

UNIVERSITY OF ARKANSAS AT PINE BLUFF

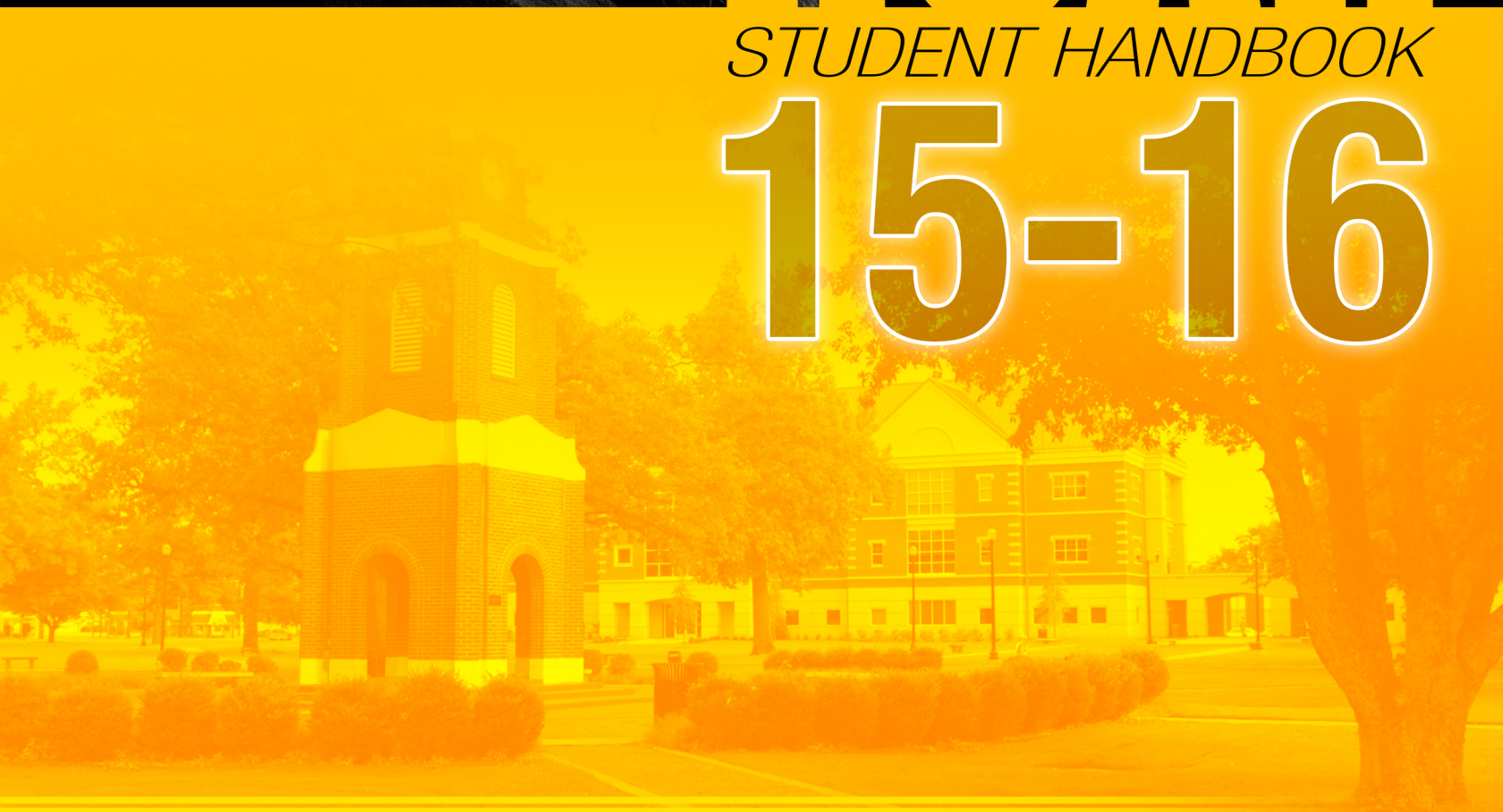


THE

ROAR

STUDENT HANDBOOK

15-16



ALMA MATER

*State College, we greet thee with love and devotion;
Our hearts and our treasures we bring to thy shrine.
With arms that are strong from all harm, we defend thee;
Thy name shall we cherish, dear mother of mine.
We walk through this wide world in peace and with courage.
We gained while we sat at thy sanctified seat.
We come when thou call'st us to battle, dear mother.
And cast all we have at thy gloried feet.*

Chorus

*Alma Mater, we love thee, we love thee, dear mother;
And all that we have we cast down at thy feet.*

*In days of our childhood we romped in the wildwood.
We waded the brooks, sipped the sweet morning dew.
We heard of great treasurers of wisdom and knowledge,
Of wealth not for purchase of goodness and you.
We entered the portals with some trepidation.
We knew not what fates awaited us there.
Thou girded our loins with the strength of Gibraltar:
We drank from thy fountain and breathed thy pure air.*

*We breathed thy great spirit and learned more of wisdom,
More truth through the vistas of life can we see.
The work of thy hand as it guided our footsteps
With faith thou did'st teach as we sat by thy knee.
Nor more shall we wonder who gave thee thy powers.
No one but our God can bestow such as gift.
We step with thy heart-strokes today, and forever
Thy flag to the breezes of heaven we lift.*

John B. Watson
First President, AM&N College
1928-1942

UNIVERSITY OF ARKANSAS AT PINE BLUFF

THE ROAR
STUDENT HANDBOOK

"THE PRIDE IS BACK"

Prepared by

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Mr. Elbert Bennett
Vice Chancellor for Student Affairs

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June 12, 2015



Dear UAPB Students:

It is with great pleasure that we welcome you to Golden Lion country at the University of Arkansas at Pine Bluff (UAPB). A new academic year brings an abundance of excitement, anticipation, opportunity, and promise. Perhaps you are a new student just beginning your educational journey at UAPB or maybe you are a returning student ready to take the next step in your experience. Whatever your circumstance, we are pleased and honored that you have chosen to become a part of the pride. In addition to a commitment to excellence, diversity, and integrity, UAPB offers a supportive, welcoming atmosphere in an intimate setting, right in the heart of the community.

The Roar: Student Handbook will familiarize new students, and remind returning students, about many aspects of the University of Arkansas at Pine Bluff. It has been developed as a source of information about the university and to aid you in making the best possible decisions based on accurate and timely information as it serves as your official guide. Within this manual, you will find descriptions of the services and activities available to students, as well as our policies and guidelines governing academic life and our Student Code of Conduct. You are expected to become familiar with the policies and procedures in this handbook so that you may have a productive matriculation at UAPB.

As a student of this institution, you will discover many opportunities for your personal growth, intellectual enrichment, and emotional, cultural and social development. In these pages, you will also find information about all the clubs and organizations our university offers. I encourage you to get involved in the many opportunities at UAPB. This involvement can provide a rich source of new friendships, new ideas and skills, and enlightened understanding of yourself and others.

Once again, thank you for making us your choice and we extend best wishes for a successful and rewarding educational experience at the University of Arkansas at Pine Bluff.

Sincerely,

Laurence B. Alexander, J.D., Ph.D.
Chancellor



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
1873

VICE CHANCELLOR FOR STUDENT AFFAIRS

June 12, 2015

Dear Students:

Welcome to the Division of Student Affairs and Campus Life at the University of Arkansas at Pine Bluff. We are dedicated to providing a productive and fruitful experience for you during your enrollment here at UAPB. If you are a new or returning student I am excited that you chose to continue your academic career at UAPB. We develop a partnership with Academic Affairs and with the surrounding community to create a campus culture that supports student success leading to increased retention rates, higher graduation rates, and better academic and social experience for all students. We hope you enjoy the environment and maximize the resource available to develop your full potential. The Student Handbook "The ROAR" is intended to guide you in such a manner that will protect your rights as individuals. We also, hope that you will respond to the important challenges and opportunities that are representatives of being a responsible citizen in a campus community. A campus is one that is purposeful, open, just, discipline, caring and celebrative. We encourage you to be an active member of the UAPB community making the most of your opportunities to make a difference at your University.

If you have any questions or need future assistance or information, please contact the Office for Student Affairs. I wish you the best in the coming year.

Sincerely,

Elbert Bennett
Vice Chancellor for Student Affairs

INTRODUCTION

The Division of Student Affairs publishes the UAPB student handbook, THE ROAR, to provide students, faculty, and staff with an official record of the policies and procedures that may affect students. The guidelines contained in this publication apply to the University of Arkansas at Pine Bluff campus only. It is the responsibility of each student to become aware of the contents of THE ROAR as well as the documents referred to herein.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all regulations at any time, when, in the judgment of the faculty, the Chancellor, and/or the Board of Trustees, such changes are in the best interest of the University.

The University of Arkansas at Pine Bluff is committed to a policy of affirmative action which assures equal opportunity in education and employment to all qualified persons regardless of race, sex, age, religion, creed, disability, veteran status, national origin, or ancestry.

The University of Arkansas at Pine Bluff offers equal opportunity in its employment, admission, and educational activities. The University does everything reasonably possible in an attempt to accommodate each student in the attainment of their academic objectives.

The University reserves the right to administratively interpret and/or alter any policy, regulation or procedure stated or referred to herein through normal channels.

Final authority for all aspects of content of THE ROAR, UAPB student guide handbook, rests with the Office of the Vice Chancellor for Student Affairs.

1.0 GENERAL UNIVERSITY POLICIES AND INFORMATION

1.1 UNIVERSITY HISTORY AND DEVELOPMENT

1.1.1 Historical Sketch

The University of Arkansas at Pine Bluff is a land grant, residential institution founded in 1873 as Branch Normal College, a branch of the University of Arkansas. The University opened to students on September 27, 1875. UAPB is the second oldest institution in Arkansas and the oldest public institution with a black heritage. Since 1873, the Institution has grown and changed its official name on two occasions: 1927-Arkansas Agricultural, Mechanical and Normal College (Arkansas AM&N, also known as Arkansas State College); and 1972-University of Arkansas at Pine Bluff.

1.1.2 Mission

1.1.2.1 Historical Mission

One of the most important aspects of the historical mission of Agricultural, Mechanical and Normal College was established by the Legislative Act of 1873 that created the College. The act stipulated that the Institution was being established for the convenience and well-being of the “poorer classes.”

The second statutory provision relating to the mission of the College was the Land Grant Act of 1890, which made the Morrill Act of 1862 applicable in every respect to Agricultural, Mechanical and Normal College.

The Act of 1862 charged the College, without its excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts. These subjects are to be taught in such manner as the State prescribes in order to provide the liberal and practical education of the laboring classes of people in the several pursuits and occupations of life.

1.1.2.2 Evolving Mission

While the University of Arkansas at Pine Bluff will continue to maintain a special sensitivity to the needs, aspirations, problems, and opportunities of its historic constituents, it shall expand its mission with a high degree of excellence and with a sense of constantly improving quality. The new social context that is emerging as a result of integration requires that this mission be expanded, extended, and enriched so as to become consonant with the needs and demands of a more culturally heterogeneous student clientele – a clientele differing academically, socially, racially, ethnically and culturally.

To fulfill its mission of service to this heterogeneous clientele, UAPB shall develop creative and innovative activities that produce new curricular models in the fields of aesthetics, social and political institutions, and scientific technical development. This will be accompanied by new instructional designs and professional staffs capable of implementing such programs.

The thrust of this new and expanded mission could and should result in the re-examination and improvement of value systems and moral behavior of political institutions and of the economic system. Such mission does not merely support the advancements of science and technology; it uses science and technology to help solve economic, physical, social, political, racial, and cultural problems.

The Institution’s ultimate goal is to assist America in building a new social organism that will accommodate racial, ethnic, and cultural pluralism in a manner that will enhance the quality of lives and patterns of living, and weld the nation into one people, a mission which seems essential to the future security and health of the nation.

University of Arkansas at Pine Bluff “*The ROAR*”

1.1.3 1890 Institution

UAPB is the fourth oldest institution in the nation designed in 1890 under the Second Morrill Act. Land Grant Colleges have evolved into technical and scientific institutions, and in keeping with the provisions of the Morrill Acts, provide education in “classical studies” – arts, humanities, social sciences, business, education and training in military science. UAPB is one of two land grant institutions and the only 1890 institution in Arkansas.

1.1.4 Accreditation

UAPB is accredited by North Central Association of Colleges and Secondary Schools, National Council for Accreditation of Teacher Education, National Association for schools of Music, American Home Economics Association, and National Council on Social Work Education.

1.1.5 Chief Administrators

The University’s first chief administrator was J.C. Corbin, Principal, 1875-1902. Chief administrators during modern times are: Lawrence A. Davis, Sr., President/Chancellor, 1943-1973; Earl Evans, Acting President, 1959-1960; Johnny B. Johnson, Interim Chancellor, 1973-1975; Herman B. Smith, Jr., Chancellor, 1974-1981; Lloyd V. Hackley, Chancellor, 1981-1985; Johnny B. Johnson, Interim Chancellor, 1985-1986; Charles A. Walker, Chancellor, 1986-1991; Carolyn F. Blakely, Interim Chancellor, 1991; Lawrence A. Davis, Jr., Chancellor, 1991-2012; Calvin Johnson, Interim Chancellor, 2012-2013 and Laurence Alexander, Chancellor, 2013-present.

1.1.6 Philosophy

“The end of education is to know God and the laws and purposes of His universe, and to reconcile one’s life to these laws. The first aim of a good college is not to teach books, but the learning of books is only a means to this end. We develop power and courage and determination and we go out to achieve Truth, Wisdom, and Justice. If we do not come to this, the cost of schooling is wasted.”

John B. Watson
First President, AM&N College
1928-1942



1.1.7 University Seal

The University Seal depicts the institution’s founding date of 1873 and the two official name changes; 1927-Arkansas Agricultural, Mechanical and Normal College (Arkansas AM&N); and 1972-University of Arkansas at Pine Bluff.

1.1.8 University Nickname

Golden Lions

1.1.9 University Colors

Black and Gold

1.1.10 University Mascot

The Golden Lion

1.2 University Traditions

The life of every student is enriched by the traditions which have become a part of the University through the years. Some of the University of Arkansas at Pine Bluff’s traditions includes:

1.2.1 Band Concert

Annually, the Music Department presents the University Band in Concert.

1.2.2 Black History Month

During the month of February, Black History Month is observed in order to pay tribute to note African Americans who have made significant contributions to the progress of mankind as a whole and to African Americans in particular.

1.2.3 Chancellor’s Benefit for the Arts

This is a formal affair presented with elegance. The proceeds from this event support the visual and performing arts at UAPB and the “Keepers of the Spirit” Exhibit, and historical review of Branch Norman/AM&N College/University of Arkansas at Pine Bluff.

1.2.4 Chancellor’s Convocation

An all-school assembly, originally established by President L.A. Davis, Sr., as the “family chat hour,” is held at the beginning of each semester.

1.2.5 Founder’s Day

Each year the University pauses on the Sunday closes to April 25th (the date of the founding of the institution) to pay tribute to those whose services and sacrifices have made the University’s achievements possible. The event includes sunrise service, a family breakfast and the Founders Day Convocation.

1.2.6 Handel’s Messiah

Each year the University choir performs Handel’s Messiah during the Christmas season. The Vesper Choir is assisted by the University Concert Band and by a string ensemble from the Arkansas Symphony Orchestra. The Messiah is considered to be the best oratorio in music history. Traditionally, the presentation of the Messiah marks the official opening of the Christmas season on the campus. The event is sponsored by the Department of Music.

1.2.7 Homecoming

Annually, the University sets one weekend during The Fall Semester for the celebration of its Homecoming activities. Plans are made under the direction of the Homecoming Committee, which consists of faculty/staff and students to extend the traditional UAPB hospitality to alumni, former students, guests, and friends.

The campus is beautifully decorated and various student organizations and academic departments prepare floats for the annual Homecoming parade on Main Street in the city of Pine Bluff. Other events during Homecoming are: the football game, the Coronation and Ball, and victory dance or concert.

1.2.8 Honors and Awards Day

Students are recognized for academic achievement and contributions to the University through scholarships and awards.

1.2.9 Lion Fever Day

During the Fall and Spring Semesters, high school students throughout the state of Arkansas and adjoining states are invited to the campus for a day of information and activities.

1.2.10 Spring Emphasis Week

Each spring, usually in March or April, one week is devoted to honoring different components of the University family: students, faculty, staff, the community, parents, women, and all others who contribute to the life-blood of the University.

1.2.11 Spring Unity Fest

An activity designed to bring together the University and the community through entertainment, food, games, vendors, information booths, novelty attractions and contests.

1.2.12 Vesper Choir Concert

The Friday before Commencement, the University Choir performs its annual concert on the steps of the J.B. Watson Library.

1.3 NON DISCRIMINATION POLICY

POLICY STATEMENT ON DISCRIMINATION

The University of Arkansas at Pine Bluff is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited.

1.3.1 DISCRIMINATION, HARASSMENT, RETALIATION AND SEXUAL MISCONDUCT COMPLAINTS

JURISDICTION – SEXUAL MISCONDUCT POLICY

Title IX protects the University community from sexual discrimination, harassment and misconduct in a school’s education programs and activities. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic and other University programs, whether those programs take place on University property, in University transportation, at a class or training program sponsored by the University at another location or elsewhere.

This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All Complaints of or concerns about conduct that may violate this policy should be submitted to:

Title IX Coordinator
University of Arkansas at Pine Bluff
Office of Affirmative Action
Administration Building, Room 102
P: 870-575-8406 or F: 870-575-4753
e-mail: affirmaction@uapb.edu

For Students
Deputy Title IX Coordinator
Dean of Students
Caldwell Hall, Room 201
P: 870-575-8361 or F: 870-575-4652
e-mail: dsl@uapb.edu

FILING REPORT WITH LOCAL LAW ENFORCEMENT

In some instances, sexual misconduct may constitute both a violation of University Policy and criminal activity. The University grievance process is not a substitute for instituting legal action. The University encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

UNIVERSITY POLICE DEPT.
1900 REEKER STREET
PINE BLUFF, AR 71601
870-575-8102

PINE BLUFF POLICE DEPT.
200 EAST 8TH AVENUE
PINE BLUFF, AR 71601
870-543-5100

JEFFERSON COUNTY SHERIFF
101 EAST BARRAQUE STREET
PINE BLUFF, AR 71611
870-541-5351

PRESERVING EVIDENCE

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

STUDENT AND VISITOR RESPONSIBILITY TO REPORT

Students and visitors to the University are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator and/or deputy. A report, written or verbal, should be made as soon as possible, preferably within 24 hours, after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the University to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

MANDATORY EMPLOYEE REPORTING

In order to enable the University to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at the University, all employees must, as soon as possible and preferably within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator (or deputy Coordinator) or Campus Police. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

OFF-CAMPUS CONDUCT

Conduct that occurs off campus can be the subject of a Complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University’s attention.

CONFIDENTIALITY

Subject to the other provisions of this Policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the University’s Complaint/Grievance Procedure is treated discreetly. All parties to the Complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all Complaints will remain confidential because of the University’s obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in Complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use the Health Services Center or Student Counseling, Assessment and Development Center. Employees of the University may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as the Southeast Arkansas Behavioral Healthcare Mental Health Facility. Additionally, counselors and psychotherapists in private practice in the area can provide individual and group

therapy. Coalition Against Spouse Abuse (CASA), Women’s Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

EDUCATION AND AWARENESS PROGRAMS

The University’s Title IX Office, Student Counseling, Assessment and Development Center and UAPB Campus Police are responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy.

