- **Mid-Year Releases:** Students seeking release from their spring housing contract due to study abroad, fall graduation, medical leave, or complete withdrawal must file a Housing Release Request by December 1.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.4 Break Housing and Residence Hall Closures

Residence halls remain open for enrolled residential students during the Fall Break (October 12–13, 2026) and Thanksgiving Recess (November 25–27, 2026) at no additional charge.

Halls **close for Winter Break at 10:00 a.m. on Friday, December 18, 2026**, and reopen at 9:00 a.m. on Friday, January 15, 2027. Students who require winter housing due to out-of-state/international distance, winter athletics, or campus employment must apply for **Winter Break Housing** by December 1. An additional weekly room fee applies for break accommodations.

For the Spring semester, halls close for non-graduating students on Friday, May 14, 2027 at 12:00 p.m. noon. Graduating seniors may remain in campus housing until 5:00 p.m. on Sunday, May 16, 2027.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.5 Room Change Process

To facilitate roommate communication and community stabilization, an administrative **Room Freeze** is in effect during the first two weeks of each semester.

Beginning two weeks after the first day of classes, students experiencing persistent roommate conflicts may initiate the formal Room Change Process:

1. **Roommate Mediation:** The students must complete a formal mediation conference with their Resident Assistant (RA) and review their Roommate Agreement;
2. **Hall Director Consultation:** If mediation fails, the students meet with the Area Coordinator / Hall Director;
3. **Open Reassignment:** The student submits a formal reassignment request through AlkimiHub, and available alternate rooms are offered based on space availability.

Unauthorized room swaps are strictly prohibited and result in a \$100 administrative improper check-in fine.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.6 Campus Meal Plans

Alkimi University Dining Services operates four main food service venues: Brightwater Dining Hall (all-you-care-to-eat facility), The Crucible Café in Whitcombe Library, Ember & Oak Grill in Brightwater Commons, and the Summit Market convenience store.

Meal Plan Option	Semester Cost
Annual Cost	Plan Details and Eligibility
Unlimited Plan	\$3,400
\$6,800	Unlimited meal entries to Brightwater Dining Hall plus \$250 Dining Dollars per semester. Mandatory for all first-year residential students.
Block 225 Plan	\$3,050
\$6,100	225 meal swipes per semester plus \$400 Dining Dollars. Available to sophomores, juniors, and seniors living in residence halls.
Apartment Flex Plan	\$1,600
\$3,200	75 meal swipes per semester plus \$600 Dining Dollars. Restricted to Summit Apartments residents and off-campus commuter students.

Unused Dining Dollars roll over from the Fall semester to the Spring semester but expire on the final day of spring final examinations. Meal swipes expire at the end of each semester.

10.6.1 Meal Plan Modification Window

Students may change their meal plan selection in AlkimiHub from the opening of registration until **the end of the second week of classes** (September 9, 2026 for Fall; February 2, 2027 for Spring). Plan changes after this deadline are prohibited.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§10.7 Dietary Accommodations and Allergens

Brightwater Dining Hall features the **Oasis Station**, a dedicated allergen-friendly kitchen zone that prepares meals free from the top nine common food allergens (peanuts, tree nuts, milk, eggs, wheat, soy, fish, shellfish, and sesame) as well as gluten.

Students with severe food allergies, celiac disease, or clinical medical dietary restrictions should schedule an individual dietary consultation with our campus Registered Dietitian. If clinical dietary needs cannot be accommodated through standard dining offerings, students may file a Medical Meal Plan Accommodation Petition with Accessibility Services (see §12.2).

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

CHAPTER 11

Health, Counseling, and Wellness

§11.1 Mandatory Immunization Requirements and Deadlines

To safeguard public health across our residential community, Alkimi University requires all matriculated undergraduate and graduate students to submit certified immunization records prior to campus arrival.

Required immunizations include:

- **Measles, Mumps, Rubella (MMR):** Two documented doses of live MMR vaccine administered on or after the first birthday, or laboratory serologic proof of positive immunity;
- **Meningococcal ACWY (MenACWY):** One dose administered on or after the student's 16th birthday (required for all residential students age 21 and younger);
- **Tetanus, Diphtheria, Pertussis (Tdap):** One booster dose administered within the past 10 years;
- **Tuberculosis Screening:** Completion of the mandatory online TB Risk Questionnaire in AlkimiHub; clinical screening is required if indicated.

Immunization Submission Deadlines

- **Fall 2026 Matriculants:** August 1, 2026
- **Spring 2027 Matriculants:** January 4, 2027

Official vaccination records must be uploaded directly to the AlkimiHub Student Health Portal. Failure to submit required documentation prior to registration for the subsequent term results in an administrative **Immunization Hold** that blocks future registration.