The University does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the University. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are prohibited. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in removing the employee from the supervisory or evaluative responsibilities, or shifting the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required may result in disciplinary action for an employee, up to and including termination.

COMPLAINT/GRIEVANCE PROCEDURE

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation, and sexual misconduct as described in this policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees, or third parties shall be addressed through other grievance procedures. The university benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the university community.

COMPLAINT PROCESS

The University benefits from formal and informal procedures that encourage prompt resolution of Complaints and concerns raised by members of the University community. These procedures are intended to apply to all complaints involving discrimination, harassment, retaliation, and sexual misconduct.

Upon receiving a report of alleged or possible violation of this Policy, the Affirmative Action/Title IX Coordinator and/or deputy will evaluate the information received and determine what further actions should be taken. During the Informal Complaint assessment every reasonable effort should be made to constructively resolve issues with students, faculty, staff and administrators. The Complainant may want to resolve his/her Complaint by discussing it with the

offending party in circumstances where it is practical and safe to do so, or elect forgo the Informal Complaint process.

If the conduct of parties involved is impracticable, unsafe, or cannot be effectively addressed through Informal Complaint process the complaint will automatically progress to the Formal Complaint process.

All sexual assault should be handled through the Formal Complaint process and the Affirmative Action/Title IX Coordinator and law enforcement will follow the procedures described in this Policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student

The Affirmative Action/Title IX Coordinator and/or deputy will take steps, either directly with the complainant or through a reporting employee, to provide information about the University’s Complaint Procedure, as well as available health and advocacy resources and options for criminal reporting.

INVESTIGATION

The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of Complaints filed with the University. The Title IX Coordinator or his/her designee will investigate all Complaints of discrimination, harassment, retaliation and sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented.

The Title IX Coordinator or his/her designee will apprise human resources, manager, and the vice chancellor for the appropriate division or department of the Complaint, or if the Complaint is against a student, the Dean of Students and Vice Chancellor of Student Affairs.

The Title IX Coordinator or his/her designee, who will have been properly trained, will:

- identify the correct policies allegedly violated;
- conduct an immediate initial investigation to determine if reasonable grounds exist for believing that the conduct at issue violates this policy;;
- meet with the Complainant to finalize the Complaint;
- prepare the notice of allegations on the basis of initial investigation;
- develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- conduct a thorough, reliable and impartial investigation during which witnesses may or may not be given notice prior to the interview;
- complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a Policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any; and
- prepare a complete report on the investigation and findings. This report shall be maintained by the Title IX Coordinator and made available in the event of an appeal.

As noted above, an investigation of the Complaint will be conducted by the Title IX Coordinator or his/her designee unless it is clear from the face of the Complaint or the Title IX Coordinator’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy. **IN** the event that the Complaint was made by someone other than the alleged victim, the Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the Complaint:

- the source and nature of the information,
- the seriousness of the alleged incident,
- the specificity of the information,
- the objectivity and credibility of the source of the information,

University of Arkansas at Pine Bluff “*The ROAR*”

- whether the alleged victims can be identified, and
- whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator determines that an investigation of the Complaint should not be conducted, he/she will determine and document (in consultation, as necessary, with the alleged victim, the Respondent and any other University administrators) the appropriate resolution of the Complaint and inform the parties of the same.

With all Complaints, if the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any Complaint filed under this Policy.

If another individual is designated to investigate the matter, the Title IX Coordinator will share the investigator’s name and contact information with the alleged victim and the Respondent and will forward the Complaint to the investigator. Within three (3) business days of such appointment, the investigator, the alleged victim or the Respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

Upon receipt of the Complaint, the Title IX Coordinator will promptly begin the investigation, which shall include but is not limited to the following:

- conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- visiting, inspecting, and taking photographs at relevant sites; and
- where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this Policy, of any personally identifiable information contained in the Complaint, the Investigative Report, and for any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the Complaints.

Initial Meeting with Complainant and/or Alleged Victim. As soon as is practicable, the Title IX Coordinator will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint on which the Complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the Complaint Form may be completed by Complainant or dictated to the Title IX Coordinator, who will confirm the accuracy of his or her documentation with the Complainant);
- explain avenues for resolution;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- determine whether the Complainant or the alleged victim (if not the Complainant) wishes to pursue a resolution through the University or no resolution of any kind;
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

Interim Measures. Unless circumstances dictate otherwise, the Title IX Coordinator will promptly issue a “No Contact” order to all parties upon notice of any sexual assault Complaint. In all cases, the University may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a Complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

- issuing no-contact orders;
- providing an escort to ensure that an individual can move safely between classes, work, and/or activities;
- reassigning on-campus housing;
- dissolving a campus housing contract and offering a pro-rated refund;
- changing work arrangements or location;
- rescheduling class work, assignments, and examinations;
- arranging for the Complainant to take an incomplete in a class;
- reassigning class section;
- permitting a temporary withdrawal from the University;
- providing alternative course completion options;
- providing counseling services; and
- providing academic support services.

Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the Title IX Coordinator will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

Initial Meeting with Respondent. If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through the University or if the University otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the Title IX Coordinator’s initial meeting with the Complainant (and, if applicable, the alleged victim), the Title IX Coordinator will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the Investigator will, as applicable:

- provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
- provide a copy of this Policy;
- explain the University’s procedures for resolution of the Complaint;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- discuss non-retaliation requirements;
- inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, moving him or her to an alternate residence hall, etc.);
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

Investigative Report. The Title IX Coordinator shall complete a written investigative report (“Investigative Report”) that shall include the following items:

- The name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation (It should also include any other relevant protected class characteristics if the Complaint involves a

- violation of this Policy based on a protected status other than gender);
- a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- the date that the Complaint or other report was made;
- the date the Complainant and alleged victim (if not the Complainant) were interviewed;
- the date the Respondent was interviewed;
- the names and sex of all persons alleged to have committed the alleged violation of this Policy (It should also include any other relevant protected status characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
- the names and sex of all known witnesses to the alleged incident(s);
- the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
- summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;
- a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
- the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and other University officials, any remedial and/or disciplinary action deemed appropriate under the circumstances;
- the response of University personnel and, if applicable, University-level officials, including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
- a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the Title IX Coordinator is unable to obtain the consent of third-party witnesses, he or she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness’s personally identifiable information, while ensuring that such redaction does not prevent resolution of the Complaint.

If the Title IX Coordinator determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue constitutes a violation of this Policy, the Title IX Coordinator/Deputy Coordinator will determine the appropriate remedy and/or sanction to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Imposition of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, the University will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or University community. Sanctions will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling and/or educational sanctions as deemed appropriate.

The Title IX Coordinator shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a Complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the Title IX Coordinator finds no reasonable grounds to believe that the conduct at issue constitutes a violation of

this Policy, then the Title IX Coordinator will determine and document the appropriate resolution of the Complaint in the Investigative Report and will promptly notify the parties of that determination.

APPEAL INVOLVING FACULTY/STAFF

All appeals where the Respondent is a University faculty or staff member shall be made to the Chancellor or his/her designee. Both the alleged victim and the Respondent may appeal any or all of the Title IX Coordinator’s decision in writing to the Chancellor or his/her designee within ten (10) business days of receipt of the Investigative Report. The appealing party must also provide a copy of the appeal to the Title IX Coordinator within the same time period. The appeal should include a brief statement describing any or all parts of the Investigative Report that is being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Within thirty (30) days of receipt of the appeal, the Chancellor or his/her designee will make a final determination as to whether the Complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted. The Chancellor or his/her designee will concurrently notify the alleged victim and the Respondent of his/her decision.

All non-tenured faculty and staff members of the University are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with the University or be construed to prevent or delay the University from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law or University policy. When the Respondent is a faculty member with tenure and the sanction imposed or upheld by the Chancellor or his/her designee is dismissal of the Respondent’s employment, the matter shall proceed pursuant to Board Policy 405.1.

APPEAL INVOLVING A STUDENT

In those instances where the Respondent is a University student, the alleged victim and/or the Respondent may appeal any or all of the Title IX Coordinator’s decision to a Hearing Panel by providing a written appeal to the Chancellor or his/her designee with a copy also being provided to the Title IX Coordinator. The appeal must be submitted within ten (10) business days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) business days of receiving the appeal, the Chancellor or his/her designee will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The Chancellor or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the Complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the Title IX Coordinator’s findings and determinations are appealed, the Title IX Coordinator will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the Title IX Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Chancellor or his/her designee within three (3) business days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection.

The Chancellor or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the

composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Written Materials. Within five (5) business days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute, and a written statement of position.

Notice of the Hearings. Not less than five (5) business days but not more than ten (10) business days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual’s requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) business days but no sooner than ten (10) business days of the receipt of the appeal.

Failure to Appear. If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the Complaint.

Support Persons. Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process. This support person can be anyone, including an attorney. *Unless the student has received a suspension of ten (10) or more days or expulsion, the support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. If the student has received a suspension of ten (10) or more days or expulsion, the support person may fully participate during the disciplinary appeal proceeding.*

The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person’s presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy. College officials may seek advice from the University Of Arkansas System Office Of General Counsel on questions of law and procedure at any time during the process.

Evidentiary Matters. The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

Prior Sexual Conduct. Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions: evidence is permitted to show that the alleged victim has in the past been formally disciplined by the University for falsely filing Complaints alleging a violation of this Policy; evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the University for conduct which would violate this Policy, if deemed relevant; and evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found “not responsible” by the University in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

Hearing Procedure. The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be in the same room with the Respondent during the hearing. Any party may choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the Complaint filed against the Respondent.

Decision of the Hearing Panel. Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties’ written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the Chancellor or his designee, who will make the final determination regarding all sanctions.

Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the University community, the Hearing Panel may recommend and the Chancellor or his/her designee may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the Title IX Coordinator will determine the final accommodations to be provided to the victim, if any, and the Title IX Coordinator will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The Title IX Coordinator will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The Title IX Coordinator will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the Title IX Coordinator will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the University community. The Title IX Coordinator will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

Final Outcome Letter. Within ten (10) business days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the “Final Outcome Letter”) concurrently to the Respondent, and the alleged victim

(if not the Complainant). The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party’s “education record” (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

Confidentiality and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the Complaint, the Investigative Report, the notices of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

TIME PERIODS

The University will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The University’s investigation and resolution of a Complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the Complainant and the Respondent generally will receive a Final Outcome Letter within ten (10) business days of the conclusion of the hearing.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and University closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. The Title IX Coordinator may also modify any deadlines contained in this Policy as necessary and for good cause.

ACKNOWLEDGEMENT OF RESPONSIBILITY

At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the Title IX Coordinator will propose sanction(s). If either party objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

NO RETALIATION

Retaliation against any person who files a Complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

FALSE REPORTS

Willfully making a false report of sexual harassment is a violation of University policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal

statutes and civil defamation laws.

OFFICE OF CIVIL RIGHTS COMPLAINT

Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

EFFECTIVE DATE

The University reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing and any appeals that are heard.

DOCUMENTATION

The University will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, any documents or evidence submitted by the parties, hearing transcripts or recording (if any) and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

DEFINITION OF TERMS RELATED TO THIS POLICY

Complainant: Any party who makes a Complaint against a student, employee, staff member or campus visitor.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent.

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, or someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this Policy.

This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this Policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this Policy. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. It includes any unwelcome physical violence such as hitting, pulling, shoving, kicking, biting or throwing things; and sexual assault, sexual exploitation and sexual harassment.

Discrimination (general definition): Conduct that is based upon an individual’s race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Discriminatory Harassment: Detrimental action based on an individual’s race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Gender-based harassment includes sexual harassment.

Domestic Violence: Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state. Family or household members means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any children residing in the household, persons who presently or in the past have resided or cohabited together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together. See also, Arkansas Code Annotated § 9-15-103—“Domestic Abuse”).

Hostile Environment: A hostile environment exists when there is harassing conduct based on race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment. Harassment that creates a hostile environment (“hostile environment harassment”) violates this Policy.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a male or female upon a male or a female that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse however slight, by a male or female upon a male or a female that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Respondent: The person(s) against whom a Complaint has been made.

Retaliation: Action taken by an accused individual or by a third party against any person because that person has opposed any practices forbidden under this Policy or because that person has filed a Complaint, testified, assisted or participated in any manner in an investigation or proceeding under this Policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual’s Complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.

Sexual Assault: An actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast); and sexual intercourse without consent, including acts commonly referred to as “rape.”

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or take advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- invading sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (e.g., allowing others to watch consensual sex without that party’s knowledge or consent);
- engaging in voyeurism;
- non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- exposing one’s genitals in non-consensual circumstances or inducing another to expose his or her genitals; or
- possessing, distributing, viewing or forcing others to view illegal pornography, sexually-based stalking and/or bullying may also be forms of sexual exploitation

Sexual Harassment: Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University’s educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation.

For the purpose of this Policy, sexual harassment includes stalking or repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. Sexual harassment also includes *quid pro quo* sexual harassment which exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such

conduct results in adverse educational or employment action. Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or limits a student’s ability to participate in or benefit from the University’s educational programs or activities.

Sexual Misconduct: includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation and dating and domestic violence.

Status: A full-time employee of the University will be considered an “employee” for the purposes of this Policy, regardless of whether he/she is also enrolled as a student. Any student who is a part-time employee will be considered a “student” for the purposes of this Policy unless the incident under consideration occurred in connection with his/her employment.

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

1.5 DRUG-FREE WORKPLACE POLICY STATEMENT

It is the policy of the University of Arkansas at Pine Bluff that the unlawful manufacture, distribution, possession or use of drugs, or any controlled substance while performing work for, or matriculating at, or on the properties of the University of Arkansas at Pine Bluff is prohibited. Any student, employee (including administrators, faculty and staff) or campus visitors, determined to have violated this policy, will be subject to appropriate disciplinary action up to and including expulsion, termination and/or referral for criminal prosecution. The use of alcohol while on the properties of the University of Arkansas at Pine Bluff is prohibited unless authorized by applicable policies of the University.

1.6 SMOKING POLICY

The University is designated a smoke-free campus. The smoking policy at UAPB is as follows: Smoking is **NOT ALLOWED** on University property at any time.

1.6.1 BOARD POLICY 405.2

AUTHORIZATION TO OFFSET AMOUNTS DUE UNIVERSITY BY AN EMPLOYEE AGAINST AMOUNTS OWED BY UNIVERSITY TO THAT EMPLOYEE

The University shall have the right to set off against amounts due and payable to an employee, including a student-employee, by the University those liquidated amounts due and payable by the employee to the University for any reason, with the University then paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due, as follows:

1. If the amount owed by the employee to the University were the result of moneys advanced to the employee or misappropriation by the employee of money or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other moneys owed to the employee.
2. In all other cases of setoffs against an employee’s wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wages.

3. If the amounts owed to student-employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set off shall be subject to laws and regulations governing those programs.
4. The University may set off amounts owed to the University against all sums owed to an employee other than wages, or student work-study or loan payments.

Subject to the above laminations, each Chancellor, through the business officers of that campus, may develop with an affected employee a repayment plan for successive offsets so that the entire amount owed to the University is not offset on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

This Board Policy shall be reflected in faculty, staff, and student handbooks. *January 20, 21995 (Revised) June 18, 1982*

1.7 STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Procedure For Disseminating Student

Information

"Family Educational Rights and Privacy Act of 1974 (FERPA) - A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

In accordance with the Family Educational Rights and Privacy Act of 1974, certain information pertaining to students may not be released to a third party without the written consent of the student. Therefore, the University of Arkansas at Pine Bluff hereby designates the following categories of student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion:

CATEGORY I

Name, address, telephone number, dates of attendance, and classification.

CATEGORY II

Previous institution(s) attended, major field of study, awards, and honors (includes Dean's list), degree(s) conferred (including dates).

CATEGORY III

Past and present participation in officially recognized sports and activities, physical factors (height/weight of athletes), date and place of birth.

NOTE: Information pertaining to the students' academic status is CONFIDENTIAL, and should not be released without the written consent of the student (Example: transcripts, grade reports, grade point average, ACT scores, class rank and academic status.)

Currently enrolled students may withhold disclosure of any category of information under the Family Educational rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of Academic Records/Registrar's Office prior to the last day to complete registration. Forms requesting the withholding of "Directory Information" are available in the Office of Academic Records/Registrar's Office located in the Administration Building. The University of Arkansas at Pine Bluff assumes that failure on the part of any student

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to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The University of Arkansas at Pine Bluff may disclose educational records without written consent of students to the following groups who have a ["legitimate educational interest"](#):

- Employees within the University of Arkansas at Pine Bluff who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies, and employees designated by them to assist in these tasks.
- Any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;
- Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
- Organizations conducting studies approved by the University having educational value or concerning financial aid.
- Accrediting organizations approved by the University carrying out their accrediting functions;
- Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating that their child/student is a dependent as defined by the internal revenue service.;
- Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;
- Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
- In addition, the University would release education records if ordered by a subpoena.
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported educational programs or enforcing Federal laws which relate to those programs;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The information disclosed has been appropriately designated as directory information by the school.

Disciplinary Records

Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's disciplinary file. The student and/or those College officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's disciplinary file. Parent, who provides proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, can have access to the student's disciplinary file without written consent of the student. An example of such proof would be a copy of the last federal income tax return listing the student as a dependent. In this case, parents may also have access to a disciplinary file, even if the student has requested otherwise. In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and drugs.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser must be informed of campus conduct proceedings involving a sexual assault.

Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or for a sex offense.

Parental Access to Children's Education Records

At the post-secondary level, parents have a right to inspect their dependent child's education records. However, the University cannot assume the dependency status of all of our students and thus requires one of the following to release records to a student's parents:

- Written consent of the student; and/or
- Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).

The Office of Academic Records/Registrar’s Office has been designated as the official office to verify enrollment, release transcripts and grade reports, and to certify any information pertaining to the student’s academic record.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

University-wide Administrative Memorandum 515.1 is available on request in the main library on campus.

1.8 TECHNICAL SERVICES APPROPRIATE/ACCEPTABLE USE POLICY

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the University IT community members. This policy is designed to guide faculty, staff and students in the acceptable use of network and information systems provided by the University of Arkansas at Pine Bluff (UAPB). More importantly, it is meant as an application of principles of respect using UAPB computer resources, other computer users, and for the medium itself.

The UAPB community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the University.

The University campus network is an open network and therefore cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information.

IT and network facilities of the University are finite and limited. These facilities should be used wisely and carefully with consideration for the needs of others. When used inappropriately or unlawfully, these tools can infringe on the rights of others.

Current use of IT parallels familiar activities in other media and formats and existing University policies already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the nature of the communication, nor will it alter the guiding policies. University policies, which already apply to freedom of expression, privacy and related matter, apply to electronic expression as well. This IT Appropriate Use Policy addresses circumstances, which are new or at least unfamiliar in the IT arena and augments rather than replace other applicable University policies.

1.8.1 Definitions

UAPB IT Systems include the computers, terminals, printers, networks, and related equipment, as well as data files or documents residing on disk, **cloud solutions**, tape, or other media, which are owned, managed or maintained by Technical Services and/or faculty/staff of UAPB. For example, IT Systems include institutional and departmental systems, IT systems managed UAPB Technical Services, faculty research systems connected to the campus network, the campus telephone system, and the University’s campus network (which is designed and managed by Technical Services). Privately owned equipment, such as laptops, **iPads**, PDA’s and home computers are considered IT System if attached directly or remotely to the campus network and/or is used to access UAPB campus network.