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

§11.2 Clinical Health Services

The Hollis Health & Counseling Center delivers comprehensive outpatient clinical medical services to all enrolled students.

- **Clinical Offerings:** Evaluation and treatment of acute illnesses and injuries, routine preventive wellness exams, sexual health screenings, gynecological care, basic laboratory tests, and immunizations;
- **Costs and Fees:** Routine consultations and clinical visits with medical staff are **free of charge** (covered by the mandatory Health Services Fee). Point-of-care rapid testing, prescription medications, immunizations, and external laboratory panels are billed to insurance or student accounts at nominal cost;
- **Appointments:** Available Monday through Friday, 8:00 a.m. to 6:00 p.m., and Saturday, 10:00 a.m. to 2:00 p.m. during regular semesters. Appointments can be booked online via AlkimiHub.

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

§11.3 Counseling and Psychological Services (CAPS)

Counseling and Psychological Services provides professional, confidential mental health support designed to assist students in navigating personal, academic, and emotional challenges:

- **Clinical Services:** Short-term individual psychotherapy, group counseling sessions, crisis intervention, and psychiatric medication management;

- **Confidentiality:** Mental health records are protected by professional medical ethics and state/federal confidentiality laws. Counseling records are strictly separated from academic records;
- **Crisis Support Line:** Students experiencing an acute psychological crisis may access the **24/7 Mental Health Crisis Line at (555) 555-0199** at any hour.

Contact: Hollis Counseling Services · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

§11.4 Medical Amnesty Policy

The health, safety, and physical preservation of every community member is Alkimi University's highest priority. The fear of disciplinary consequences must never deter a student from seeking urgent medical assistance for an alcohol or drug overdose.

Medical Amnesty Guarantees

Under university policy §11.4, a student who calls for emergency medical assistance (via 911 or Campus Safety) for themselves or on behalf of another individual experiencing an alcohol or substance-related medical crisis **will not be subject to formal disciplinary action or conduct probation under the Student Code of Conduct for personal drug or alcohol consumption.**

The reporting student and the assisted individual will be required to participate in an educational wellness consultation with a health educator at the Hollis Center. The incident is treated as an educational health intervention and does not appear on disciplinary conduct records.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

CHAPTER 12

Accessibility Services

§12.1 Eligibility and Disability Registration

Alkimi University is committed to fostering an equitable, accessible educational environment in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The Office of Accessibility Services coordinates academic accommodations, auxiliary aids, housing modifications, and assistive technology for qualified students with permanent or temporary disabilities.

To register for accessibility accommodations:

1. **Submit Application:** Complete the online Accessibility Registration Form through the AlkimiHub portal;
2. **Submit Clinical Documentation:** Upload comprehensive clinical documentation from an appropriately licensed, qualified healthcare professional (see §12.2);
3. **Interactive Intake Conference:** Complete a 45-minute interactive intake consultation with an Accessibility Specialist to evaluate specific functional limitations and determine reasonable accommodations.

Students are urged to register prior to the start of the semester; accommodations become effective only after registration is complete and cannot be applied retroactively.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§12.2 Documentation Guidelines

To substantiate an accommodation request, clinical documentation must:

- Be issued by a licensed medical physician, clinical psychologist, psychiatrist, or qualified educational diagnostician with expertise in the relevant disability;
- Be printed on official letterhead, dated within the past three years (for psychiatric conditions or dynamic health impairments), and include the professional's credentials;
- State a clear diagnostic evaluation using established DSM-5 or ICD-10 criteria;
- Detail the specific functional limitations of the impairment within the collegiate instructional, testing, or residential environment;
- Recommend specific accommodations with a clear explanatory nexus between the impairment and the requested aid.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§12.3 Accommodation Letters and Student Responsibilities

Once accommodations are formally approved, Accessibility Services issues an official digital **Accommodation Letter** via the AlkimiHub Accessibility Portal.

Responsibilities of the student:

- **Semester Renewal:** At the start of each semester, the student must log into AlkimiHub and request the generation and delivery of their Accommodation Letters to their registered course instructors;
- **Faculty Collaboration:** The student must communicate with each instructor during the first two weeks of classes to discuss implementation details (such as testing locations or note-taking aids);
- **No Disclosure of Diagnosis:** Accommodation letters state only the approved accommodations and contain zero information regarding the student's underlying medical diagnosis.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§12.4 Testing Accommodations and Request Lead Times

Testing accommodations provide equitable examination conditions for students with documented disabilities. Common testing accommodations include 1.5x or 2.0x extended testing time, reduced-distraction private testing rooms, screen-reading software, assistive keyboards, and specialized physical seating.

Examinations are administered in the proctored Testing Center on the second floor of Harlan Hall.

Mandatory Testing Accommodation Lead Times

To utilize the Testing Center for proctored accommodations, students must submit an electronic **Exam Booking Request** through the AlkimiHub Accessibility Portal within the following mandatory lead times:

- **Standard Quizzes and Midterm Exams:** Request must be submitted at least **5 business days** prior to the scheduled exam date.
- **Final Examinations:** Request must be submitted at least **10 business days** prior to the first day of the final examination period (no later than Friday, November 20, 2026 for Fall; Friday, April 23, 2027 for Spring).

Late requests cannot be accommodated by the Testing Center due to strict proctoring capacity constraints.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§12.5 Temporary Medical Accommodations

Students who sustain temporary injuries or acute short-term medical conditions—such as a fractured dominant arm, surgical recovery, severe concussion, or acute infectious illness—may qualify for temporary accommodations.

Students should submit medical verification from an attending physician indicating the nature and expected duration of the impairment. Temporary accommodations (such as peer scribes, short-term laptop permissions, or temporary elevator access passes) are typically granted for periods ranging from two to twelve weeks.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§12.6 Grievance Procedure and ADA Appeals

If a student believes they have been improperly denied a requested accommodation, that an instructor has failed to implement an approved accommodation letter, or that they have experienced discrimination on the basis of a disability, the student may file a formal grievance:

1. **Informal Resolution:** Within 5 business days, confer with the Director of Accessibility Services, Imani Brooks (ibrooks@university.alkimi.ai), to seek administrative resolution;
2. **Formal ADA Grievance:** If informal steps fail, submit a formal written complaint to the University ADA / Title IX Coordinator, Angela Moreno (titleix@university.alkimi.ai), in Harlan Hall 310 within 15 business days of the incident;
3. **Grievance Investigation:** The ADA Coordinator investigates the dispute and issues a written finding within 15 business days.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

CHAPTER 13

Student Conduct

§13.1 Student Code of Conduct Overview

Alkimi University is committed to fostering an inclusive, civil, and lawful community. All students, registered student organizations, and athletic teams are bound by the **Student Code of Conduct**, which applies to behavior occurring on university premises, during university-sponsored travel, in online digital spaces, and off campus when conduct adversely affects the university community.

Prohibited conduct includes physical harm, threats, harassment, bullying, disorderly conduct, property theft or vandalism, weapons possession, unauthorized entry, and non-compliance with university officials. The Office of the Dean of Students oversees conduct administration.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§13.2 Alcohol and Substance Regulations

The possession, consumption, manufacture, and distribution of alcoholic beverages and controlled substances are governed by state law and institutional regulations:

- **First-Year Residence Halls:** Juniper Hall and Alder Hall are strictly substance-free. **Alcohol is prohibited in first-year residence halls regardless of a student's age;**
- **Upper-Class Housing (Summit Apartments):** Students age **21 or older** may possess and consume moderate quantities of alcohol within the private interior of their assigned apartment in Summit Apartments. Alcohol is prohibited in public hallways, lounges, and outdoor grounds;
- **Controlled Substances and Cannabis:** Federal law (the Drug-Free Schools and Communities Act) strictly prohibits the possession, use, cultivation, or distribution of cannabis (marijuana) on campus premises, including residential facilities, regardless of state decriminalization;
- **Commercial Sale:** The unauthorized sale or distribution of drugs or alcohol is grounds for immediate suspension or expulsion.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§13.3 Quiet Hours and Courtesy Standards

To maintain an environment conducive to scholarly focus and rest, residential facilities observe established quiet hours:

- **Weeknight Quiet Hours (Sunday through Thursday): 10:00 p.m. to 8:00 a.m.**
- **Weekend Quiet Hours (Friday and Saturday): 1:00 a.m. to 10:00 a.m.**
- **24-Hour Final Exam Quiet Hours:** Residence halls observe continuous **24-hour quiet hours** beginning at 11:59 p.m. on the last day of classes through the conclusion of the final examination period.
- **Courtesy Hours:** Courtesy hours are in effect 24 hours a day; residents must lower amplified sound immediately upon request from any peer or staff member.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§13.4 Residential Guest Policy

Residential students are responsible for the behavior of their visitors at all times. Guests must be escorted by their host resident throughout residence hall facilities.

- **Overnight Guest Restrictions:** An overnight guest may stay in a residence hall room for **no more than 3 consecutive nights**, and **no more than 3 nights in any 14-day period**;
- **Roommate Consent:** Overnight guests are permitted only with the prior, explicit consent of all room or suite occupants;
- **Cohabitation Prohibited:** Cohabitation—defined as extended living by an individual not assigned to the room—is strictly prohibited.