A User is any person, whether authorized or not, who makes any use of any **UAPB** IT System from any location. For example, this definition includes persons who access IT facilities via an off campus electronic network, as well as those who use UAPB’s VPN access to connect a personal machine to any other networked system or service. An IT User is a user with authorization to access a UAPB IT System(s). IT Users include UAPB students, faculty members, staff members, and alumni or alumnae with accounts on **UAPB** IT systems.

A System Administrator is an individual with the authority to determine who is permitted access to a UAPB department system or server. For example, UAPB Director of Technical Services is the UAPB campus network system administrator.

Network Security Officer (NSO) is an individual charged with maintaining the security of the UAPB campus network and as such, has the authority to investigate security violations to ensure that security policy is compiled with.

1.8.2 Purpose

The purpose of IT is to further the research, education, and administrative function of UAPB. To achieve this purpose, these policies intend:

1. To ensure the integrity, reliability and performance of UAPB IT systems and network.
2. To ensure that the UAPB community of IT users utilize the campus IT facilities in a fair and equitable manner with respect for the rights of the community at large.
3. To ensure that IT systems and network are used for their intended purposes.
4. To establish sanctions and processes for addressing violations.

1.8.3 Scope

The IT Policy applies to all UAPB IT Systems owned, managed or administered by UAPB faculty, staff and students and any use of those systems. Many particular IT systems (UAPB’s News and World Wide Web sites, campus email services, etc.) have service-specific policies, which apply in addition to this policy. The policies described herein are those that the University uses in the normal operation of IT facilities and network. This document does not waive any claim that UAPB may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through UAPB IT systems and network.

1.8.4 Use of Information Technology Systems

1.8.4.1 Proper Authorization

Use of UAPB IT systems is restricted to authorized UAPB faculty, staff, alumni and students. The administrator of a campus system, server, and/or campus network component is the responsible **authority**, which grants authorization for system and access.

1.8.4.2 Appropriate/Acceptable Use

UAPB IT Systems and network may be used only for their intended authorized purposes. For example, privately owned computers may not host sites for non-UAPB organizations across the IT manage UAPB network without specific authorization.

1.8.4.3 Commercial Use

Without specific UAPB administration authorization, activities using IT Systems and network for non-UAPB commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data, consistence with the University’ education, clinical, and research roles, that may have an incidental financial or other benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with UAPB or to contribute to fact focused discussion relating to commercial products.

1.8.4.4 Vendor Contracts

All use of UAPB IT Systems and network must be consistent with all contractual obligations of the University, including limitations defined in software and other licensing agreements.

1.8.5 Privileges for IT Users

1.8.5.1 Free Inquiry and Expression

UAPB IT Users are afforded free inquiry and expression consistent with the purposes of the University.

1.8.5.2 Reasonable Confidentiality

UAPB IT Users can expect reasonable confidentiality for particular data. Systems Administrators will identify categories of data, which will be managed as confidential on a particular IT system and they will make all reasonable efforts to maintain the confidentiality. However, limited risks do apply to confidentiality of that data, for example to technical limitations, software bugs, and system failures. System Administrators will take reasonable steps to inform IT Users of the limit to confidentiality for their respective IT Systems. IT Users are expected to become familiar with those limits and risks of confidentiality and to manage their confidential data accordingly. Confidentiality of data must comply with the State of Arkansas Freedom of Information Act. **UAPB IT USERS SHOULD HAVE NO EXPECTATION OF PRIVACY.**

1.8.6 Responsibilities for All Users

1.8.6.1 Unauthorized Use

Users must not permit or assist any unauthorized person to access IT Systems. For example, any non-UAPB organization or individual without appropriate authorization may not use UAPB IT Systems. Each campus user must have and use a unique logon/password to a campus IT system. Multiple user logons or passwords are in violation of this policy.

1.8.6.2 Security Users must not defeat or attempt to defeat any UAPB IT System’s security, for example, by “cracking” or guessing user identifications or passwords, utilize software that will probe a network user system, or a sniffer gathering logon/password data.

1.8.6.3 Unauthorized Data Access

Users must not access or attempt to access data on an UAPB IT System they are not authorized to access. User must not make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept data communications not intended for that user’s access, for example network sniffing or wiretapping.

1.8.6.4 Concealed Identity

Users must not conceal their identity when using UAPB IT Systems. Users must use their own login ID and password.

1.8.6.5 Denial of Service

Users must not deny or interfere with or attempt to deny or interfere with service to other users, on campus or off campus, by means of “resource hogging,” deliberate distribution of computer worms or viruses, or modification of any IT system. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

1.8.6.6 Copyright

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software, licensing, and electronic forms of information.

1.8.6.7 Modification of Data or Equipment

Without specific authorization, users of UAPB IT Systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. “Specific authorization” refers to permission by the owner or Systems Administrator of the equipment.

1.8.6.8 Personal Account Responsibility

Users are responsible for the security of their IT System accounts and passwords. Any user change of passwords must follow published guidelines. Accounts and passwords are assigned to single users and are not to be shared with any other person without authorization by the Systems Administrator. Changing another person’s password is considered a form of harassment and unethical behavior. Users are presumed to be responsible for any activity carried out under their IT System accounts.

1.8.6.9 Responsibility for Content

Representatives of IT publish “official” information in a variety of electronic forms. A statement of the Certifying Authority publishing the information will normally identify such official information. A Certifying Authority is that IT department or individual who certifies the accuracy of an electronic document and IT appropriateness for the conduct of IT business.

Users also publish information in electronic forms on IT equipment and/or over UAPBs networks. UAPB does not have any intention or opportunity to screen such private material and thus cannot assure IT accuracy or assume any responsibility for this material. Any electronic publication provided on or over UAPB equipment and/or networks, which is not legitimately identified by a Certifying Authority, is the private speech of an individual. Offensive content is to be reported to Technical Services for investigation.

1.8.6.10 Email Use

The University’s electronic mail facilities should not be used:

1. To send unauthorized mass mailings of any type.
2. To send rude, obscene, harassing, or illegal material, or material that in any way conflicts with the regulations of the University.
3. To send any material that in any way conflicts with state or federal laws.
4. To perform an operation or activity that degrades the performance of the UAPBs IT system and/or network.

1.8.6.11 Threat and Harassment

Users may not use a UAPB IT System to threaten or harass any person. A user must cease sending messages or interfering in any way with another user’s use of IT Systems if the aggrieved user makes a reasonable request for such cessation.

1.8.6.12 Removal of Equipment or Documents

Without specific authorization by the System Administrator, users must not remove any University-owned or administered equipment or documents from **an** IT System.

1.8.6.13 Foreign Devices

Without specific authorization by the System Administrator, users must not physically or electrically attach any foreign device (such as an external disk, printer, network sniffer, sniffer software, network monitoring software, modem, wireless access points, routers or video system) to an IT System. **Examples of Routers: Belkin, NetGear, Linksys, etc.**

1.8.6.14 Violations

Users must not conceal or help to conceal or “cover up” violations by any party. Users are expected to report any evidence of actual or suspected violation of this policy to the Systems Administrator of the facility most directly involved. In case of doubt, the report should be made to Technical Services.

1.8.7 Information Technology Rights

1.8.7.1 Personal Identification

Users of IT Systems must show identification, including University affiliation, upon request by a System Administrator, Technical Services or other University authority.

1.8.7.2 Access to Data

Users must allow systems administration personnel access to data files on IT Systems for the purpose of making backups, diagnosing systems problems and investigating policy and/or campus network security violations.

1.8.7.3 Oversight Authority

Technical Services is authorized to investigate alleged or apparent violations of UAPB IT policy or applicable law involving IT Systems and/or network using whatever means appropriate. Technical Services will maintain a log and incident reporting of all such incidents. Any emergency action will be logged and security incident appropriateness reviewed after the fact.

1.8.7.4 Enforcement Procedures

The University may restrict the use of IT and network systems when faced with evidence of violation of University policies, federal or local laws. The University reserves the right to limit access to its networks and IT systems. The University may limit access to material posted on University owned IT systems that is deemed inappropriate or not in keeping with the educational, research and community service missions of this University.

Systems Administrators are authorized to apply certain penalties to enforce applicable policies. Such penalties include temporary or elimination of access privileges, which may apply to networks and other IT services or facilities.

When a Systems Administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account, whether or not the account owner (the user) is suspected of any violation. The System Administrator will attempt to notify the user of any such action. If, in the opinion of the Systems Administrator, the violation warrants action beyond a System Administrator’s authority, he or she may refer the case to other authorities, such as the University disciplinary body appropriate to the violator’s status, or to an employee’s supervisor.

SOCIAL MEDIA POLICY

1.8.7.5 Purpose

This Policy is intended to provide the University of Arkansas at Pine Bluff students with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to UAPB IT community members, thereby helping to avoid potentially costly mistakes online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Students should remember that any information that is shared online instantly becomes permanent and public.

1.8.7.6 Scope

This Policy applies to all UAPB IT users for the use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace, classroom, labs, library, resident hall, or off campus and regardless of whether such use involves the University of Arkansas at Pine Bluff’s electronic equipment or other property.

1.8.7.7 “Social Media” Defined

Social Media are online platforms and tools used for interaction between groups of people to share content, profiles, opinions, insights, experiences, perspectives, and media itself. The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social media includes: (1) social-networking sites (i.e. Facebook, LinkedIn); (2) blogs and micro-blogs (i.e. Twitter, Blogger); (3) content-sharing sites (i.e. Google+, SlideShare); and (4) images sharing sites (i.e. PhotoBucket, YouTube). This list is for illustrative purposes only, however, and all online activity is governed by this Policy.

1.8.8.8 Application of Other Policies

All of the University of Arkansas at Pine Bluff’s students policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace, classroom, labs, library, resident halls or off campus use.

1.8.8.9 Association with the University of Arkansas at Pine Bluff

Users who identify themselves online as being associated with the University of Arkansas at Pine Bluff must comply with the rules set forth in this section. Federal law requires that, when endorsing or promoting the university, the user must disclose his or her affiliation with (i.e., a student at), the University of Arkansas at Pine Bluff. Thus, although the University of Arkansas at Pine Bluff appreciates the loyalty and enthusiasm of its users, individuals must disclose their affiliation if they endorse the University of Arkansas at Pine Bluff online. If you disclose your affiliation or relationship with the University of Arkansas at Pine Bluff, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the University of Arkansas at Pine Bluff. An example of an appropriate disclaimer follows:

The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the University of Arkansas at Pine Bluff.

To ensure continuity of the University of Arkansas at Pine Bluff’s message, users may not represent themselves to be speaking on behalf of the University of Arkansas at Pine Bluff unless expressly authorized to do so.

Respect university time and property. University computers and resources are reserved for university-related education and research.

1.8.8.10 Prohibited Conduct

Students are prohibited from engaging in any of the following in their online activities and posts using UAPB IT Systems resources:

- Making any false or misleading statements;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristic protected by law;
- Disclosing any confidential or proprietary information belonging to the University of Arkansas at Pine Bluff.

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- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or at any University of Arkansas at Pine Bluff-sponsored event without express advance authorization.
- Do not use the University of Arkansas at Pine Bluff’s name to promote a product, cause, political party or candidate.

Nothing in this Policy is intended to or will be applied in a manner that limits students’ rights to engage in academic freedom in accordance to Technical Services Appropriate Acceptable Use Policy.

1.8.8.11 Duty to Report

Users have an ongoing duty to report any violations of this policy by any other users. The University of Arkansas at Pine Bluff considers the duty to report to be a critical component of its efforts to ensure the safety of its users and to preserve the University of Arkansas at Pine Bluff’s reputation and goodwill in the community. Therefore, any user who fails to report any conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure.

University of Arkansas at Pine Bluff prohibits taking negative action against any user for reporting a possible deviation from this policy or for cooperating in an investigation. Any user who retaliates against another user for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including expulsion.

1.8.8.12 Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person *before* posting or otherwise engaging online. When in doubt, users always should ask for guidance first because, once the information is online, it can never be deleted.

1.9 CAMPUS EMERGENCY PROCEDURES

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

1.9.1 Medical Emergency Procedures

A. For situations that are life-threatening:

1. Call 911 if immediate attention is needed, and complete the following:
 - a. Identify self as a member of the UAPB faculty, staff, or student body;
 - b. Identify exact location of victim; and
 - c. Describe victim’s illness or injury.
2. Contact University police and give the following information.
 - a. Identify self and give location;
 - b. Identify victim by name and other information as requested;
 - c. University police will call 911 to confirm validity of previous call and as a back-up to make sure the first call was received and is valid; and
 - d. University police will direct paramedics or other emergency care provider to the scene of the medical emergency.
3. Apply multi-media first-aid if necessary.

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4. Contact the Health Center if during operating hours and comply with the following:
 - a. Identify self and give location of emergency;
 - b. Identify victim, giving name and other information requested;
 - c. Describe the situation, and
 - d. Call 911 back if the situation warrants off-campus emergency medical.
 - e. Health Center nurse will go to the scene to provide assistance.
5. Health Center staff member will remain with the victim until paramedics, Health Center personnel or other medical care providers arrive.
6. Health Center staff member will complete an emergency referral form and give to victim (if a student) in need of medical attention.
7. Residence Specialist will file an incident with Residential Life Office not later than 9:00 a.m. the following workday with a copy forwarded to The Dean of Student Life.

For non-life threatening medical situations, the Health Center staff member, Residence Specialist, or other staff member contacted should do the following:

1. Go to the scene of the accident, Injury/incident
2. Assess the situation; and
3. Render assistance.

C. For non-life threatening medical situations, the individual should:

1. Contact the Health Center if during normal hours of operation;
2. Identify oneself, the victim, and give location;
3. Describe the situation and provide other information requested; and
4. Escort the victim; if ambulatory, to the Health Center. If the student is not ambulatory, a member of the Health Center staff will go to the scene of the incident.

1.9.2 Pine Bluff Arsenal Emergency Response Plan

An assembly area will be established at the HPER Complex, located in the NW portion of the campus at 1500 North Spruce Street (#26 on campus parking map included at the end of the manual). Students/staff/faculty without transportation should go there if evacuation is recommended. The evacuation map shows the location of zone G that contains UAPB. The primary evacuation route is the quickest way to Hwy 79N to Stuttgart, and destination reception center is Grand Prairie War Memorial Auditorium, 600 W. 20th Stuttgart, AR. The alternate evacuation route is the quickest way to Hwy 79S to Rison, and destination reception center is Rison Public School, 700 Main (Hwy 35S), Rison, Arkansas.

The Chancellor, in coordination with Jefferson County officials, has overall responsibility and authority for decisions relative to sheltering, evacuation, and school closing during an incident at UAPB. In the event an evacuation is necessary, UAPB will offer to assist in matching students/staff/faculty without transportation with those who are willing to car pool in an emergency. The Traffic Control Coordinator will identify control points to be implemented and assign security staff to perform this function. The Transportation Coordinator will determine the need for additional resources and secure them, through the Chief of University Police, from the county. Also, coordination of resources, staff, and activities at the assembly area is a part of the Transportation Coordinator’s function.

1.10 Campus Safety and Security

1.10.1 Closed Circuit TV Security System

For safety and security enhancements, the University is current installing surveillance cameras throughout the campus. These cameras will provide Campus Police, and other designated offices on-site surveillance areas on campus, such as parking lots, building entrances and streets. Upon completion, over 150 cameras will be installed giving Campus Police surveillance of the entire campus. The digital images can be retrieved and reviewed for investigative and other official purposes.

1.10.2 Wall Mounted Emergency Blue Light Phone System

The University is also installing emergency phones in various locations across campus. These emergency phones dial directly to Campus Police, giving them instant notification of the caller’s location in the event of an emergency. The individual activating the system will be able to communicate with Campus Police through a speakerphone located in the unit. Currently, these emergency phones are located in nine (9) different areas, including the Student Union, Administration Building, Harold Complex, Hunt Hall, Stadium, Academic Center I, JBJ Housing Complex and the Library. Please note, these Blue Light Emergency Phones are for emergencies only. Individuals tampering or playing with these phones will be subject to disciplinary action.

1.10.3 RAVE Alert – The RAVE Alert

System is utilized to broadcast EMERGENCY NOTIFICATIONS to students and employees in the event of emergency. Users can register to receive EMERGENCY NOTIFICATION by selecting sign up for Rave alerts on the UAPB Home page or by going to www.getrave.com/login/uapb.

1.11 CHILD CARE SERVICES

The UAPB Child Development Center is a state licensed early childhood program providing services for children 2 ½ to 5 years of age. The Center has also been designated a Level Three State Better Beginning program, which is reserved for programs that voluntarily exceed minimum standards and operate at the highest level of quality recognized in the State. The center supports research in human development and serves as a laboratory facility for students majoring in Human Development and Family Studies and other disciplines on the UAPB campus. The Center also provides some professional laboratory experiences for Southeast Arkansas College Early Childhood Education students.

The early childhood services are available for students, faculty, staff, as well as the general public on a first come first serve basis. The cost for toddlers is currently \$95.00 per week and the preschool program is \$85.00 per week. Students and parents who believe they might qualify for childcare assistance should check with the Department of Human Services. We do accept vouchers from the State paid services.

The Child Development Center is also fortunate to have free slots to offer children who are three and four years old prior to the State Education Department’s cutoff date for kindergarten. These slots are provided by the Arkansas Better Chance (ABC) funding. Families qualify for these slots based on the household income.

Applications may be picked up in the Child Development Center located directly behind Adair-Greenhouse Human Sciences building or the main Human Sciences Office. The hours of operation are 7:30 a.m. to 5:30 p.m., Monday-Thursday and 7:30 a.m. to 4:00 p.m. on Fridays. With approved funding from the Division of Child Care and Early Childhood Education (DCCECE), the Center will extend a Summer Care Program on a first come first serve basis to families currently enrolled.

1.12 UNIVERSITY POSTAL SERVICES

The University Post Office is located northwest of the L.A. Davis Student Union Building.

Hours of Operation:

Service Window hours are:

9:00 a.m.-2:00p.m.

Lobby Hours are:

8:00 a.m.-5:00 p.m. –Monday-Friday

Outgoing mail is picked up daily by
Main Post Office except for Federal Holidays.

Services Provided

Postage stamps

Campus Mail Service (Courier)

Mail Boxes

Rental of mail slots: your address will be **First and Last Name (as appears on your student ID)**

1301 L.A. Prexy Drive

Mail Slot _____

Pine Bluff, AR 71601

You are required to have your mailbox key to receive mail. We are no longer passing mail through the window. Also, if packages are not picked up within two weeks they will be returned to sender. All traceable package arrival notifications will be sent to your **campus email**.

2.12.1 UAPB TV & KUAP Radio

UAPB TV is located in the Rust Technology Building and KUAP Radio is located on the second floor of the Hathaway Fine Arts Building above the auditorium.

Hours of Operation:

UAPB TV

7:00AM-6:00PM

Lab Hours are available

KUAP

8:00AM-5:00PM

Lab Hours are available

Services Provided

- Camera and other equipment rental (UAPB TV)
- Lab Hours to Learn Radio and Television Production.

You are required to have a current Student ID in order to check out equipment as well as passed Television Practicum coursework.

13 GENERAL OFFICES

(Prefix 575-...)