Contact: Residence Life and Housing · Brightwater Commons 140 · (555) 555-0147 · housing@university.alkimi.ai

§13.5 Disciplinary Process, Sanctions, and Appeals

Suspected violations of the Student Code of Conduct are reported to the Office of the Dean of Students:

1. **Preliminary Notice:** The student receives written notice of alleged violations and an invitation to an Administrative Conduct Conference;
2. **Administrative Resolution:** For minor infractions, a conduct officer hears the student's statement and determines responsibility using the **preponderance of the evidence** standard;
3. **Campus Conduct Board:** Serious violations that may result in suspension or expulsion are adjudicated before a hearing panel consisting of faculty and student representatives;
4. **Sanctions:** Sanctions include written warnings, educational restitution projects, housing probation, removal from residence, disciplinary probation, suspension, or expulsion;
5. **Appeals:** The student may appeal a written conduct decision within **5 business days** to the Vice President for Student Affairs. Appeals are granted only for procedural defects, substantial new evidence, or disproportionate severity.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

CHAPTER 14

Title IX and Sexual Misconduct

§14.1 Scope, Definitions, and Reporting Options

Alkimi University is committed to maintaining a learning, living, and working environment free from sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, and stalking, in accordance with Title IX of the Education Amendments of 1972 and the Violence Against Women Act (VAWA).

Title IX inquiries and reports should be directed to the Title IX Coordinator:

Title IX Office Contact

Angela Moreno, Title IX Coordinator

Office of Title IX and Equal Opportunity

Harlan Hall 310 · Telephone: (555) 555-0166

Email: titleix@university.alkimi.ai

Any student may file a report online, via email, by phone, or in person. Reports may be filed anonymously through the online Title IX incident report form.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

§14.2 Mandatory Reporters and Confidential Resources

Understanding the difference between designated mandatory reporters and confidential resources is vital for students seeking support.

14.2.1 Responsible Employees (Mandatory Reporters)

Under institutional policy §14.2, **all university faculty and staff members (with the exception of designated confidential resources) are Responsible Employees.** Responsible employees are required to report all known details of alleged sexual harassment or misconduct involving students to the Title IX Coordinator within **24 hours** of receiving the information.

14.2.2 Confidential Resources

Students seeking entirely confidential guidance, emotional support, or medical care without triggering an institutional investigation may consult designated confidential resources:

- **Hollis Health & Counseling Center Clinicians:** Professional counselors and medical clinicians (health@university.alkimi.ai, 555-0190);
- **24/7 CARE Advocate:** Confidential sexual trauma advocates available at (555) 555-0195;
- **University Chaplains:** Designated pastoral care staff in the Office of Spiritual Life.

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

§14.3 Supportive Measures

Upon receipt of a report of sexual misconduct, the Title IX Coordinator will immediately offer non-disciplinary, non-punitive supportive measures to the reporting party (and, when appropriate, the respondent). Supportive measures are provided free of charge and do not require participation in a formal grievance process.

Available supportive measures include:

- Mutual No-Contact Orders;

- Adjustments to course schedules, lecture sections, or exam timings;
- Emergency reassignment of on-campus residential housing;
- Academic extensions and excused absence authorizations;
- Campus Safety escorts and security accommodations;
- Leaves of absence coordination.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

§14.4 Formal Grievance Investigation and Adjudication

If a complainant files a Formal Complaint, the university initiates an equitable formal grievance process:

- **Notice of Allegations:** Both parties receive comprehensive written notice detailing the allegations, respondents, and procedural rights;
- **Impartial Investigation:** A trained investigator conducts interviews, gathers documentary evidence, and issues a draft investigative report;
- **Evidence Inspection:** Parties have 10 business days to inspect and submit written comments on all gathered evidence;
- **Live Hearing:** Conducted before an external, neutral Hearing Officer. Parties participate via video-conference; cross-examination is conducted directly by each party's designated advisor;
- **Standard of Proof:** Findings are evaluated under the **preponderance of the evidence** standard;
- **Appeals:** Written appeals may be filed by either party within 5 business days of the written determination.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

CHAPTER 15

Campus Safety

§15.1 Emergency Services and Facilities

The Department of Campus Safety maintains professional law enforcement and safety oversight across campus 24 hours a day, 365 days a year. Campus Safety officers patrol campus grounds on foot, by bicycle, and by cruiser, and oversee electronic building access, closed-circuit security cameras, and blue-light emergency phones.

Campus Safety Contacts

- **Emergency Dispatch (24/7): (555) 555-0111**
- **Non-Emergency Dispatch / Lost and Found: (555) 555-0112**
- **Headquarters:** Brightwater Commons, Ground Floor

Over 60 exterior “Blue Light” emergency call towers are located across campus walkways and parking lots. Activating the button immediately connects callers to emergency dispatch and pinpoints location for rapid response.

Contact: Campus Safety Dispatch · Brightwater Commons Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

§15.2 AlkimiAlert Emergency Notification System

AlkimiAlert is the university’s emergency notification broadcast service. In the event of an active threat, severe weather closing, or urgent campus hazard, text and email alerts are sent immediately.

All students are automatically enrolled upon registration using their mobile phone number and university email. Students are required to verify and update emergency contact details annually via AlkimiHub and may register up to three additional parent or family phone numbers.

Contact: Campus Safety Dispatch · Brightwater Commons Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

§15.3 SafeWalk Escort Service

To enhance personal security during evening hours, Campus Safety coordinates the **SafeWalk** escort program:

- **Operational Hours:** Every night from **7:00 p.m. to 2:00 a.m.**;
- **Service Coverage:** Safety personnel or trained student security officers provide walking escorts between any campus facilities, residence halls, or university parking lots;
- **How to Request:** Call Campus Safety Dispatch at **(555) 555-0111** or request an escort in person at the dispatch desk.

Contact: Campus Safety Dispatch · Brightwater Commons Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

§15.4 Annual Security and Fire Safety Report (Clery Act)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university publishes its comprehensive Annual Security and Fire Safety Report by **October 1** each year. The report details three years of crime statistics, fire safety logs, alcohol and drug policies, and personal safety resources. The full report is accessible at safety.university.alkimi.ai/clery.

Contact: Campus Safety Dispatch · Brightwater Commons Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

CHAPTER 16

Technology and Acceptable Use

§16.1 AlkimiID and Account Credentials

Every enrolled student is assigned a unique institutional digital identifier known as the **AlkimiID** (for example, jdoe27). The AlkimiID serves as the single credential for accessing university email, Canvas LMS, the AlkimiHub portal, Wi-Fi networks, library databases, and the Alkimi AI platform.

16.1.1 Password Standards

Passwords must be a minimum of **14 characters** in length and incorporate uppercase letters, lowercase letters, numbers, and symbols. Passwords must be updated every **365 days**; systems prohibit the reuse of any of the last 5 passwords. Password resets are executed through id.university.alkimi.ai.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.2 Multi-Factor Authentication (MFA)

To defend institutional networks against credential theft, Multi-Factor Authentication (MFA) is strictly mandatory for all student accounts. MFA authentication is fulfilled using the Authenticator mobile app or an approved hardware security key. SMS text verification is authorized only as a secondary emergency backup method.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.3 Campus Wi-Fi Networks

Alkimi University operates enterprise high-speed wireless connectivity campus-wide:

- **AlkimiU-Secure:** The primary encrypted wireless network for students, faculty, and staff. Sign in using your full AlkimiID and password;
- **AlkimiU-Guest:** Unencrypted public network for visitors and family. Requires sign-in with a mobile phone number for 24-hour guest access;
- **IoT Device Registration:** Smart TVs, streaming devices, and gaming consoles without web browsers must be registered through devices.university.alkimi.ai before connecting.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.4 Email Retention and Account Deprovisioning

Student email accounts (@university.alkimi.ai) are the official channel for university communications. Graduating students retain active email and cloud storage access for **exactly one calendar year following graduation**. After 365 days, accounts are permanently deleted. Non-graduating students who withdraw or transfer are deprovisioned 30 days after separation.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.5 Student Printing Allocation

Enrolled undergraduate and graduate students receive a complimentary **\$40 print credit allocation per semester** linked to their AlkimiCard. Printing charges across campus networked printers are:

- Black-and-white printing: **\$0.08 per page**
- Color printing: **\$0.40 per page**

Additional printing funds can be loaded online via AlkimiHub. Print balances do not roll over across academic years.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.6 Licensed Software and Cloud Storage

Enrolled students receive complimentary licenses for academic software tools:

- **Microsoft 365:** Full suite (Word, Excel, PowerPoint, Outlook, OneNote);
- **Cloud Storage:** 5 TB cloud storage capacity on Microsoft OneDrive;
- **Specialized Software:** MATLAB, SPSS Statistics, Zoom Pro, and Adobe Creative Cloud (for students enrolled in eligible design courses);
- **Hardware Loans:** Loaner laptops may be checked out for up to **14 days** from the IT Service Desk.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.7 Institutional Data Classification and Approved AI Platforms

University information assets are categorized into four security classifications:

1. **Public:** Course catalog, general marketing, campus directory;
 2. **Internal:** Operational schedules, intra-campus memos;
 3. **Confidential:** Student educational records protected under FERPA, financial aid dossiers, student ID numbers;
- **Restricted:** Social Security numbers, medical health records, bank accounts.