Administrative Personnel

Chancellor	8470
Vice Chancellor for Academic Affairs	8475
Vice Chancellor for Finance & Administration.....	8970
Vice Chancellor for Student Affairs.....	8503
Director of Development and University Relations	8702
Director of International Agriculture.....	8195
Director of Admissions and Academic Records.....	8488
Registrar	8485
Controller	8265

Divisional Deans

School of Agriculture/Home Economics.....	8529
School of Business and Management.....	8575
School of Arts and Science	8210
School of Education	8256
Division of Continuing Education.....	8320
University College.....	8335

Associate Officers in Administration

Dean of Student Life	8361
Dean Student Involvement and Leadership.....	8866
Associate Dean for Student Activities.....	8866
Associate Dean for Residential Life.....	7257
Director of Alumni Affairs.....	8499
Director of Continuing Education	8315
Director of Financial Aid	8502
Director of Health Services	8508
Director of Student Union	7064
Head Librarian.....	8411

Departmental Offices

Agriculture Administration	8535
Art	8236
Business and Economics	8575
Biology and Chemistry.....	8974
Elementary/Early Childhood Education.....	8240
English.....	8624
Health, Physical Ed. & Recreation.....	8655
History and Political Science	8187
Home Economics	8817
Mathematics & Physics.....	8761
Military Science (Division).....	8445
Music.....	8905
Nursing.....	8220
Philosophy & Humanities	8625
Secondary Education.....	8240
Special Education & Psychology	8240
Speech & Dramatic Arts.....	8431
Sociology.....	8188

- A -

Admissions	7090
Agriculture Administration	8538
Agriculture Extension.....	8530
Agriculture Economics & Research	8537
Alumni Affairs	8499
Anthropology	535-4509
Appliance Repair.....	8831
Art Department.....	8236
Archaeology	535-4509
Arkansawyer.....	8502
Athletic Director.....	8675
Associate Dean of Student for Activities.....	7060
Audio Visual Aids.....	8326
Auto Mechanics.....	8831

- B -

Band Room.....	8919
Baptist Student Union	535-8545
Basic Academic Services	8355
Basketball.....	8678
Biology.....	8840
Bookstore	8856
Business & Economics	8575

- C -

Career Services.....	8461
Carpentry Shop.....	8831
Cashier.....	8274
Chemistry	8974
Choir Room.....	8909
Computer Center	8771
Controller	8266
Cooperative Education	8461
Cooperative Extension	8131

- D -

Dean of Students	8361
Development & University Relations	8702
Disability Students	8089

- E -

Elementary/Early Childhood Education.....	8240
English, Speech & Drama	8624

- F -

Farm Manager	8158
Financial Aid.....	8970
Fisheries Biology.....	8141
Food Service.....	8953
Football	8655

- G -

Greenhouse (Farm) (Agronomy).....	8148
Greenhouse (Farm) Horticulture).....	8157
Gymnasium	8655

University of Arkansas at Pine Bluff “*The ROAR*”

- H -

Health, Physical Education and Recreation.....	8655
History & Political Science	8188
Honors College.....	8049
Humanities	8625
Human Sciences	8817

- I -

IDs (Student Identification Card).....	8102
Industrial Education	8880
Infirmary	7106

- L -

Learning Resources Center	8323
Library.....	8411
Lion’s Office	8525

- M -

Mathematics & Physics.....	8761
Maintenance	8831
Music Department	8905
Military Science	8445

- N -

National Defense Student Loans	8283
Nursing Education.....	8220
Nursery School.....	8809

- P -

Personnel	8400
Physical Plant	8831
Post Office.....	8230
Poultry House	8156
Secondary Education.....	8240
Sociology.....	8188
Purchasing.....	8736
Post Office	8230
Poultry House.....	8156

-R-

Registrar’s Office.....	8485
Research Center (Agriculture)	8130
Reading Clinic	8349

Residence Halls

Lewis Hall.....	5963
Hunt Hall.....	6104
Johnny B. Johnson Complex.....	5287
Johnson/Copeland Halls.....	5588
Fisher/Stevens Hall	4072
Douglas Hall	5831
Delta Housing Complex.....	6301

-S-

Secondary Education.....	8240
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- T -

Teacher Education.....	8258
Technical Agriculture.....	8535
Testing and Assessment	8290

- U -

University College.....	8335
University Police	8102

- V -

Veteran Affairs	8089
Vocational Arts	8880
Vocational Home Economics Education	8817
Vocational Teacher Education	8258

- W -

Warehouse and Storage	883
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2.0 ACADEMIC REGULATIONS AND GUIDELINES

2.1 CHANGES IN UNIVERSITY ACADEMIC POLICIES

The University reserves the right to change the regulations for admission to, instruction in, and graduation from the University and to change other regulations affecting the student body at any time. New regulations go into force whenever proper authorities determine they are needed and apply both to prospective students and to those matriculating at the time.

Curriculum changes, however, will not affect full-time students who have declared and are pursuing a major. Providing enrollment continues without interruption, these students shall continue to pursue the curriculum as identified in the catalog existent at the time they declared their majors. Changes in state certification requirements and state laws, however, may alter curriculum offerings and requirements for graduation, regardless of when a student entered a given curriculum.

2.2 CLASS ATTENDANCE

Class attendance and participation are essential to successful completion of any course. Students are encouraged to pursue the full academic experience which can best be achieved by attending classes on a regular basis. Failure to become fully engaged in the instructional experience via regular class attendance diminishes the learning outcomes and the student’s chances for success. Students are expected to be diligent in the pursuit of their education and are responsible for all materials covered or homework assignments given during any absence. **The Arkansas Department of Higher Education defines an enrollment verification census period. This period begins on the first day of class and extends for five class periods during the summer sessions and eleven class periods during the fall and spring semesters.** Students who are cited for non-attendance during the enrollment verification period may be administratively dropped from the course and not allowed re-enrollment.

2.2.1 ATTENDANCE POLICY

These statements apply to each student enrolled at UAPB.

1. Attendance is the responsibility of the student. Students are expected to regularly attend all classes in which they are enrolled.
2. Instructors will provide each student with the attendance requirements in writing, either in the course syllabus or in a separate handout, and verbally explain them to students the first day of class.
3. The student is responsible for informing instructors in advance when an absence will occur. If this is not possible, it is the responsibility of the student to contact the instructor as soon as possible.
4. For school-sanctioned events such as field trips, band, choir, athletics and similar events, the coordinator of the event should send a letter to the Vice Chancellor of Academic Affairs seeking approval for the respective students to be absent from classes for the event. The letter should identify the type of event for which excused absences are being requested and include a listing of all student participants. Following approval, the list and the letter of request with the Vice-Chancellor’s approval should be presented by all student participants to their respective instructors. The Coordinator of the event will submit a copy of the approved letter and the list student participants to the Dean of Students’ Office where it will be kept on record.
5. The Dean of Students will notify instructors when a student is absent three days or longer due to an illness or other issue. This courtesy memo does not alter the instructor’s attendance policies,

excuse the student from policy #3 above, nor does it constitute an excused absence. Rather, it is documentation of the absence.

6. Class participation may be used, at the instructor’s discretion, as a factor in determining a student’s final grade for the course.

Census Period

Students who do not attend class at least one time during the first 11 days of the fall and spring semesters, or the first 5 days of a summer session, will be administratively dropped from the course for non-attendance.

2.3 INCOMPLETE GRADE (“I”)

1. Incomplete grades indicate that the student has not met specific requirements in a course and not that the student needs to repeat the entire course.
2. The instructor will report an “I” only for a student who is passing, who can complete the assignments without additional instruction, and who can present a valid reason for not completing the work during the semester.
3. The student must petition the instructor, in writing, for an incomplete grade, “I”, on or before the day of the final examination. **The student must fulfill necessary requirements of the course by the end of the semester immediately following the semester in which the “I” was incurred.**
4. The instructor must complete AA Form 11B (Report of “I” grade) and file a copy in the department chairperson’s office along with a copy of the student’s petition. This form must include the signature of the instructor, the specific requirements to be completed, and a pre-calculated grade in the **event that** student does not fulfill the necessary assignments for the completion of the course.
5. The instructor, or the departmental chairperson, in the absence of the instructor, is responsible for reporting the final grade change to the Office of Academic Records. The instructor should secure an “Incomplete” grade report form from the departmental chairperson or the Office of Academic Records and submit the form personally to Academic Records. Students are not permitted to have access to Change of Grade forms. If the grade is not changed by the instructor **by the end of the following term in which the “I” was incurred**, the departmental chairperson will submit the “Change of Grade” form with the pre-calculated grade as indicated **on the accompanying** AA form 11B to Academic Records.

NOTE: A student should not re-register for a course in which a grade of “I” was awarded.

2.4 ACADEMIC JEOPARDY, PROBATION, SUSPENSION, and READMISSION

To remain in good academic standing, students must maintain a 2.00 cumulative grade point average. Students are in **academic jeopardy** when their cumulative grade point average falls below 2.00, **but above** the average commensurate with the ‘hours attempted range’ as specified in **Table 1**.

The University places students on **academic probation** when their cumulative grade point average falls **below** the average commensurate with the ‘hours attempted range’ as specified in **Table 2**. The course load for students on academic probation may not exceed 13 credit hours.

The University places students on **academic suspension** when their cumulative grade point average falls below the average commensurate with the ‘hours attempted range’ as specified in **Table 2 for two consecutive semesters**. The period of academic suspension is one semester. Students are not eligible to transfer credits taken during a Fall or Spring term at another institution back to UAPB while on academic suspension.

Table 1.

Hours Attempted	Cumulative GPA
0 – 16	1.50
17 – 32	1.65
33 – 48	1.75
49 – 64	1.83
65 – 80	1.90
81 – 96	1.96
97 and above	2.00

Table 2.

Hours Attempted	Cumulative GPA	Maximum Hours
0 – 16	1.50 – 2.00	13.00
17 – 32	1.60 – 2.00	13.00
33 – 48	1.70 – 2.00	13.00
49 – 64	1.80 – 2.00	13.00
65 – 80	1.90 – 2.00	13.00
81 – 96	1.90 – 2.00	13.00
97 and above	2.00	13.00

Students appealing academic suspension must meet with the Student Academic Appeals Committee for review and reconsideration of enrollment. Students placed on academic suspension are informed of appeal dates and location prior to registration. If denied by the committee, students may petition to the Vice Chancellor for Academic Affairs for final disposition.

Students, who have finished their first period of academic suspension, will be required to report to the Student Success Center prior to registering. These students will be on academic probation and limited to a maximum academic load of 13 credit hours.

Students must earn a minimum **term GPA of 2.00** during the readmitted semester. If the minimum term GPA is not achieved, they are subject to a second academic suspension for one year.

2.5 GRADING SCALE

Grade	Grade Points	per hour
A (90-100). (Excellent)	4	4
B (80-89)... (Good)	3	3
C (70-79)... (Fair).....	2	2
D (60-69)... (Poor but Passing).....	1	1
I.....	(Incomplete)	
W.....	(Withdrawal)	
F.....	(Failure)	
X.....	(Audit, carries no credit)	
R.....	(Repeated, carries no credit)	
UF.....	(Unofficial Withdrawal/Failure)	

Grade Point Averages

1. Term: To compute term grade point average, divide the total term points by the total credits **attempted** for the term. Do not include “W” (withdrawn) grades.
2. Cumulative: To compute the cumulative grade point average; divide the total overall points by the total credits **attempted overall**. Do not include “W” (withdrawn) grades.
3. For the purposes of ranking, and to determine the student’s cumulative grade point average, the University computes all transfer credits (pass or fail).

2.6 UNDERGRADUATE ACADEMIC TERM HONORS

Chancellor’s List.....	4.00
Dean’s List.....	3.50-3.99
Honor Roll	3.25-3.49

For term honors, the minimum grade point average earned for the term is 3.25, a **minimum of 12 credit hours earned** exclusive of remedial courses. **Any student making a grade of “D”, “F”, or “I” is not included on the Chancellor’s List, Dean’s List, or Honor Roll.**

Annual honors citations are based upon **cumulative grade point averages and academic load. Honors are not recognized for non-degree seeking or special students.**

2.7 UNDERGRADUATE HONORS RECOGNIZED DURING COMMENCEMENT

Students receiving baccalaureate degrees with high scholastic averages receive the following citations:

Summa Cum Laude.....	3.75-4.00
Magna Cum Laude.....	3.50-3.74
Cum Laude.....	3.25-3.49

The University uses the student’s total academic life, including transfer credits if applicable, in computing the grade point average for honors. The Chancellor’s Medallion is awarded to the most outstanding honor graduate in each school.

2.8 STUDENT ADVISEMENT

Each student is urged to seek guidance on course selections and to review policies and degree requirements each registration period with an academic advisor. Academic advisors are available to assist students in a timely and accurate manner.

However, meeting requirements for graduation is the responsibility of the student.

2.9 REPEATING COURSES

When a student repeats a course, the highest grade earned in the course will be used when computing the student’s average. A student may repeat for credit to improve his grade point average any course in which the final grade is “D” or less.

2.10 SCHEDULE CHANGE (DROPPING AND ADDING)

1. A student wishing to make a schedule change must get approval from the academic advisor and the departmental chairperson. A student dropping a course must secure approval from the instructor, the academic advisor, and the departmental chairperson.
2. Closed course petition cards must be approved for admittance to courses that are closed for capacity. Students must obtain permission from the Instructor and the Chairperson of the department in which the course is offered. Their departmental chairperson or advisor is also required to sign the petition.
3. Students are required to pay a fee as indicated on the schedule of tuition and fees for each course change. Instructors are not permitted to report grades for a student who attends a class in which that student is not officially enrolled. Students who stop attending class and do not officially withdraw from or drop the course will receive a final grade of “UF”.
4. A student may drop one or more courses in accordance with established term dates as published in the academic calendar and receive a final grade of “W”.
5. Schedule changes for students enrolled in on-line courses only:
 - a. Schedule changes may be made via **Web-Advisor** anytime during the registration period.
 - b. **After the close of registration, only drops are permissible and cannot be done via Web-Advisor. Please fax a statement to the Registrar’s Office/Academic Records (870-575-4608).**
 - c. The following information must be submitted for each class to be dropped.
 - Course Title
 - Course Number and Section
 - Instructor
 - Your UAPB ID Number
 - Your UAPB E-mail Address
 - Your Signature and Current Date (Specifically required)

Note: If you are dropping all of your classes, you must request to be withdrawn for the specific term in which you are enrolled (i.e., Fall 2014, Summer I, etc.). See Section 2.12, Withdrawal From the University.

2.11 WITHDRAWAL FROM THE UNIVERSITY

2.11.1 General Withdrawal

Students who complete the registration process and decide to withdraw later must complete the following steps prior to exiting the University:

1. Secure official withdrawal forms from the Office of **Enrollment Management**.
2. Obtain signature from their academic advisor or chairperson.
3. Obtain signature from the Office of Student Financial Services.
4. Obtain signature from Vice Chancellor for Academic Affairs.
5. Return official withdrawal forms to the Office of Academic Records.

Note: International students must also secure clearance from the UAPB Designated School Official after signature from Student Financial Services.

Students **enrolled in online courses only or those** away from campus must submit a letter requesting withdrawal from the University. The withdrawal notification must be submitted to the Office of Academic Records by letter or by fax. Students who fail to withdraw officially will receive failing grades in all courses, which may jeopardize their future eligibility to receive financial aid. They also will be charged fees and tuition in accordance with the fee schedule in effect.

2.11.2 Withdrawal For Medical Reasons

Students with certain physical, psychological, or emotional health conditions may be subject to involuntary withdrawal from the university with an order to leave the campus. This may be imposed when there is clear and convincing evidence that:

1. The student’s current state of physical health poses a substantial danger to the health or well-being of other members of the university community; or
2. The student is suffering from a mental disorder and, as a result of that disorder, engages or threatens to engage in behavior which:
 - a. poses a substantial danger or risk of causing harm to the student or others;
 - b. poses a substantial danger or risk to university property, or to the property of another member of the university community; or
 - c. engages in conduct which substantially impedes or disrupts the authorized activities of other members of the university community.

Students involuntarily withdrawn from the university must be cleared through the Division of Student Affairs before being re-admitted.

2.12 TRANSCRIPT REQUEST

Students may request their transcript in one of three ways:

Electronically:

For convenience, students may request your transcript on-line (www.uapb.edu) and pay with a credit card or debit card. Look for the ‘transcript request’ link on the homepage and follow the instructions. The fee is \$6.25 per copy.

Written Request:

Students must submit a written request containing their social security number OR UAPB ID#; date of birth; year of graduation OR last term of attendance; any former names used; and the address of the recipient. The fee is \$4.00 per copy. Requests should be mailed to Academic Records, Mail Slot 4983, 1200 North University Drive, Pine Bluff, AR 71601.

In Person:

Students may request a transcript in person between 8:30 a.m. and 4:00 p.m. by visiting Academic Records, Administration Building – Room 220. The fee is \$4.00 per copy. The processing fee for emergency (same day) transcripts is \$8.00 per copy. Students requesting transcripts must present photo identification.

Please allow up to 2 or 3 business days for processing. During peak periods in the office, the processing time may be longer. If you have any questions regarding the information above please call the transcript processors for assistance. 870-575-7169 or 870-575-7220. The University conforms to Act 351 of the State of Arkansas (1991), which “prohibits the making, forging, or counterfeiting of a transcript, diploma, or grade report.”

2.13 STUDENT ACADEMIC GRIEVANCE PROCEDURES

It is the policy of the University that a student may have prompt and informal resolution of his or her grievance and that resolution is accomplished under orderly procedures.

2.13.1 Disputed Grades

A student’s grade should represent the instructor’s good faith judgment of the student’s performance in the course based on the informed use of appropriate measurement and evaluation instruments. If a student disagrees with a grade he/she has received, the following procedure should be followed until the problem is resolved. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should discuss the disputed grade with the instructor of the course. This should normally take place during the instructor’s posted office hours.
2. If the dispute is not resolved in step one, the student should request a meeting with the chairperson of the department offering the course. The instructor of the course will also attend the meeting.
3. If the dispute is not resolved in step two, the student should request a meeting with the dean of the school offering the course. The instructor of the course and the instructor’s chairperson will also be present.
4. If the dispute is not resolved in step three, the student should request a meeting with the Vice Chancellor for Academic Affairs. The instructor of the course, the instructor’s chairperson, and the dean of the school offering the course will also be present. The decision of the Vice Chancellor for Academic Affairs is final and no further appeal is possible

2.13.2 Other Academic Grievances

A student may have a grievance against an instructor which goes beyond a dispute over the grades received in a course. Such grievances might involve allegations that the instructor is harassing the student, practicing extortion; not meeting his/her classes or is generally incompetent. For such non-grade oriented grievances, the following procedure should be followed until the problem is solved. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should make the grievance known to his/her instructor.
2. If the grievance is not resolved in step one, the student should request a meeting with the chairperson of the department offering the course. The instructor will not be present at this meeting, but a follow-up meeting will be scheduled with the instructor and the chairperson.
3. If the grievance is not resolved in step two, the student should request a meeting with the dean of the school offering the course. The chairperson and the instructor of the course will also be present at this meeting.
4. If the grievance is not resolved in step three, the student should request a meeting the Vice Chancellor for Academic Affairs. The dean of the school offering the course will schedule a follow-up meeting with the instructor, the instructor’s chairperson, and the dean of the school in which the student is enrolled.
5. If the grievance is not resolved in step four, the student should request a meeting with the Chancellor. The Vice Chancellor for Academic Affairs will also attend this meeting. The Chancellor will schedule a follow-up meeting with the instructor, the instructor’s chairperson, the instructor’s dean and the Vice Chancellor for Academic Affairs. The Chancellor also has the option of empowering a panel of professors to review the allegations made by the student, render a judgment, and recommend an action for the Chancellor to implement. The decision of the Chancellor will be final.

2.14 ACADEMIC RIGHTS IN THE CLASSROOM

1. Without fear of penalty, the student shall be free to take reasonable exception to data and view offered in the classroom.
2. The student’s course grade should represent the instructor’s good-faith judgment and his/her best use of measurement and evaluation skills in assessing the student’s performance in the course.
3. The student has a right to expect reasonable efforts to protect against improper disclosure
4. Of information concerning his or her grades, views, beliefs, political associations, health or character acquired by the instructor during his/her professional relationship with the student.
5. The student has the right to expect accurate and clearly stated information which will enable him/her to determine the following:
 - a. the general requirements for establishing and maintaining an acceptable academic standing;
 - b. his/her own academic relationship with the University and any special conditions which apply, and
 - c. the requirements for all courses taken as well as for graduation.
6. The student has the right to be governed by educationally justifiable regulations.
7. The student has the right to a classroom environment free from distractions and annoyances.

2.15 CLASSROOM FREEDOM AND RESPONSIBILITY

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. As members of the academic community, students should develop the capacity for critical judgment and engage in a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise these freedoms with responsibility. Students are free to take reasonable exception to the data or view offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the course content required for successfully completing the course.

2.16 UNIVERSITY POLICY ON DISRUPTIVE BEHAVIOR

Academic excellence demands that students maintain appropriate behavior and decorum in the classroom at all times. The University of Arkansas at Pine Bluff will not tolerate disruptive behavior by students. When the student is judged to have engaged in disruptive behavior, the instructor shall initiate the following procedures:

1. Instructor will request the student to discontinue the disruptive action.
2. If the behavior continues, the instructor will instruct the student to leave the classroom. University Police will be called to remove the student if he or she does not leave.
3. An incident report will then be completed by the instructor and filed with the Dean of Students and a copy sent to the Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs.
4. Upon receipt of the incident report, and including the student’s comments, the Dean of Students shall investigate the matter and take appropriate disciplinary action.
5. The accused student must secure written permission of the Dean of Students in order to return to class. The instructor will be informed of the disciplinary action.
6. Disciplinary action can include being administratively dropped from the class.

2.17 ADDRESS CHANGES

All students are required to maintain a correct residence and mailing address. **Students are required to change their address via Web-Advisor. If assistance is needed, please contact the Office of Academic Records.**

2.18 CLASSIFICATION OF A STUDENT FOR TUTION PURPOSES

For the purpose of assessing tuition, students are classified as resident or non-resident. An Arkansas resident is one who is domiciled in Arkansas. Domicile is a technical legal concept and is the place where a person resides with unqualified intention of remaining permanently and with no present intention of leaving. Residence in Arkansas for the purpose of obtaining an education at an institution in the state does not establish domicile.

2.19 JOHN B. WATSON MEMORIAL LIBRARY

Hours of Service

Monday-Thursday.....	7:30a.m.-11:00 p.m.
Friday.....	7:30 a.m.-5:00 p.m.
Saturday.....	8:30 a.m.-4:30 p.m.
Sunday.....	3:30p.m.-11:00 p.m.

The library is open from 8:00 a.m. until 5:00 p.m., Monday through Friday when the University is not in session. The library will not render service on the following official University holidays: Labor Day, Thanksgiving, Christmas/New Year’s, Martin Luther King’s Birthday, Friday of Spring Break and Independence Day.

Library cards are no longer being used. To check out a book, students need only to fill out a library card and show an identification card.

3.0 FINANCE AND ADMINISTRATION

Official communication to students from the Division of Finance and Administration will be through the student’s UAPB email account. Students are encouraged to check email on a regular basis to receive important information such as policy and procedure updates, award letter and other notifications, and requests for information. WebAdvisor is also a tool that should be used regularly to obtain information related to financial aid and student account activity.

3.1 FINANCIAL OBLIGATIONS

Students must make satisfactory financial arrangements and be in good standing in order to complete registration, receive grades and transcripts, or re-enroll. Payment for charges or satisfactory financial arrangements must be made for each term no later than the last day for course cancellation adjustments as published in the Academic Calendar each semester unless otherwise indicated. Satisfactory financial arrangements include payment in full via cash, check, credit card (can be made online), financial aid, or enrollment in an installment payment plan administered by a third-party or a combination of the above. It is a student’s responsibility to officially drop classes for which they no longer wish to attend and to also officially withdraw from the university if they decide they no longer wish to be enrolled at the university.

3.2 CHECK CASHING

No certified or personal checks are cashed for students. Money Orders and Cashier’s Checks are limited to \$50.00. Personal checks written to the school for payment must be made payable to the University of Arkansas at Pine Bluff or UAPB. All personal check must be permanent and not temporary. The checks must have the check writer’s name, address and phone number printed along with the Driver’s License Number and/or State ID Number. Upon clearance and approval of the TeleCheck Data System the check/checks are then approved for payment.

3.3 REFUND POLICY

Any student who officially withdraws from UAPB during a **Fall** or **Spring Semester** shall be entitled to a refund as follows:

3.3.1 Registration, Tuition, and Fees:

- 100% adjustment before the first day of class
- 90% adjustment from day 1 through day 11 of the semester
- 80% adjustment from day 12 through day 21 of the semester
- 70% adjustment from day 22 through day 32 of the semester
- 60% adjustment from day 33 through day 43 of the semester
- 50% adjustment from day 44 through day 54 of the semester
- 40% adjustment from day 55 through day 64 of the semester

***INCLUDES WEEKENDS AND HOLIDAYS**

Any student who drops a class and continues to be enrolled at the University of Arkansas at Pine Bluff during a **FALL** or **SPRING SEMESTER** shall be entitled to individual course refunds as follows:

1. Up to and including **FIVE (5) CLASS DAYS-100%**.
2. The **SIXTH (6th) DAY THROUGH THE TENTH (10th) CLASS DAY –50%**
3. The **ELEVENTH (11TH) CLASS DAY AND AFTER –NO REFUND**

3.3.2 Room and Board

After the student has taken occupancy (i.e. picked up keys) the student cannot cancel without financial obligation. Students who desire to occupy their assigned rooms before the designated time will be charged a fee of \$ 25.00 per night, payable in advance.

3.4 FINANCIAL AID

3.4.1 Application Process and Important Dates

UAPB encourages all students to apply for financial assistance to help fund the cost of their education. Students may apply for merit based assistance such as scholarships, for need based assistance such as grants, loans or work programs and for non-need based loans. All students applying for federal student aid must complete the Free Application for Federal Student Aid (FAFSA). Applicants must reapply for financial aid each year. Following are the steps students should take when applying for financial aid:

1. Obtain a FSA ID at www.fsaaid.ed.gov for the student and the student’s parent if parent information is required on the FAFSA. The FSA ID is an electronic access code needed to submit the FAFSA, make corrections or request duplicate copies on the web without signatures; the FSA ID will also allow you to sign the FAFSA electronically.
2. Complete the FAFSA at www.fafsa.gov. Students can submit their FAFSA from any computer with Internet access. Filing online is the fastest way to file. The FAFSA can be completed after the first of January preceding the academic year for which aid is needed. We recommend that students complete the FAFSA in January or February of each year but late applications will be accepted. Students who want to ensure that their application is

processed and funds are available prior to the fall payment deadline, should submit their FAFSA by UAPB’s priority deadline of April 15th. Any verification documents requested should be received within two weeks of the request in order to prevent substantial delays in processing.

3. Once the University receives the results of the FAFSA, additional documents may be needed and will be requested at that time. Students are encouraged to respond to requests for information and documents from UAPB as soon as possible; receipt of documents within two weeks of the request will help minimize substantial delays in processing.
4. Once eligibility for financial aid has been determined, awards will be offered on an award letter listing the type and amount of any aid the student is eligible to receive. In order to accept or reject the awards offered, the student must access the award letter online under the Financial Aid heading on WebAdvisor for students. Award letters will not be mailed by the Office of Student Financial Services.

3.4.2 Available Financial Aid

The following federal Financial Aid is available for eligible students:

Federal Work Study Program (FWS)

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Pell Grant

William D. Ford Federal Direct Loans (Subsidized, Unsubsidized, and Plus)

For more information, contact the Office of Student Financial Services, or visit the federal financial aid website at www.FederalStudentAid.ed.gov.

3.4.3 Satisfactory Academic Progress (SAP) Policy

Academic success is important and necessary for students to receive federal Title IV financial aid. At the end of each semester (fall, spring and summer), a student’s academic record will be reviewed to verify satisfactory academic progress has been made toward earning a degree. Satisfactory academic progress requires a student to pass a required number of hours with a minimum cumulative grade point average in a maximum timeframe. The policy applies to all students—continuing, transfer, and re-entry.

Minimum Grade Point Average

Students must maintain the following minimum cumulative grade point (GPA) averages:

Undergraduate Students: The minimum GPA requirement is based on the number of attempted hours.

Hours Attempted	<u>1 – 29</u>	<u>30 – 59</u>	<u>60 and above</u>
Minimum Cumulative GPA	1.50	1.75	2.00

Graduate Students: All Graduate students must maintain a minimum cumulative GPA of 3.00

Pace or Successful Completion of Course Work Attempted

To be considered as progressing successfully, students must complete at least 67% of all attempted credit hours. Successful completion of a course is defined as a passing grade. Grades of W (withdrawn), F (failed), UF (unofficial withdrawal) or I (incomplete) are not considered successful completion. Pace is calculated using the following formula:

Cumulative number of hours student successfully completed

Cumulative number of hours student attempted

Maximum Time Frame

The following is the maximum number of hours a student may attempt in completion of his/her degree and remain eligible for federal Title IV financial aid:

Undergraduate Students -- 180 hours

Graduate Students -- 45 hours

All coursework attempted including periods when student do not receive federal Title IV aid will be considered in determining the maximum time frame students have to complete a degree and in the calculations of the cumulative grade point average and pace.

- **Transfer Hours:** All transfer work transcript by the UAPB Registrar will be counted in determination of the cumulative grade point average, in the ratio to determine the successful completion of course work, and in the determination of the maximum time frame.
- **Repeated Coursework:** If a student repeats a course, the highest grade earned will be used to calculate his/her grade point average. All hours attempted including repeated course will be used to determine the student's pace and maximum time frame. Only one repeat per course will be eligible for financial aid. **Repeated Coursework:** If a student repeats a course, the highest grade earned will be used to calculate his/her grade point average. All hours attempted including repeated course will be used to determine the student's pace and maximum time frame. Only one repeat per course with a passing grade will be eligible for financial aid.
- **Academic Clemency:** The Office of Student Financial Services must count all prior work attempted in determining eligibility for federal financial aid including hours forfeited through the Academic Clemency Policy.
- **Grade Changes:** Once a grade change occurs, it is the responsibility of the student to contact the Office of Student Financial Services if they wish to have their eligibility for financial aid recalculated based on the grade change.

Financial Aid Warning

If a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid warning status and be permitted to receive federal financial aid for one additional semester. Students are strongly encouraged to take advantage of all academic services available to improve their academic progress during this semester. If satisfactory progress standards are not met at the end of the warning semester, the student will NOT be eligible to receive federal financial aid for the next semester.

Financial Aid Termination

If a student fails to meet satisfactory academic progress standards after the warning semester, federal financial aid eligibility will be terminated. Students will be responsible for all charges during semesters for which he/she registers for classes and does not receive federal financial aid.

Financial Aid Appeal

Students who have extenuating circumstances may appeal the termination of federal financial aid. Examples of extenuating or mitigating circumstances include illness under a doctor’s care, illness or accidents requiring hospitalization or the prolonged illness of a dependent, death of an immediate family member, or other life altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements. The appeal must be submitted in writing and include why the student failed to meet the standards with an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

The deadline for submitting an appeal is no later than the fifth (5th) day of class of the term for which the appeal is requested. The decision of the Financial Aid Appeal Committee is final; there is no further avenue of appeal. An appeal will either be:

- Denied: Students who are denied will not be eligible to receive federal financial aid.
- Probation: The appeal is approved and the student is eligible to receive federal financial aid for one additional semester. The student must meet the satisfactory academic progress standards at the end of the semester or financial aid eligibility will be terminated.
- Academic Plan: The appeal is approved and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for federal financial aid.

Reinstatement of Financial Aid

After federal financial aid termination, students may be eligible for reinstatement of financial aid after the student enrolls in courses at his/her own expense and meets the terms of the satisfactory academic progress policy.

Notifications

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their UAPB e-mail address.

Students who do not regain eligibility for financial aid through the appeal process will be notified of the decision and reason(s) for the decision in a letter sent to their UAPB e-mail address.

3.5 SCHOLARSHIPS

There are several types of scholarships available for students to consider. The University Catalog contains a list of these scholarships. Most institutional scholarships require full time enrollment.

Awards received from public funds, such as UAPB scholarships and other Arkansas state financial aid programs, are subject to the Arkansas State Stacking Policy. The policy disallows total financial aid awarded, including awards and resources from outside organizations, to exceed the budget amount referenced in the award letter. Pell grants are excluded from this policy.

3.6 RETURN OF TITLE IV FUNDS

The law specifies how the University of Arkansas at Pine Bluff (UAPB) must determine the amount of Title IV program assistance that a student earns if the student withdraws from school. The Title IV programs that are covered by this law and offered at UAPB are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, William D. Ford Federal Direct Subsidized, Unsubsidized and PLUS Loans.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.

When a student withdraws, the amount of Title IV program assistance a student has earned up to that point is determined by a specific formula. If the student received (or UAPB or the student’s parent received on the student’s behalf) less assistance than the amount that the student earned, the student may be able to receive additional funds in a post-withdrawal disbursement. A post withdrawal disbursement from grant funds is applied to a student’s account to pay any outstanding balance from tuition, fees, room and board and other charges authorized by the student. If a post-withdrawal disbursement is a result of loans made to the student or parent, authorization must be given to apply the disbursement to the students account. Any funds from either a grant or loan that result in a credit balance after charges are paid may be given to whom the credit is owed (student or parent), if authorized. If the student received more assistance than the student earned, the excess funds must be returned by the university and/or the student.

The amount of assistance the student earned is determined on a prorata basis. For example, if the student completed 30% of the semester, the student earned 30% of the assistance the student was scheduled to receive for that semester. Once the student has completed more than 60% of the semester, the student has earned all the assistance that he/she was scheduled to receive for that period; however, there are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed to the student once the student withdraws because of eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the semester before he/she withdraws, the student will not receive any Federal Direct loan funds that would have been received had the student remained enrolled past the 30th day.

The official withdrawal date is the date the Office of the Registrar receives written notification of the student’s intent to withdraw. In the case of an unofficial withdrawal (student stopped attending classes), the University will assume the last date of enrollment was the mid-point of the semester (50%) unless documentation of a different date is provided.

If a student receives (or UAPB or the student’s parent receives on the student’s behalf) excess Title IV program funds that must be returned, UAPB must return a portion of the excess equal to the lesser of:

- Student’s institutional charges multiplied by the unearned percentage of the student’s funds, or
- The entire amount of excess funds.

UAPB must return this amount even if it did not keep this amount of the student’s Title IV program funds. The funds will be returned in the following order, up to the amount disbursed from each source:

1. Unsubsidized William D. Ford Federal Direct Loans
2. Subsidized William D. Ford Federal Direct Loans
3. William D. Ford Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants

The amount of aid that is unearned is considered an overpayment of Title IV funds. It is the student’s responsibility to repay the total amount of the overpayment. During this time the student will remain eligible for Title IV aid for a maximum of 45 days if the student either:

- Repay the overpayment to UAPB in full
- Make satisfactory arrangements to repay with UAPB
- Make satisfactory arrangements to repay with the U.S. Department of Education

UAPB must notify the student within 30 days that repayment of federal funds is owed, the student then must respond with 45 days. After the 45 days, the student’s portion of the repayment will be referred to the U.S Department of Education as an overpayment. The student will then become ineligible for federal aid.

3.7 CREDIT BALANCE REFUND

Credit(s) applied to a student’s account may result in a refund due to the student if the credit(s) exceeds the charges applied to the account. Refunds are processed by the Office of Student Financial Services and are disbursed by the Cashier’s Office within 14 days of being credited to the student’s account in one of two ways; either through the student’s MyUAPB card or via Direct Deposit to a bank account designated by the student. Any refund due to a parent as a result of a credit balance from a Parent Plus loan will be processed as a check and mailed to the parent. Refunds are made available weekly on Friday’s unless otherwise announced.

3.7.1 Student Refunds by MyUAPB Card or Direct Deposit (an option must be selected).

Benefits and Terms of Refund Methods

MyUAPB Card

In order to participate in the program a student must

- Give their consent and agree to the terms and conditions by accessing WebAdvisor using their UAPB Login ID and Password.
- Receive a refund within 2 business days of being processed
- The account gives a student “free and clear” access to their funds by using AllPoint ATMs, checks or the card anywhere Discover debit cards are accepted
- Check balances free and transfer funds at www.moneynetworkedu.com

By choosing the MYUAPB Card a student is agreeing to:

- Allowing UAPB to transmit required personal data to a 3rd party for the creation of the account and distribution of funds to the MyUAPB Card
- Terms & Conditions <http://www.uapb.edu/files/myUAPBCard-TOA.pdf>
- Initial card is FREE; replacement cards cost \$15

Direct Deposit

In order to participate in this program a student must:

- Open a bank account.
- Use the UAPB Web Site – Click on Web Advisor using their UAPB Login ID and Password.
- Go to – Banking Information and complete the fields required (Bank Routing Number, Account Number, Account Type, Effective Date and Email Address). The student’s must use their UAPB email address.
- Receive a refund within 2 business days of being processed
- A student authorizes UAPB to deposit any amount due to them from the UAPB student account into the bank account that the student specifies, until the student decides to discontinue the service.
- Terms & Conditions are listed on the UAPB Website when a student logs on to Web Advisor under Financial Information – Banking Information link

3.8 PARKING AND TRAFFIC FINES

Each vehicle driven on campus must be registered and an official permit must be properly displayed. The use of a vehicle on campus is a privilege which may be restricted. Traffic regulations are enforced by Campus Police, who are empowered to issue traffic tickets. Fines are payable in the Cashier’s Office. Restricted parking areas are marked with signs and/or painted curbs. Speed limits are posted on all campus streets. Pedestrians shall at all times have the right away.

All tickets and such notices are official notices of the University and must be presented for payment to the Cashier’s Office when received. Additional tickets may be issued each day until the situation is corrected and each ticket constitutes a separate offense. The owner or registrant of the vehicle is liable for any

violation of regulations, regardless of who is driving. Fines not paid will be considered a financial obligation to the University and will be placed against your student account and treated as any other obligation.

4.0 STUDENT AFFAIRS

4.1 STUDENT IDENTIFICATION CARD

All students are required to possess and carry a valid student identification card which is used for student and campus related activity, including mail, health services, the library, the bookstore, the dining hall, to gain admission to events/activities sponsored by the University or student organizations, to establish the student’s right to use University facilities, and to identify oneself when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on the I.D. Card. It must be surrendered when the student withdraws or is dismissed from the University or upon request by University authorities. Students are required to carry their I.D. Cards with them at all times.

Identification cards for new students are made during freshman registration and the cost is included in the matriculation fee. I.D. Cards for returning students are validated upon payment of fees during registration. Replacement I.D. Cards may be obtained from University Police for a fee of \$15.00 each. The fee must be paid to the Cashier’s Office and the receipt for payment presented at the time the replacement I.D. Card is reproduced. Returning and continuing students, and any new student who requests a replacement I.D. Card, must pay for the replacement. Student identification cards may be obtained by contacting the University Police, at 1900 Reeker or at 870. 575-8104.

4.2 L.A. DAVIS STUDENT UNION

Student Activities, Leadership Opportunities, Student Services Initiatives

Mrs. Kara M. Brown

Dean of Student Activities/Student Services

Ms. Carolyn Nelson

Office of Student Involvement & Leadership, HEI Program Coordinator

Mr. Courtney Jackson

L. A. Davis Student Union, Interim Director

Mr. Zachariah Butler

L.A. Davis Student Union, Assistant Director/Recreational Sports Coordinator

Mr. Carl Honorable/Mr. Eddie Ringo

L.A. Davis Student Union, Institutional Service Assistants

Ms. Stacia Ward

UAPB Fitness Center, Director

4.2.1 L.A. DAVIS STUDENT UNION

The heart of the campus, the L.A. Davis Student Union Building is located in the center of the institution’s estate. It is the community center for the campus: promoting social, recreational, cultural, educational, and individualized interest activities. The Student Union provides activities for the development of responsible

group participation and social interaction, use of leisure time, and cultivation and expression of varied student interests.

4.2.1.A General Regulations for the Student Union

1. Employees in the Office of Student Involvement and Leadership and LA Davis Student Union have the right and responsibility to enforce the policies of the LA Davis Student Union.
2. The violation of any policies of the L.A. Davis Student Union by any individual may subject the individual, and /or the organization the individual may be representing, to any one or combination of outcomes as follows: ejection from the facility; suspension or removal of rights to part or entire facility or activity for a stated period.
3. Unauthorized intoxicants, drugs, firearms, and gambling in any form are prohibited.
4. Concourse walk paths and corridors shall be kept open for the safe passage of guests.
5. Alcohol is not permitted in the L.A. Davis Student Union in the accordance with laws of the State of Arkansas and policy and procedures of the University of Arkansas System.
6. Any sound making devices may not be played at a volume level that would cause discomfort of guest.
7. No animals are allowed in the L.A. Davis Student Union except for animals classified as guides.
8. Bicycles, use of skateboards, roller skates, blades, or scooters is not to be used inside of the L.A. Davis Student Union.
9. Food and beverages are not permitted in areas that are marked no food and drinks allowed.
10. The use of electronic devices for cooking, heating, or preparing purposes such as hotplates, crockpots, etc. is not permissible in this area.
11. All Disc Jockey (DJ) Services are to be approved through the Office of Student Involvement & Leadership before services are rendered.

The Student Union houses the staff of Student Involvement and Leadership and Student Union, Student Government Association, Miss UAPB Organization, Lion Yearbook, Union Programming Board, UAPB National Pan-Hellenic Council, Intramural Sports, Follett Bookstore, Thompson Hospitality, Be Right Burger (BRB), Italian Trio, cafeteria, Seminar Room, Computer Lab, Student Lounge and quiet area, Game Room, Shirley A. Jacob Lion’s Den and the University Master Calendar. Information concerning campus events and activities may be obtained from the Office of Student Involvement and Leadership. This office provides current information about events and schedules activities on the campus. In addition to all university events, any programs, events, or activities that occur within this building must have prior approval from the Office of Student Involvement & Leadership. For more information, please call 870.575.8925.

4.2.2 UAPB FITNESS CENTER

The UAPB Fitness Center exists to provide a diverse selection of quality exercise equipment for individuals to pursue fitness and stress relief opportunities that enhance their personal development and establish habits for a healthy lifestyle change.

Group Fitness Classes and Water Aerobics can be found in the Health, Physical Education, and

Recreation (HPER) Department. This facility does not sponsor such events.

Personal Training and Assessment is available by any certified and experience staff member.

University Of Arkansas At Pine Bluff Fitness Center Rules And Regulations

4.2.2.A FITNESS CENTER ACCESS

All students currently enrolled in UAPB classes, may use the Fitness Center.

4.2.2.B ID Cards and Logging In/Out

- You must present your University ID card to use the facility, if not, you will not be allowed in the facility.
- It is the patron’s responsibility to make sure they have logged in and out correctly. Please ask at the front desk for additional concerns
- The Fitness Center is not responsible for any ID that is lost or stolen.
- All areas of the Fitness Center and gym are under security video surveillance.

4.2.2.C Equipment Policy

- Members are responsible for putting weights and other equipment in the proper place after use. Also, please wipe down equipment with antibacterial wipes after use.
- No equipment may leave the facility.
- No grunting, no dropping, banging or clanging weights.

4.2.2.D Attire

- Exercise attire (athletic gear ONLY) is required, as well as closed toe shoes (tennis, jogging, aerobic).
- No flip-flops, street shoes, flats, boots, etc. will be allowed.
- No jeans, khaki pants/shorts, cargo pants/shorts, or dress clothes. Shirts are required – no halter tops, sports-bras only, or half shirts.
- No plastic or rubberized suits; cut-offs, or street clothes are allowed.
- Please remove all sharp objects from your pockets for your safety and to help protect our fitness equipment.

4.2.2.E Towels

- Towels are provided for workouts and wiping off machines after use.
- Please leave towels in the Fitness Center.

4.2.2.F Drinks and Food

- Water or fitness drinks in plastic containers with lids are the only substances allowed on the fitness floor and gym.
- No gum, candy, or food is allowed.

4.2.2.G Cell Phones

- Please limit cell phone use for music only. For your safety, DO NOT talk or text on your phone in the Fitness Center.

4.2.2.H Books/Magazines/Study Materials

- These materials are allowed ONLY on the recumbent bikes.

4.2.2.I Televisions

- Televisions are provided to make your workout more enjoyable. You are welcome to change the channel. Many stations have closed captioning. The television sound MAY NOT be turned up.

4.2.2.J Services Provided

- The following one-on-one services are provided by our patrons:
 - Facility and Equipment Orientations
 - Personal Body Assessments
 - Personal Exercise Prescriptions

4.2.2.K Children and Visitors

- Children and visitors are not permitted in the Fitness Center at any time; unless the visitor is touring the campus with a University Ambassador.

4.2.2.L Emergency Exits

- There are two emergency exits in the Fitness Center to be used in emergency situations ONLY. Anyone using these doors for any other purpose will lose Fitness Center access. This is for the security of our participants.

4.2.2.M Discipline

- No loud or profane language will be tolerated at the Fitness Center.
- Absolutely no fighting, or scuffling on the grounds or in the facility.
- Possessions of weapons of any kind are strictly prohibited.
- The use of any tobacco products, alcoholic beverage or any other controlled substance is not allowed on the grounds or in the facility.
- Any behavior or conduct considered immoral, indecent, or harassment in any public or private setting is considered immoral, indecent, or harassment at the Fitness Center and will not be tolerated, Public Safety will be called.

4.2.2.N Problems

- It is our desire to give you a safe and clean environment in which to workout. Please report to the front desk any problems you have with any of the equipment on the fitness floor.
- These rules exist to ensure an enjoyable and safe fitness experience for our participants and to help protect longevity of the fitness equipment. Failure to follow the rules could result in you being asked to leave the facility.

4.3 DRESS APPEARANCE

The University of Arkansas at Pine Bluff students are expected to dress in a manner represented of a higher education institution and an educated person. Special occasions such as (e.g. convocations; employment, professional and graduate school fairs; graduation; coronations; plays; luncheons, banquets) dictate that

business (e.g. shirts and tie; business suits; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal business suit, or tuxedo) be worn. Sports or other social occasions (e.g. inter-collegiate athletic competitions; pep rallies; Greek shows; dances) require informal but respectable apparel. Headdress is inappropriate for males during all indoor functions. Male headdress that includes “do rags” or scarves are considered inappropriate for the higher education environment. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress. Each University facility implements a strict policy for dress ethic. In all regards to dress appearances indoors, there should never be hats or ball caps worn during an indoor setting.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of a higher education institution.

4.4 THE OFFICE OF STUDENT INVOLVEMENT & LEADERSHIP

The Office of Student Involvement & Leadership is responsible for preparing our students for leadership development, social engagement, and extracurricular activities. This office host over 80+ active student organizations and clubs. We are also the umbrella to the Student Government Association, Lion Year Book, Arkansawyer Newspaper, National Pan-Hellenic Council, and Union Programming Board (a student-ran board which host activities yearly for students).

This office cultivates an array of programming throughout the year such as, leadership retreats, Speaker’s Series, Homecoming activities, social justice actives, and many more.

We encourage our students to engage in our programs in which keeps them involved through campus and off-campus connections.

For more information to get involved, please contact our office 870.575.8866, email osil@uapb.edu, or stop by the office, Student Union Suite 218.

4.4.1 STUDENT ACTIVITY FEES

The student activity fee that is assessed each semester per student is allocated to the Office of Student Involvement and Leadership for equitable allocation including a variety of programs and events to enrich student opportunities outside of the classroom.

Programs/Activities funded by student fees include:

- Registered Student Organizations
- Student Government Association
- Miss University of Arkansas at Pine Bluff Organization
- Union Programming Board
- Office of Student Involvement & Leadership Activities
- UAPB student publications; include the Lion Yearbook, The Arkansawyer and The Roar
- Intramural Sports Program
- UAPB Fitness Center

In addition to the administration of the student activity fee, the Office of Student Involvement and Leadership provide a variety of services to meet the needs of registered student organizations as well as all students. For more information, call 870.575.8866

4.4.2 STUDENT ORGANIZATIONS and ACTIVITIES

The Office of Student Involvement & Leadership is a vigorous portion student’s experience here at UAPB. A percentage of college learning takes place in the classroom. Students may choose to participate in a wide range of activities, organizations, or student resource groups. The best place to learn about all the student-centered programs is in the Office of Student Involvement & Leadership Suite 218 within the Student Union building. We are committed to provide an environment with both intellectual growth, both inside and outside of the classroom experience. There are many opportunities and benefits to being active within the organizations listed. Through these curricular and co-curricular activities, students can develop leadership and communication skills, interact with other leaders, administrators, and faculty/staff, increase his/her awareness of available campus resources and enhance his/her development while at college. It has been found that participation in extra-curricular activities contributes to greater interdependence, more appropriate educational plans, more mature career plans, and more mature life-style plans.

The Office of Student Involvement and Leadership offers rigorous student development for higher expectations of students’ behavior; scholarly logic; diverse and multicultural programs; and recreational activities to promote social interaction as well as wellness.

Higher Expectations of Students Behavior – A student lounge with access to a broadband technology network, a study lounge and quiet area, Computer Lab, seminar room for meetings, game room and Checkers restaurant. Building an environment of aesthetical appearances helps to build a learning culture, leadership abilities and scholarly practices.

Scholarly Logic – An intellectual application of programs have been included through Lecture Series, Leadership Institute, Leadership Training and Development, Seminars, Public Forums, Debates and Lyceum Series. These types of events have added rigor to inculcate an atmosphere of scholarly performance and accomplishments. The programs also encourage students to engage in intellectual interactions and critical thinking.

Diverse and Multicultural Programs – The integration of cultural and diverse programming between the Office of Student Involvement and Leadership and the Office of International Programs and Studies has aligned events to promote student engagement and relations intended to reflect all cultures especially non-traditional and minority students. Such events allow students to learn other cultural differences and to get to know faculty, staff and administrators alike that are of a diverse background. Monthly activities are scheduled to enhance the balancing of academic and social activities.

Participation in the Social and Intellectual Life Programs – It requires participation in extracurricular activities such as cultural, civic events, collegial participation in a social atmosphere conducive to intellectual exchange, development and involvement in the university community. There are a wide variety of student organizations and clubs representing many fields of interest registered at the University. The Office of Student Involvement and Leadership partnerships and extends our services (outreach and in-reach) to community agencies, schools and organizations. These involvements build a service learning community as well as a networking establishment.

The student organizations offer students many choices for involvement: Honors, Special Interest, Departmental/Professional, Governing Boards, University Related, Hometown, Residence Hall, Activity and Service, Social Fraternities and Sororities and Religious clubs.

Students who desire to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Office of Student Involvement and Leadership, or an officer or advisor of the respective organization.

All organizations **must** be approved on the basis of their potential for providing a worthy supplement to the academic training of students. One goal of the University is to have each student actively participate in at least one organization and reward him/her with the opportunity to become totally developed.

4.4.2.A Faculty/Staff Advisor Criteria

The following criteria must be met to be a faculty/staff advisor for a Registered Student Organization:

1. Full-time faculty/staff member.
2. Part-time faculty/staff member approved by the Office of Student Involvement and Leadership.
3. Advisors approved by the Office of Student Involvement and Leadership must actively participate in the organization and regularly attend meetings of the organization.

4.4.2.B Faculty/Staff Advisor Responsibilities

The faculty/staff advisor plays a vital role in the development of student organizations on campus. The success of most student organizations is related directly to the participation and guidance of the faculty advisor. The following responsibilities are applicable to all advisors and are provided to serve as a guide.

1. Advisors should be familiar with the constitution, objectives and purposes of the student organization.
2. Advisors are expected to provide the necessary guidance to the organization they advise and plan with the officers the activities scheduled by the group.
3. Advisors should be sure that all activities conform to general University policy.
4. Advisors should make sure that all deadlines and the proper procedures are followed in conducting the organization’s business.
5. Advisors should ensure that all activities, programs and other forms of entertainment are in good taste and reflect favorably upon the University. Programs and activities should not be scheduled or presented unless the advisor has full knowledge of the activity or presentation.
6. Advisors should make sure all activities are scheduled on the University master calendar.
7. Advisors or designated chaperone must be present at all meetings, events or activities scheduled by the organization, whether on-or-off campus.

4.4.3 CHARTERING NEW ORGANIZATIONS

Students interested in forming a campus student organization should pick up a New Student Organization Packet. Packets must be submitted to the Office of Student Involvement and Leadership (OSIL), located in the L.A. Davis Student Union Building, room 218. This office will consider the proposal for charter and approve or disapprove it. The temporary head officers of the proposed organization and the faculty advisor(s) will be notified of the action taken. The following guidelines will be used to evaluate the proposed organization:

1. Purpose of the organization.
2. The group’s concern for academic and social standards of UAPB.
3. Provisions for democratic operational procedures.
4. The maintenance and utilization of good business principles.

5. The stated intent of the group to operate within the policies of UAPB, which govern student organizations.
6. Whether or not the membership plans to use proposed organization as a vehicle, which will enable them to fulfill the basic purpose and philosophy of the University.
7. Provision for self-expression and self-development.
8. Un-chartered organizations will not be allowed to operate until they have received approval from appropriate certifying authorities.
9. The University has adopted the non-discriminatory policy for membership in organizations regarding race, creed, color, and national origin.

4.4.4 REGISTRATION OF NEW AND RETURNING STUDENT ORGANIZATIONS

An updated list of registered organizations is prepared each academic year by the Office of Student Involvement and Leadership. Therefore, election of officers is held in April of each academic year or at the beginning of the returning school year. All organizations are required to register with OSIL by completing the appropriate registration packet (i.e., officers, faculty/staff advisor consent) by the primary deadline, **May 1st** or secondary deadline, **September 10**. Any organization that fails to register or submit their dates will be declared inactive for that academic year and will be denied the privilege to function. Any student on probation-academic or disciplinary-must be relieved of the responsibilities of office by the organization. In addition to the above, each organization will turn in to Office of Student Involvement and Leadership (OSIL) a summary of activities for the next academic year. On or before **September 10th** a roster of members from each organization should also be submitted. Organizations should be registered 5-7 business days prior to functioning. These include, but are not limited to the following: scheduling events or performing as an active organization on or off-campus.

4.4.4.A Membership Policy

Membership in an organization is open to the entire student body. The following membership criteria must be met by all student organizations:

1. A **minimum of five** members is required to remain an active, registered student organization.
2. Officers must be regularly enrolled as full-time students. To be eligible to serve as an officer in any registered student organization, a student must have and maintain at least a **2.50** grade point average and must not be on disciplinary or academic probation either at the time he/she petitions for the office or during his/her term of office.
3. After an election, the name of the new officers must be sent to the Office of Student Involvement and Leadership within five days.
4. Officers must be full-time students enrolled in at least twelve hours each semester during their term in office.
5. The organization’s advisor is responsible for validating its officer’s eligibility.

Inactive Membership for Student Organizations:

Organizations with less than **five members** will remain on inactive status until the membership quota is determined. Please abide by the policy below.

1. Student Organizations that are within inactive status, failure to meet the Office of Student Involvement & Leadership guidelines for organizations **must not**:
 - a. Participate in any campus activities on/off campus as a group or individually, locally, statewide or nationally.
 - b. Function as a group on-campus/off-campus (this includes community service projects, natural projects, and all other projects in the name of the chapter).
 - c. Permit outside chapters to host activities on campus if an on-campus chapter of that particular Fraternity/Sorority or organization entity falls within the penalty due to the failure to meet standards for the inactive guidelines within the Office of Student Involvement and Leadership.
 - i. The Dean of Student Involvement & Leadership will grant special permission within these regulations.
2. Only **one** interest meeting, per semester, will be allowed to solicit membership intake for the recruitment of new members.

4.4.4.B Privileges and Responsibilities

The following privileges are granted to registered student organizations.

1. The right to use the name of the University in arranging and publicizing approved events.
2. The right to use the services of the OSIL in planning and scheduling events.
3. The use of classrooms and other University facilities for meetings and activities.
4. The right to use University media for publicity.

The following responsibilities shall be exercised by all approved and registered student organizations:

1. Identify and recommend advisors to the Office of Student Involvement and Leadership.
2. Manage itself within the framework of established University policies governing student organizations. All activities must have advanced approval from the Office of Student Involvement and Leadership.
3. Be accountable for thorough financial planning.
4. Cooperate with its faculty/staff advisor and the OSIL so that it will realize maximum organizational effectiveness
5. Have faculty/staff advisor(s) at all meetings, activities, and other social gatherings.
6. Submit a roster of active members to the Office of Student Involvement and Leadership.

4.4.4.C Maintaining Approved Status

The Office of Student Involvement and Leadership will review annually the operation of each organization. If an organization fails to abide by its stated goals, the Office of Student Involvement and Leadership may recommend withdrawal of recognition to the Dean of Student Activities/Vice Chancellor for Student Affairs. Should it become apparent that an organization is abusing privileges or failing to accept responsibilities as stated under “Privileges and Responsibilities”, it shall be notified in writing by the Office of Student Involvement and Leadership of the exact nature and extent of the abuse(s) or failure(s).

4.4.5 REGISTERED STUDENT ORGANIZATIONS

4.5.4.A Service And Activity Clubs

Any group formed to meet the special interest of the student and to provide specific or general services to the campus or community.

1. Arkansas – Pine Bluff Collegiate 4-H Club
2. Carl Holmes Association for Non-Traditional Students
3. Career Services Ambassadors
4. Golden Ambassadors
5. International Students Association
6. Kappa Kappa Psi Fraternity
7. Lambda Society
8. Mu Alpha Mu Choral Sorority
9. Mu Alpha Nu Choral Fraternity
10. National Association for the Advancement of Colored People
11. National Association of Black Men United
12. Phi Mu Alpha Sinfonia Fraternity
13. Sigma Alpha Iota Fraternity
14. Tau Beta Sigma Sorority
15. Vikettes Society
16. Vikings Bi Fidelity

4.4.5.B Department Clubs and Professional Societies

An organization affiliated with a specific department or profession.

1. Accounting Club
2. Agriculture Club
3. American Chemical Society
4. Animal Science Club
5. Aquaculture/Fisheries Club
6. Association for Computing Machinery (ACM)
7. Association General Contractors of America (AGCA)
8. Bass Anglers Association
9. George “Doc” Jones Forensic Association
10. Golden & Black Bees (G&B Bees)
11. Hale Woodruff Art Guild
12. Health, Physical Education and Recreation Club (HPER)
13. Human Development and Family Studies Club
14. Human Sciences Club
15. Investment Club
16. Lambda Alpha Epsilon (Criminal Justice)
17. Marketing Club
18. Minorities in Agriculture, Natural Resources & Related Sciences (MANRRS)
19. Minority Association of Pre-Health Studies (MAPS)
20. National Association for Music Education Collegiate
21. National Association of Black Journalist
22. National Association of Black Social Workers
23. National Association/Industrial Technology
24. National Society of Black Engineers
25. National Society of Minorities in Hospitality

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| 26. Nutrition and Dietetics Club | Mathematics Academy Club (STEM) | 38. The Fashion Network |
| 27. Orientation Assistant Club | 33. Social Work Club | 39. Track Phi Track |
| 28. Political Science/Pre-Law Club | 34. Society of Manufacturing Engineers (SME) | 40. University Band |
| 29. Psychology Club | 35. Student Arkansas Education Association | 41. University Vesper Choir |
| 30. Regulatory Science Club | 36. Student Nurses Association | 42. UAPB Young Democrats |
| 31. SAFHS-Navigators | 37. Students in Free Enterprise | |

4.4.5.C Governing Boards

An organization, whose primary purpose is to serve as a governing body for a specific constituency of students,

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|----------------------------------|-----------------------------------|
| 1. Inter-Residence Hall Council | 3. Student Government Association |
| 2. National-Pan Hellenic Council | 4. Union Programming Board |

4.4.5.D Hometown Clubs

Group specifically oriented to the town/county of origin.

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|---------------|--------------|--------------|
| 1. Arkansas | 4. Missouri | 7. Wisconsin |
| 2. California | 5. Tennessee | |
| 3. Illinois | 6. Texas | |

4.4.5.E Honor Societies

An organization open to those who qualify and are designed to recognized achievements of excellence.

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|--------------------------------------|---|
| 1. Alpha Chi | 8. Phi Alpha Theta (History) |
| 2. Alpha Kappa Mu | 9. Psi Beta Sigma Honor Society (Political Science) |
| 3. Alpha Psi Omega (Theater) | 10. Pi Mu Epsilon (Math) |
| 4. Chi Alpha Sigma (Athlete) | 11. Psi Chi (Psychology) |
| 5. Gamma Sigma Delta (Agriculture) | 12. Sigma Tau Delta (English) |
| 6. Carolyn F. Blakely Honors College | 13. Tau Iota Mu (Biology) |
| 7. Kappa Delta Pi (Education) | |

4.4.5.F Religious Organizations

An organization specifically oriented to religious and denominational activity.

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1. Baptist Collegiate Ministry (BCM)
2. Fellowship of Christian Athletes
3. The Voices of Praise
4. United Campus Ministry
5. Wesley Foundation
6. Word of Faith
7. Zeta Phi Zeta, Inc.

4.4.5.G Resident Student Association

An organization that assists in the development of on-campus residential life:

1. Delta Housing Complex
2. Douglas Hall
3. Harold Complex Living and Learning Center
4. Hunt Hall
5. Johnny B. Johnson Housing Complex
6. Lewis Hall

4.4.5.H National Pan-Hellenic Council Fraternities & Sororities

An organization, that promotes social interaction and campus involvement.

1. Alpha Kappa Alpha Sorority, Inc.
2. Alpha Phi Alpha Fraternity, Inc.
3. Delta Sigma Theta Sorority, Inc.
4. Iota Phi Theta Fraternity, Inc.
5. Kappa Alpha Psi Fraternity, Inc.
6. Omega Psi Phi Fraternity, Inc.
7. Phi Beta Sigma Fraternity, Inc.
8. Sigma Gamma Rho Sorority, Inc.
9. Zeta Phi Beta Sorority, Inc.

4.4.5.I University Related Organizations

Any organization established by the University to meet specific needs of the general student.

1. Arkansawyer (Student Newspaper)
2. Lion Yearbook
3. Freshman Class
4. Sophomore Class
5. Junior Class
6. Senior Class

4.4.5.J Special Interest Organizations

An organization, whose primary purpose is to provide an organized format for the practice and/or increase of a special interest,

1. Boosting Alcohol Consciousness Concerning Health of the University Students (BACCHUS)
2. Black Essence Modeling Team

3. Black Male Achievers
4. Essence of a Woman
5. Graduate Student Association
6. H.A.P.E (HIV/AIDS Peer Educators)
7. Student Veteran Organization
8. Sisters Honoring Entertainment (S.H.E)
9. Twisted Kreations
10. UAPB Showstoppers
11. Xstrod Gentlemen (X.G.) Dance Crew

4.4.5.K Intramural Sports

Students participating in Intramural sports must have and maintain an accumulative grade point average of 2.5 and must not be on disciplinary probation in the Office of Dean of Students.

4.4.6 MEMBERSHIP INTAKE PROCESS FOR APPROVED REGISTERED STUDENT ORGANIZATIONS

Information regarding membership intake for approved organizations must follow the guidelines provided by the Office of Student Involvement & Leadership. For more information, please contact the office by calling 870.575.8866, email osil@uapb.edu, or stop by the Office of Student Involvement & Leadership Suite 218 in the Student Union Building.

4.4.7 USE OF FACILITIES

The Office of Student Involvement and Leadership approve activities to ensure the maximum and most appropriate utilization of facilities. Every reasonable effort will be made to honor all requests. Campus space is assigned on a first come, first served basis. A copy of the General Policies and Procedures Handbook for the Use of Universities Facilities can be found within the Office of Facilities Management. For more information, please contact the Office of Facilities Management at 870.575.8102.

The following priorities will be used:

- A. Academic programs
- B. University Department/Units
- C. Registered and recognized campus organizations’ activities
- D. Off-Campus Resources

Any UAPB registered student organization/department may use University facilities for open or closed meetings, membership intakes or performances subject to campus scheduling procedures.

Registered student organizations may schedule two (2) social activities (requiring a fee), as well as regularly scheduled organizational meetings, and activities such as forums, public service, etc., on the calendar at one time, which require the confirmation that the space is being reserved for their use each semester in advance. They may schedule additional activities up to three (3) weeks in advance, if space is available.

Examples of activities which must be scheduled are: regular meetings, fundraisers, receptions, luncheons, banquets, open houses, special meetings, parties, and dances, rush activities, movies, rehearsals, contests, step shows, talent shows, etc.

4.4.8 FEES FOR FACILITIES

Registered student organizations will not be charged a fee for usage of facilities. (Exception: HPER Complex, Fine Arts Auditorium, and ROTC Building (Hazzard Gymnasium). Additional fees from these buildings are required per policy of each individual facility).

If any student or student organization is found abusing these privileges by obtaining a facility for an off-campus organization or person(s), they will be charged a rental fee or lose their privileges to use campus facilities.

4.4.9 SCHEDULING PROCEDURE FOR USE OF FACILITIES BY STUDENT ORGANIZATIONS

In the interest of minimizing conflicts, all meetings and special events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by student organizations outside a campus living unit must be placed on the University Master Activity Calendar which is located in the Office of Student Involvement and Leadership. Special activities (such as banquets, workshops, lectures, concerts, dances, luncheons, etc.) must be completely scheduled no later than fifteen (15) days prior to the activity.

All regular meetings (weekly, monthly, quarterly), bake sales, etc. must be completely scheduled seven (7) days prior to the meeting or activity. Emergency requests for meetings or activities are subject to the availability of the date and facility.

After receiving a request for usage of any facility, the Office of Student Involvement and Leadership will then coordinate all requests with campus offices that are responsible for some aspects of the proposed event such as University Police, Facility Management, Building Supervisor, etc. When advisors/security are required for the activity, the completed chaperone form **MUST** be submitted to the Office of Student Involvement and Leadership no later seven (7) days before the event. The activity will **NOT** be confirmed until the form has been completed.

If the advisors/security form has not been received, or approval for an extension of time by the Office of Student Involvement and Leadership has not been given by the deadline, the activity will automatically be cancelled.

4.4.10 POLICIES AND PROCEDURES FOR SCHEDULING SPACE BY A STUDENT ORGANIZATION

Scheduling University Activities

4.4.10.A General Policies

1. All activities on the University campus must be scheduled through the University Office of Student Involvement and Leadership.
2. All academic classes will have space priority before any other activity can be confirmed.
3. Activity requests must be approved prior to:
 - a. The commitment of University personnel
 - b. The collection of fees
 - c. The public invitation or announcement

4. The institutional name and/or logo: University of Arkansas at Pine Bluff or student organization should not appear on promotional literature until after an organization’s scheduled event has been approved by the OSIL.
5. Priority of University space is as follows:
 - a. University Academic classes/programs
 - b. University Departmental Units
 - a. Registered and recognized campus organizations
 - b. Non-University activities

4.4.10.B Scheduling Procedures

1. Registered student organizations, University staff, faculty, units and departments, and community may schedule activities through the Office of Student Involvement and Leadership following these procedures:
 - a. The advisor for all scheduled events must sign special Event Forms.
 - b. The Office of Student Involvement & Leadership must also sign the Special Event Form/Space Request Form when an event is extended past normal hours during the week.
 - c. All forms must be completed and fees paid fifteen (15) days before the event, or the event will be cancelled.
 - d. Submit a Request for Activity Form for a meeting, membership or bake sale.
 - e. All flyers must be pre-approved by the advisor with signature on the flyer.
2. The procedures for dances, parties, contests, talent shows, splash parties, etc. are as follows:
 - a. A Special Event Form must be signed by the advisor
 - b. An Advisor/Security Form must be signed by the advisor and completed in full by the student organization.
 - c. A list of security/police officer’s information must be submitted with relevant contact information.
3. Activities that are scheduled in the L.A. Davis Student Union, Hathaway Howard Fine Arts, Hazzard Gymnasium, and HPER Complex are subject to additional regulations.

No duplicate activities may be scheduled on the same day for selected events.
4. Maintenance requests are done through the Office of Student Involvement and Leadership.
5. To cancel an activity, you must notify the Office of Student Involvement and Leadership at least twenty-four (24) hours in advance of the event, or may be charged for any arrangements that have already been made.

4.4.11 PARTIES AND SOCIAL EVENTS SPONSORED BY UAPB STUDENT ORGANIZATIONS ON CAMPUS

4.4.11.A. On Campus Events

The procedural policies that follow govern the requirements for sponsoring a dance, talent shows, comedy/music concerts, or step shows:

1. Permission to sponsor an event will be normally granted to those organizations whose advisor(s) have signed the form stating that they will be present from the start of the event and remain on duty until the event ends.
2. None of the above will begin until the advisor or chaperone or some other authorized person of the organization and the appropriate Campus Police are present.
3. No person will be admitted to a dance, party, or any social engagement without a valid I.D. card from UAPB.
4. Any social event such as parties, dances, or any occasion within the nature should be held on Friday and Saturday nights. On-campus events must be scheduled to end no later than 2:00 a.m. on Friday and 1:00 a.m. on Saturday unless special permission is granted by the OSIL. Requests for any other night must have the approval by the Office of Student Involvement and Leadership with the understanding that the event or activity occurring on a week night must be over by 10:00 p.m., unless special permission is granted by the Dean of Student Activities/Student Involvement & Leadership. It is necessary that any organization that sponsors a student dance/party within any on campus facilities, such as the Student Union, ROTC Building, etc. should adhere to those regulations listed under Facility Usage Policies and within the particular venue.
5. All students must present valid I.D. cards before entering a social or dance sponsored by an organization, unless that organization has a special clearance by the Office of Student Involvement and Leadership.
6. Students are responsible for their guests. Therefore, any student who desires their guests to attend social activities with them must be responsible for the proper conduct of his or her friend.
7. Calendar dates assigned will not be passed on to another group without the consent of the Office of Student Involvement and Leadership.

4.4.11.B Off-Campus Events

1. Permission to sponsor an event will be granted to those organizations whose advisors sign forms stating that they will be present from the start of the event and remain on duty until the event ends.
2. No event will begin until the advisor or chaperone and Police Officers are present.
3. Off-campus events must conform to the laws of the City of Pine Bluff.
4. The Dean of Student Activities must approve all off-campus event sites.

5. If the event is held at a private Facility/Club, a statement from the owner indicating that security will be on duty and will be hired by the owner must be submitted to the OSIL.
6. Dance/parties of any kind should be held on Friday and Saturday nights.
7. A copy of the security/police mandating the event should be given to the Office of Student Involvement & Leadership, along with the space request form, prior to hosting the event.

4.4.12 POSTING OF MATERIALS RULES AND REGULATIONS

1. All persons interested in distributing posters, flyer information, signs, etc., must first receive clearance from the Office of Student Involvement and Leadership. The Office of Student Involvement and Leadership must stamp all posters, flyers, announcements, etc.. Each flyer and/or poster announcement must be stamped by OSIL. Failure to follow these procedures will result in the posted information being removed.
2. Most campus bulletin boards are available. (Always check with the building manager or his designee for the particular building).
3. Approved signs may be placed on stakes and driven into the ground away from sidewalks and pathways.
4. Freestanding approved signs on a table or outside are permissible. (No portable signs).
5. Signs, banners, billboards are not prohibited on University buildings.
6. All posters, memos, bills, notices, etc., should be attached to the bulletin boards with tacks or tape, no staples. Materials must not be posted directly to:
 - a. Walls
 - b. Doors
 - c. Windows
 - d. Chalk/Dry Erase Boards
 - e. Shrub, trees, plants, or on any landscaped area
 - f. Fence, Chain, or its supporting structure
 - g. Brick, concrete, masonry structure, or any other finished surfaces on the campus
7. Materials for distribution on University property must not contain:
 - a. Writings which are explicit, slanderous, or in violation of federal, state, or local laws.
 - b. Materials, which attempt to exploit for commercial purposes the name, image, or reputation of the University of Arkansas at Pine Bluff through the sale of subscription copies or the sale of advertising space, is prohibited.
8. Materials for distribution on University property should contain:

- a. The name of the organization, date, time of event, location, and contact information such as email and or phone number of individual responsible for the hosting the event.
9. Materials should not overlap or cover other advertising. Poster larger than 11X14 should not be posted on bulletin boards.
10. Persons or organizations that advertise or post signs are responsible for removal of the material when the date for posting has expired. Signs must be removed from the campus bulletin boards no later than forty-eight (48) hours following an event.

4.4.13 OFF-CAMPUS TRAVEL OF STUDENTS

“A Notification of Off-Campus Travel of Students” form must be submitted to the Dean of Student Life before permission is granted for travel. Forms can be secured from the Office of Dean of Student Life office or UAPB website under Dean of Student Life forms.

4.4.14 GENERAL ORGANIZATIONAL POLICIES

1. A student organization may not conduct any activity on the university campus unless official registration has been granted. Requests for dates will be addressed to the Office of Student Involvement and Leadership.
2. The Vice Chancellor of Academic Affairs must approve all school assemblies and class dismissals for programs/assemblies.
3. At a registered student organization event if an altercation occurs, the event will end immediately due to the safety precautions. If the event is not ended immediately that organization will be disciplined.
4. Cancellations of requested or approved dates should be made as early as possible, but in all cases, at least twenty-four (24) hours before the scheduled activity so as to allow for substitute programming. The organization who is sponsoring the event should notify the Office of Student Involvement and Leadership and Physical Plant in writing that the event has been cancelled. Failure to do so may jeopardize all future assigned dates.
5. No organization will bargain, lease, sell, or buy any property or service without institutional approval.
6. Organizations are expected to render programs and services, which will enhance the total program of the organization community. Disorganized money raising affairs public programs for persuading, and publicity with little regard for an educational value is not allowed.
7. The University of Arkansas at Pine Bluff is the institution to which organizations owe their greatest loyalty. Any organization, which is found guilty of illegal relationship or encouraging violation of school regulations, forfeits its right to function on the University campus.
8. Students who are placed on academic probation when their cumulative grade point average falls below that corresponding to the particular semester hour credit range outlined in the University Catalog, will be declared inactive (with no participation) until the cumulative average is raised.
9. Any organization using a Disc Jockey at on campus events must have the approval by the Office of Student Involvement and Leadership.
10. Registered student organizations are required to update their constitution every three years and turn it in to the Office of Student Involvement and Leadership.

11. No organization should perform or chant at Commencement, Founders’ Day, Convocation, etc.

4.4.15 REGISTERED STUDENT ORGANIZATIONS STANDARDS OF CONDUCT

4.4.15.A Disciplinary Actions, Penalties, and Procedures

All student organizations and groups of the university community are responsible for being in compliance with the standards of conduct of the university and with federal, state, and local laws. Upon satisfactory proof that the organization did not discourage or did not take reasonable steps to prevent violations of university standards of conduct or federal, state, and local laws, the organization will be subject to disciplinary action. Student organizations and their members should respect all members of the entire University community.

The following infractions and/or other acts committed by an organization or its members which violate University regulations will result in disciplinary action that may consist of **warning, probation, removal of certain privileges, suspension and/or expulsion**: hazing, organizations fighting each other, disorderly conduct, interference with University activities by other organizations or persons, poor academic performance, social misconduct, discrimination or inappropriate activities. When the University is not in session and an organization violates one of the above rules that organization will be punished for their actions.

1. Any alleged acts of misconduct, violations of policies and procedures will be reviewed by the Office of Student Involvement and Leadership (OSIL).
2. Upon receipt of the allegations a meeting may be held with the Advisor and appropriate officer(s) to discuss the allegation.
3. If deemed necessary the Office of Student Involvement and Leadership will conduct an investigation.
4. Upon completion of investigation, the organization is notified in writing whether or not the case will be referred to the Associate Dean of Students for Activities for a hearing.
5. If there is a problem or incident, organizations must complete a Student Organization Report Form and turn it in to the OSIL within 24 hours of the incident.

4.4.15.B Disciplinary Probation

Probation is used in cases where an organization’s misconduct has violated rules governing student organizations. **Privileges removed will be determined based upon the brutality of the act.**

4.4.15.C Disciplinary Suspension

Suspension is used in cases of serious misconduct or in cases where the organization has violated the condition of their probation. Suspension is defined as a temporary debarment from a privilege as a punishment for the allotted time imposed upon the organization. During suspension of a fraternity or sorority (including service and society organizations) the following will apply:

- Wearing Paraphernalia is not permitted of any kind
- No participating in any campus activities on or off campus as a group or individual locally, statewide or nationally
- No stepping or strutting during any activity held on or off campus

- No chanting (i.e., barking, ooping- skee-weeing etc.)
- Restricted from functioning as a group on campus (this includes community service projects, national projects and all other projects in the name of the chapters)
- No solicitation or membership intake of new members
- Outside chapters on campus are not permitted to continue with activities if an on-campus chapter of that particular fraternity or sorority is suspended.

4.4.15.D Disciplinary Expulsion

Expulsion is the most serious student organization disciplinary action and involves the permanent exclusion of the student organization from the university.

4.4.16 HAZING

4.4.16.A General Application

No student of any school, college, university or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student in the commission of this offense.

4.4.16.B Definition

Hazing is defined as follows:

1. Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student with social or other ostracism, or submitting such student to ignominy, shame, or disgrace among his/her fellow students, and acts calculated to produce such results; or
2. The playing of abusive or truculent tricks on or off any school, college, university, or other institutional in Arkansas by one student alone or acting with others, upon a student to frighten or scare him/her; or
3. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution, or reasonably to cause him/her to leave the institution rather than submit to such acts; or
4. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
5. The term hazing is defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

4.4.15.C Failure to Report

No person shall assist any person in committing the offense of hazing, or willfully agree in the commission of such offense, or fail to report promptly his/her knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of the Section.

4.4.16.D Possible Charges

The offense of hazing is a Class B misdemeanor.

4.4.16.E Possible Punishment

Upon conviction of any student of the offense of hazing, he/she shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

4.4.16.F Disclaimer

Nothing in this Act shall be construed as in any manner affecting or repealing any law of this State respecting any other criminal offense.

4.4.17 STUDENT GOVERNMENT ASSOCIATION

4.4.17.A Office Space

Office space is provided each school year for elected Student Government Association officials. The period of occupancy shall be April 28th starting the semester elected through April 27th. Upon the completion of the official’s term in office, the official must account for his/her assigned inventory and return all keys to the OSIL. Any items not returned may result in fees charged to the student’s account.

4.4.17.B Term Of Office

New SGA Officials and class officers with the exception of freshmen may begin making preparations for the new year and assume responsibilities starting on April 29th. Elected officials are not allowed to serve in the same position two consecutive years. Each SGA officer and class officer shall hold transition meetings with the approval of the appropriate advisor.

4.4.18 STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

4.4.18.A Preamble

We, the Student Government Association of the University of Arkansas at Pine Bluff; in order to establish a more secure form for determining and conducting matters of general student concern, will assist in maintaining a genuine academic, intellectual atmosphere, thus satisfying the current and future needs for guidance in various student activities, do hereby ordain and establish this Constitution.

4.4.18.B Article I—Name, Purpose, and Duties

Section I - Name

The name of this organization shall be known as the Student Government Association of the University of Arkansas at Pine Bluff, and hereafter may be referred to as the SGA.

Section II – Purpose and Duties

The following items constitute the purpose and duties of the SGA:

1. To exercise the power and duties of the student government as stated in the Constitution.
2. To serve as the official voice of the University of Arkansas at Pine Bluff student body.
3. To participate in the United States National Student Government Association and other intercollegiate organizations.
4. To assist in the coordination of student activities at the University.
5. To possess sole power over Student Government finances as provided for in the Constitution.
6. To develop and promote University spirit and cooperation among the students, faculty, administration and community.

4.4.18.C Article II-Membership

All regularly enrolled, full-time students with a 3.0 gpa, a previous leadership experience within: the class, student government association, senate, and/or union programming board at the University of Arkansas at Pine Bluff, hereafter referred to as UAPB, will have the opportunity of obtaining membership within the SGA.

4.4.18.D Article II-Membership Impeachment

In the event that SGA Officials or class officers fail to comply with any of the outline duties will result in impeachment. No more than three unexcused absents will be accepted.

To try all cases of impeachment. The Chief Justice of the Supreme Court will preside in the place of the Senate President when the President or Vice President of the SGA is being impeached. When sitting for that purpose, all members shall take the affirmation. No member may be impeached without concurrence of two-thirds (2/3) of the Senate. Removal of any member of the three branches of government shall result from embezzlement, felony, fraud, malfeasance in office, inefficiency in performance of duties in office, conduct detrimental to the best interest of the SGA and action contrary to or in violation of the letter and spirit of the constitution; and Make laws which shall be necessary and proper for the execution of the foregoing powers and other powers vested by this Constitution in the other branches of the Student Government Association with the final approval given by the Office of the Vice Chancellor for Student Affairs.

4.4.18.E Article III-Composition

The SGA shall be divided into the following three branches:

1. Executive
2. Legislative
3. Judicial

4.4.18.F Article IV-Legislative Branch

Section I - Membership

The Student Senate Membership is as follows: three representative of each academic class (Freshmen, Sophomore, Junior, and Senior classes) will be elected to serve as members of the Student Senate.

Section II - Qualifications

Each senator must be a member of the class he or she represents. He or she must also have a cumulative grade point average of **2.75** with the exception of freshman. He or she must be familiar with Robert’s Rules of Order and is required to attend a Parliamentary Procedure Workshop conducted by the election board prior to assuming office.

Section III - Election and Term of Office

Senators must complete an application and interview process by the SGA Executive Cabinet and Election Board Commissioner. Each senator will serve for one academic year. Upon the completion of the mandate, senators may remain in office for the next academic year provided they have made such request in writing prior to the senate meeting in May, they are currently serving as a member of the Student Senate, and they are satisfying the criteria stated in Article IV, Section II.

Section IV – Meetings

The Student Senate shall hold at least two meetings per month. Special meetings will be held when requested by one-third (1/3) of the senators, by the presiding officer, by the President of the SGA, or by petition of 25% of the number of electors voting in the last Presidential Election. All meetings will be open to the public. Senators are mandated to attend every student senate meeting. No more than three unexcused absents will be accepted. Failure to comply will resort in immediate removal of office.

Section V – Powers

The Student Senate shall have the following list of powers, but such a listing is not in limitation of the general grant of legislative powers therein.

1. Enact all legislation;
2. Override the President’s veto by two-thirds (2/3) vote of the senators;
3. To confirm all appointments made during the regular school year by the SGA President;
4. To elect a Senate Auditing Committee, composed of three (3) senators, who will audit and assist oversight of Executive Branch budget and the SGA Treasurer.

Section VI – Organization and Procedures

1. The student Senate shall be presided over by the Student Government Association’s Vice President and he/she shall be known as the President of the Senate.
2. Bills may be introduced by any member of the Senate.
3. The Senate shall employ Robert’s Rules of order when conducting its meetings.
4. The President of the Senate shall have no vote unless the Senate equally divided.
5. The Senate shall choose a Senate Pro Tem no later than the first meeting of the Senate during the Fall term. The Pro Tem will preside over the meetings in the absence of the Vice President.

4.4.18.G Article V – Executive Branch

Section I – Chief Executive Officer

The Chief Executive Officer of the SGA shall be the President.

Section II – Executive Officers

The Executive Officers of the Student Government shall be the President, Vice President, Executive Secretary, Executive Treasurer, Director of Public Relations and Miss UAPB who are elected by the popular vote of the students. These officers shall constitute the Executive Cabinet of the Student Government Association. This Cabinet shall, have the authority to act in the interest of the student body whenever the Senate is not in session. Any action, however, must be reported to the Senate.

Section III – Duties

The President shall have power to:

1. Appoint chief-of staff
2. To serve as an ex-officio member of all student committees.
3. To make recommendations to the administration concerning any phase of student life.
4. To appoint student representatives to serve on faculty committees and other committees within his/her scope.
5. To act upon any legislation passed by the Senate within five (5) school days, otherwise the bill will automatically become law.
6. Be responsible for the execution of all legislation passed by the Senate.
7. Suggest and draft needed legislation for proposal to the Senate, but he/she cannot introduce bills in the Senate.
8. Draw up and advise a budget along with the aid of the finance committee to be submitted to the Senate no later than the first Senate meeting of the semester.
9. Make an annual report of activities of the Student Government Association to a mass meeting of the students once per semester and at least a bi-annual report to the Senate.
11. Become a lobbyist for UAPB students in the Arkansas General Assembly.
12. To hold full body meetings for the purpose of University up dates to the student community.
13. To serve as the official host/hostess along with Miss UAPB.
14. Conduct a transition week for newly elected officers the following general and run-off election

Section IV – Vice President

The Vice President shall have the responsibility to:

1. Act as presiding officer of the Senate.
2. Be responsible for coordinating and promoting University relationships.
3. Promote and encourage academic and cultural enrichment activities on the University campus.
4. Perform the duties of the President in his/her absence.

Section V- Treasurer

The Treasurer shall be responsible:

1. For all collections and payments from the Student Government Association funds and shall develop an in-house accounting system utilizing Microsoft Excel
2. To keep an accurate record of all financial transactions.
3. To form a SGA Treasurer Department and become knowledgeable of how to process requisitions, in-house invoices, access purchasing forms through UAPB website, develop a time-oriented purchasing system along with their advisor/SGA Budget Officer (UAPB administrator).
4. Should host an annual workshop (one in the fall and the other in the spring) for campus organization treasurer’s to assist their learning and knowledge of how to keep adequate records of organizational finances.
5. To ensure the SGA stays within their budget of spending for the academic year.

Section VI – Miss UAPB

1. She may, if desired by the sponsor/coordinator help formulate and participate in the following activities:
 - A. Homecoming
 - B. Women’s Day
 - C. Founder’s Day
 - D. Black History Week
 - E. Miss UAPB Pageant
2. She shall act as official hostess of the campus.
3. She shall coordinate and promote University- community relationships.
4. Attend all SGA meeting and activities hosted by SGA
5. She may designate her own official escort

Section VII – Director of Public Relations

1. Attend all SGA functions and events.
2. Organize Public Relations Sub-committee
3. Create and distribute a bi-monthly/monthly newsletter for SGA.
4. Take any necessary polls or surveys for SGA.
5. Be prepared to make press releases on behalf of SGA.
6. Establish SGA web site and update it regularly.
7. To promote all University activities within SGA

Section VIII - Executive Secretary

1. Keep a journal of proceedings of all Executive Council and Executive Staff meetings.
2. Handle correspondence of the SGA office.
3. Supervise staff secretaries.

Article – XI – Class Officer

The Class Officers of the Student Government shall be the President, Vice President, Secretary, and Treasurer, These officers shall assist the Executive Cabinet of the Student Government Association.

Section I- Class President

1. Appoint chief-of staff and other class officer appointments
2. To make recommendations to SGA concerning their class.
3. Make an annual report of activities of their class.
4. To hold full class meetings for the purpose of University up dates to the student community.

Section II- Class Vice President

1. Act as presiding officer of the Senate.
2. Be responsible for coordinating and promoting school pride among his/her class.
3. Promote and encourage academic and cultural enrichment activities on the University campus.
4. Perform the duties of the President in his/her absence.

Section II- Class Secretary

1. Keep a journal of proceedings of all Executive Council and Executive Staff meetings.
2. Handle correspondence of his or her class.

Section III- Class Treasurer

1. Shall be responsible for all collections and payments from his/her class funds and shall develop an in-house accounting system utilizing Microsoft Excel and keep an accurate record of all financial transactions.

4.4.18.H Article VI- Judiciary Branch

Section I

Only the Supreme Court is established by the Constitution. Judiciary powers of the Student Government Association shall be vested in the Supreme Court, and the designated lower courts.

Section II – Qualifications of the Chief Justice and Associate Justices

1. Candidates for Chief Justice must have a minimum of forty-five (45) semester hours and a minimum cumulative average of **2.75**. He or she must attend the Parliamentary Workshop prior to assuming office.
2. Candidates for Associate Justice must have a minimum of fifteen (15) semester hours successfully completed and possess a minimum cumulative grade point average of **2.75**. He or she must attend the Parliamentary Workshop prior to assuming office.

Section III – Membership and Organization

The Student Supreme Court shall consist of one (1) Chief Justice, four (4) Associate Justices and one (1) non-voting faculty member.

1. The Chief Justice shall be nominated by the newly elected President to serve for one (1) year, and confirmed by a simple majority vote of the Senate.
2. The Student Supreme Court shall be the highest court of appeal within the jurisdiction of the SGA.
3. The Supreme Court and the lower courts shall take action upon all appeals within one week after the appeal has been received.
4. Two classes of cases shall come directly to the Supreme Court.
 - A. All new cases affecting the SGA and the lower courts, excluding impeachment proceedings.
 - B. All cases which are appealed from lower courts.
5. All Supreme Court cases or lower court cases challenging constitutional issues shall be opened to the public. All disciplinary cases shall be opened or closed at the discretion of the person or persons involved.
6. All individuals convicted by the Student Supreme Court or lower courts shall have the right to appeal upon

producing new evidence to support the appeal, not exceeding two (2) appeals.

7. The Student Supreme Court shall convene by a petition of the study body with twenty- five (25) percent of the number of students who voted in the last SGA general election.
8. This Constitution is the Supreme Law of the SGA, and the judges shall be bound by the Constitution.

Section VI - Powers and Duties

The Supreme Court shall have the general powers of the Court of Law and equity and additional powers granted herein.

1. The Chief Justice of the Supreme Court shall preside over the Senate during impeachment procedures of the President and Vice-President of SGA.
2. The Supreme Court shall interpret the constitutionality of all legislation passed by the Senate when such legislation is questioned.
3. The Supreme Court shall have the power to grant advisory opinions on any question certified to it by any member of the Executive Cabinet or the Senate.
4. The Chief Justice shall have the power to appoint one of the Associate Justices to preside in his/her absence.
5. In resolving any legal issues, individual students shall be allowed no more than three representatives.

4.4.18.I Article VII - Qualifications of Executive Officers

Section I - President of SGA

A candidate of the Office of President must have a minimum of seventy-five (75) semester hours successfully completed and possesses a minimum accumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer. A candidate must have served at least one year on the UAPB SGA as an Executive Officer, Senator, SGA Executive Committee member, Union Programming Board or Class Officer. If elected, he or she shall attend a Parliamentary Workshop prior to assuming office.

Section II - Vice President

A candidate for the Office of Vice-President must have a minimum of forty-five (45) semester hours successfully completed and possesses a minimum cumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer. A candidate must have served at least one year on the UAPB SGA as an Executive Officer, Senator, SGA Executive Committee member, Union Programming Board or Class Officer. If elected, he or she shall attend a Parliamentary Workshop prior to assuming office.

Section III - Treasurer

A candidate for the Office of Treasurer must have a minimum of forty-five (45) semester hours successfully completed and possesses a minimum cumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer. A candidate must have served at least one year on the UAPB SGA as an Executive Officer, Senator, SGA Executive committee member, Union Programming Board or Class Officer. If elected, he or she shall attend a Parliamentary Workshop prior to assuming office.

Section VI – Miss UAPB

A candidate for Miss UAPB shall have a minimum of seventy five (75) semester hours and a minimum accumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer.

After the General Election, the First, Second, Third, and Fourth runner-ups will serve as the ladies in waiting. In the event that there are not four runner-ups, Miss UAPB shall have the power to appoint the remaining ladies in waiting.

Section VII - Executive Secretary

A candidate for the Office of Secretary must have a minimum of forty-five (45) semester hours successfully completed and possesses a minimum cumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer. A candidate must have served at least one year on the UAPB SGA

as an Executive Officer, Senator, SGA Executive Committee member, Union Programming Board or Class Officer. If elected, he or she shall attend a Parliamentary Procedure Workshop prior to assuming office.

Section VIII

All officers must:

1. Be a regularly enrolled, full-time student at the University of Arkansas at Pine Bluff.
2. Be currently financial with their respective class.
3. Be eligible to serve for two full semesters.
4. Failure to maintain a **3.00 GPA** while presiding as SGA Executive officer or class officer will be subject to a probationary period up until mid-term grades or posted.
5. If by midterms he or she fail to comply are subject to the impeachment process.

Section IX

Candidates for any Executive Office who are transfer students must have successfully completed the last semester at the University of Arkansas at Pine Bluff.

Section X - Director of Public Relations

A candidate for the Office of Director of Public Relations must have a minimum of forty-five (**45**) semester hours successfully completed and possesses a minimum cumulative grade point average of **3.00** at the time of filing, and must maintain that GPA throughout their tenure as an officer. A candidate must be able to serve on SGA for two consecutive semesters. If elected, he or she shall attend a Parliamentary Workshop prior to assuming office.

Section XI – Appearances

1. During appearances such as game day, assemblies, travel, etc. the escort shall go as follows:

Miss UAPB-Appointed Escort
Miss Senior- Appointed Escort
Miss Junior- Appointed Escort
Miss Sophomore- Appointed Escort
Miss Freshman – Appointed Escort

SGA President- Secretary
Vice President- Treasurer
Director of Public Relations - Chief of Staff

In the event that the Student Government Association official is a female, the next leading male in the cabinet will escort her.

This information is subject to change contingent upon the gender of elected officers.

4.4.18.J Article VIII – General Election

Section I

1. An election board consisting of nine students and one faculty advisor shall be appointed by the Election Board Commissioner with the approval of the Senate.
2. Each student appointed to the election board must be familiar with the Constitution and election procedures, and have a minimum cumulative grade point average of **2.75** and be a full-time student.
3. No member of the Election Board can be a candidate for an executive office or campaign for any candidate seeking executive offices.

Section II

1. The Election Board shall make all necessary arrangements for registration, setting up voting booths, and developing a method of early voting prior to any election.
2. The Election Board shall investigate and certify all candidates prior to campaigning. The Student Senate investigates complaints of fraudulent electoral practices. Regulations made by the Election Board must be approved by the Senate.
3. The Election Board must develop a system for the protection and counting of ballots.
4. The Election Board must provide a parliamentary procedures workshop for all SGA officers prior to taking office.

Section III – Laws and Procedures for Filing for General Elections for All Elections

1. Executive Officers shall have one week to file for candidacy with the Election Board. The exact date of the election shall be set by the Election Board but is preferred to be held in February.
2. Run-off and general elections must be completed before the week of mid-term examinations.
3. All candidates must be cleared through the Office of Student Involvement and Leadership.
4. Candidates can be disqualified for the following reasons:
 - a. Failure to meet the constitutional requirements for the office he/she is seeking.
 - b. Failure to be financial with his/her current class dues.
 - c. Failure to obey Election Board regulations as provided at the Candidate Orientation Meeting.
 - d. Attempting to commit or committing fraudulent acts which would include filing after the deadline has expired, tampering with voting machines, and demonstrating behavior deemed “undesirable” by the Election Board.
5. All candidates will receive a notice of eligibility in writing no later than eight (8) days after the closing date for filing and must attend the candidate orientation and the rules and regulations meeting.
6. Voting shall be by secret ballot.
7. Each candidate may place a Commissioner of his/her choice at each voting station.
8. A majority is required for election of all officers. If no candidate received a majority vote for an office, there shall be a run-off election, one week following the regular Election Day, between the two candidates who received the two highest numbers of votes.
9. Any protest of an election held under the supervision of the SGA must be made to the Election Board within twenty-four (24) hours from the time that final results are announced. This protest will then be forwarded to the Student Senate for recommendation. Appeals can be made to the Supreme Court within a reasonable time.
10. No person is eligible to become a candidate for two SGA offices simultaneously.
11. Election of freshman class officers shall be held no later than the month of September after the beginning of the Fall Semester of each academic year. Other class elections shall be held no later than the month of March.
12. Freshman class officers will be sworn in during the fall semester. Candidates who fail to be sworn in at the time designated by the Office of Student Involvement and Leadership will be disqualified. **(In the event of vacancies of class officers to occur in the Spring semester, a campaign will be provided in the Fall semester following. A special election will be discretionary from the Senate). Any positions vacant after elections have taken place can be filled with the approval by the Dean of Student Activities/Student Involvement & Leadership and the Vice Chancellor of Student Affairs.**

Section IV – Voter’s Qualifications

A student must present an identification card duly designed by the proper authorities in order to vote in any campus election.

Section V - Kinship between Election Board members and a candidate for Office

Any election board member who has a direct relation to a candidate for office must step down for the duration of the election in which his or her relative is participating.

4.4.18.K Article IX – Amendments and By-Laws

Section I

Any by-law to this Constitution may be presented by a member of the Senate at the regular meeting where it shall require an affirmative two-thirds (2/3) vote of the Senate.

4.5 UNIVERSITY /FOLLETT #216 BOOKSTORE

The University/Follett #216 Bookstore is located on the main floor of the L.A. Davis Student Union Building. The facility provides a variety of student supplies and personal items as well as required textbooks and classroom materials. The Bookstore is open during the fall and spring semesters the following hours: Monday-Friday from 8:00 a.m. – 5:00 p.m. and during the summer Monday-Friday from 8:00 a.m. – 3:00 p.m.

4.6 RESIDENTIAL LIFE

All single students under 21 years of age are encouraged to live in campus housing so long as housing is available unless living with parents or immediate relatives. All students must have their current residence shown on the registration card in the Office of the Registrar Rules and regulations governing students living on campus are covered in more detail in the **Guide to University Living**, available from the **Residence Hall Specialist**, the Associate Dean for Residential Life, or the Vice Chancellor for Student Affairs.