Alkimi Enterprise AI Platform

Alkimi is the sole enterprise-approved generative AI platform for institutional administrative and academic tasks. When signed in with AlkimiID credentials, Alkimi is cleared to process data up to the **Confidential** level. Students and faculty are strictly prohibited from transmitting Confidential or Restricted data into unapproved external commercial AI systems.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

§16.8 Cybersecurity and Phishing Defense

Phishing attacks represent a serious danger to university data. Students must report suspicious emails immediately by forwarding them to phish@university.alkimi.ai or clicking the “Report Phish” button in Outlook. IT will never ask for your password via email.

Contact: IT Service Desk · Whitcombe Library Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 17

Library Services

§17.1 Borrowing Privileges and Loan Periods

Whitcombe University Library serves as the intellectual hub of Alkimi University, holding extensive print collections, digital databases, archives, and quiet study areas. The AlkimiCard serves as the official library borrowing card.

Standard loan periods include:

- **Undergraduate Books:** 28 days, renewable twice online if no hold has been placed;
- **Graduate Student Books:** One full academic semester;
- **Course Reserves:** High-demand textbooks placed on reserve by faculty may be borrowed for **2 hours (in-library use)** or **1 day**;
- **Laptops and Technology Chargers:** 4-hour loan period from the circulation desk.

Contact: Whitcombe University Library · Whitcombe Library Main Floor · (555) 555-0170 · askalibrarian@university.alkimi.ai

§17.2 Overdue Fines and Replacement Charges

The library does **not assess daily overdue fines** on regular circulating collection books.

However, if an item is not returned within **30 calendar days past its due date**, it is declared lost. The student's account is automatically billed for the **replacement cost of the item plus a non-refundable \$15 processing fee**. If the lost item is returned in good condition, the replacement cost is credited back to the student's account.

Contact: Whitcombe University Library · Whitcombe Library Main Floor · (555) 555-0170 · askalibrarian@university.alkimi.ai

§17.3 Interlibrary Loan (Alkimi Library Express)

Books, journal articles, and media not held in the Whitcombe Library collection may be requested free of charge through our **Alkimi Library Express** interlibrary loan service:

- Electronic journal articles and book chapters are delivered in PDF format within **2 business days**;
- Physical print volumes borrowed from partner libraries typically arrive within **7 to 10 days**.

Contact: Whitcombe University Library · Whitcombe Library Main Floor · (555) 555-0170 · askalibrarian@university.alkimi.ai

§17.4 Group Study Rooms and Research Services

Whitcombe Library features 18 group study rooms equipped with digital presentation screens and whiteboards. Study rooms can be reserved online for blocks of up to **3 hours per day** through the library portal.

Additional library services include:

- **Research Consultations:** One-on-one appointments with subject-specialist librarians;
- **The Writing Center:** Located on the 3rd Floor of Whitcombe Library, providing peer and professional writing consultations;
- **The Makerspace:** Located on the 1st Floor, providing 3D printers, laser cutters, and electronics benches;
- **University Archives & Special Collections:** Located on the 4th Floor (accessible by appointment).

Contact: Whitcombe University Library · Whitcombe Library Main Floor · (555) 555-0170 ·
askalibrarian@university.alkimi.ai

CHAPTER 18

Parking and Transportation

§18.1 Vehicle Registration and Parking Permits

Any motor vehicle parked on campus property must display a valid Alkimi University parking permit issued by the Department of Parking & Transportation. Permits are billed directly to the student account.

Permit Category	Annual Cost
Designated Campus Parking Lots	Resident Student Permit
\$320	Lots R1, R2, and R3 (Adjacent to residential halls)
Commuter Student Permit	\$210
Lots C1, C2, C3, and C4	Evening Parking Permit (Valid after 4:00 p.m.)
\$90	Any Commuter Lot (Lots C1–C4)
Faculty / Staff Permit	\$280
Lots F1, F2, F3, and any Commuter Lot	

Permits are valid for the full academic year. Spring-only permits are available in January at 50% of the annual fee.

Contact: Parking & Transportation · Brightwater Commons 110 · (555) 555-0148 · parking@university.alkimi.ai

§18.2 First-Year Resident Car Restriction

To ease parking congestion and foster campus community engagement, **first-year residential students living in on-campus housing are prohibited from bringing a motor vehicle to campus or purchasing a parking permit.**

18.2.1 First-Year Parking Exemptions

First-year residents may petition for an exemption only on documented grounds of:

- A recurring, verified off-campus medical treatment requirement;
- Off-campus military service obligations;
- Essential employment located outside the Merrow Falls public transit service area.

Exemption petitions must be submitted to Parking & Transportation by **August 1** for Fall semester consideration.

Contact: Parking & Transportation · Brightwater Commons 110 · (555) 555-0148 · parking@university.alkimi.ai

§18.3 Parking Enforcement, Citations, and Appeals

Campus parking regulations are enforced Monday through Friday from **7:00 a.m. to 7:00 p.m.**:

- **Standard Parking Citation: \$40** for parking without a valid permit, parking in unauthorized stalls, or parking over space lines;
- **Handicapped and Fire Lane Violations: \$150** fine;
- **Wheel Booting Policy:** Under university policy §18.3, **any vehicle that accumulates three unpaid parking citations is subject to immobilization by wheel boot.** A mandatory **\$75 boot removal fee** must be paid in addition to all citations before the vehicle is released.

18.3.1 Citation Appeals

Citations may be appealed online through the parking portal within **14 calendar days** of issuance. Failure to appeal within 14 days forfeits all appellate rights.

Contact: Parking & Transportation · Brightwater Commons 110 · (555) 555-0148 · parking@university.alkimi.ai

§18.4 Gold Line Campus Shuttle Service

The university operates the complimentary **Gold Line Shuttle** to connect the campus and local community:

- **Schedule:** Weekdays from **7:00 a.m. to 12:00 a.m. (midnight)**, departing every 15 minutes;
- **Route:** Connects Summit Apartments, Commuter Lot C4, Brightwater Commons, Whitcombe Library, and downtown Merrow Falls Transit Station;
- **Fares: Free** for all students upon presenting an AlkimiCard.

Contact: Parking & Transportation · Brightwater Commons 110 · (555) 555-0148 · parking@university.alkimi.ai

CHAPTER 19

Student Organizations and Activities

§19.1 Organization Recognition and Registration

Alkimi University is home to more than 210 recognized student organizations, encompassing academic societies, cultural associations, performing ensembles, media groups, and recreational sports clubs.

To achieve and maintain official university recognition, a student group must:

- Register annually with the Office of Student Activities via AlkimiHub;
- Maintain a minimum active membership of at least **10 enrolled students**;
- Have an approved constitution and bylaws reflecting democratic governance and non-discriminatory membership;
- Secure a full-time university faculty or staff member to serve as official organizational advisor.

Recognized organizations enjoy access to campus room reservations, activity funding, participation in the fall and spring Student Involvement Fairs, and inclusion in the campus directory.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§19.2 Campus Event Planning and Facility Reservations

Student organizations planning campus events, guest lectures, performances, or fundraisers must submit an Event Registration Form through AlkimiHub at least **14 calendar days in advance** of the proposed date.

Guidelines for organization events:

- Events expecting more than 100 attendees, featuring prominent external speakers, or involving ticket sales must receive approval from the Campus Event Review Committee;
- Amplified outdoor sound is permitted only on Brightwater Lawn between 12:00 p.m. and 1:00 p.m. on weekdays, or on weekends with prior authorization;
- Food served at public campus events must be catered by Alkimi University Dining Services or provided by licensed external vendors approved by Risk Management.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§19.3 Student Government Association (SGA) and Club Funding

The Student Government Association (SGA) is the democratically elected governance body representing undergraduate students. The SGA oversees the allocation of student activity funds generated by the mandatory Student Activity Fee (\$420 annually).

Recognized student organizations in good standing may apply for operational, travel, and programming grants through the SGA Finance Board:

- **Annual Budget Applications:** Submitted in February for the subsequent academic year;
- **Contingency Funding:** Available biweekly during the academic semester for new projects, sudden travel opportunities, or emergency operational needs.

All expenditures must conform to university financial policies and are subject to annual audit by the University Controller's Office.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 ·
deanofstudents@university.alkimi.ai

CHAPTER 20

Leaves, Withdrawal, and Readmission

§20.1 Voluntary Leave of Absence

A degree-seeking undergraduate or graduate student in good academic standing who wishes to interrupt their studies for personal, financial, or professional reasons may petition for a voluntary **Leave of Absence**:

- **Duration:** Granted for up to **two consecutive regular semesters** (one full academic year);
- **Filing Deadline:** Applications must be submitted in AlkimiHub and approved by the Dean of Students **prior to the first day of classes** of the semester of leave;
- **Privileges During Leave:** Students on leave do not have access to campus facilities, housing, library borrowing, or student health insurance;
- **Return:** The student files an Intent to Return form with the Registrar at least 30 days prior to registration for the return semester, returning under their original degree catalog.

Contact: Office of the Dean of Students · Brightwater Commons 300 · (555) 555-0145 · deanofstudents@university.alkimi.ai

§20.2 Medical Leave of Absence

A student facing severe physical or mental health circumstances that significantly impair their ability to function academically may request a **Medical Leave of Absence (MLOA)**:

- **Documentation:** Accompanied by comprehensive clinical documentation from an attending physician, psychiatrist, or licensed psychologist, submitted directly to the Hollis Health Center;
- **Mid-Semester Leave:** If approved during an active instructional semester, grades of **W** are assigned in all enrolled courses regardless of deadline dates;
- **Clearance and Return:** To resume enrollment, the student must submit a formal **Medical Clearance Letter** from their treating healthcare provider confirming fitness to resume academic studies. This documentation must be submitted to the Medical Director of the Hollis Health Center at least **30 calendar days prior to the first day of classes** of the desired return term.

Contact: Hollis Health & Counseling Center · Hollis Health Center · (555) 555-0190 · health@university.alkimi.ai

§20.3 Complete Institutional Withdrawal

Students electing to terminate their matriculation at Alkimi University entirely must execute a formal **Complete University Withdrawal** in AlkimiHub.

Administrative impacts of a complete withdrawal:

- **Academic Transcript:** Courses dropped on or before the census date are removed completely. Withdrawals between week 3 and week 10 receive grades of **W**;
- **Tuition Adjustments:** Tuition refunds follow the institutional refund schedule (\$8.5). No tuition credit is granted after the fourth week;
- **Financial Aid Recalculation:** Federal aid recipients are evaluated under federal Return of Title IV Funds regulations (\$9.7);
- **Housing and Services:** Residential students must vacate campus housing within **48 hours** of processing a complete withdrawal.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§20.4 Readmission Procedures

Former undergraduate students who separated from Alkimi University without an approved Leave of Absence, or whose leave expired past the two-semester limit, must apply for formal readmission:

- **Deadlines:** Applications for readmission must be filed with the Registrar's Office by **July 1** for the Fall semester, or **December 1** for the Spring semester;
- **Academic Transcripts:** If the student completed college coursework at other institutions during their absence, official transcripts must be provided;
- **Clearance of Holds:** All prior financial accounts, library fines, and disciplinary holds must be cleared before readmission is granted;
- **Catalog Rights:** Students absent for more than two consecutive years return under the degree requirements of the academic catalog in effect at the time of readmission.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 21

Graduation and Degree Conferral

§21.1 Baccalaureate Degree Requirements

To qualify for the conferral of an undergraduate bachelor's degree (BA, BS, BBA, or BSN) at Alkimi University, a candidate must fulfill all institutional, core, and major requirements:

1. **Credit Minimum:** Satisfactorily complete a minimum of **120 semester credit hours**;
2. **Grade Point Averages:** Achieve a minimum cumulative GPA of **2.00** across all Alkimi coursework, as well as a minimum cumulative GPA of **2.00 in the primary major** (specific programs, including Nursing and Mechanical Engineering, mandate a 2.50 major GPA);
3. **Upper-Division Credit Requirement:** Complete at least **36 credit hours** in courses designated at the 300-level or above;
4. **Alkimi Core Curriculum (40 credits):** Complete all general education core requirements, including First-Year Seminar (3), Writing I & II (6), Quantitative Reasoning (3), Natural Sciences with Lab (8), Social Sciences (6), Humanities (6), Fine Arts (3), Global Perspectives (3), and the Integrative Capstone (2);
5. **Institutional Residency Requirement:** Under university policy §21.1, **at least 30 of the final 45 semester credit hours must be completed in residence at Alkimi University.**

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§21.2 Applying for Graduation and Degree Audit

Graduation is not an automatic administrative process. Every prospective graduate must submit a formal electronic **Application for Graduation** through AlkimiHub.

Graduation Application Deadlines

- **May 2027 Commencement Candidates:** Applications must be submitted no later than **February 1, 2027**.
- **December 2026 Degree Conferral Candidates:** Applications must be submitted no later than **October 1, 2026**.
- **Summer (August) Degree Conferral Candidates:** Applications must be submitted no later than **June 1, 2027**.

Upon submission, the Registrar's Office conducts an official Degree Audit. Students receive an evaluation detailing satisfied and remaining degree requirements.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§21.3 Commencement Exercises

Alkimi University holds its annual university-wide Commencement exercises in May. The One Hundred and Thirty-Sixth Commencement ceremony will take place on **Saturday, May 15, 2027**.

21.3.1 Participation Policy

Undergraduate seniors who are within **8 credit hours** of completing all degree requirements and who have registered for those remaining credits during the upcoming Summer 2027 session may participate ("walk") in the May Commencement exercises with approval from their Academic Dean.

Formal degree conferral and diploma distribution occur only after all final course requirements are completed and verified.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

§21.4 Diplomas and Official Degree Conferral

Degrees are officially conferred by the Board of Trustees three times per year (December, May, and August). Official diplomas are mailed to graduates approximately six weeks following the conferral date to the diploma address on file in AlkimiHub.

Diplomas and official final transcripts will not be released to any student with an outstanding financial balance exceeding \$500 or an active administrative hold (see §8.4).

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai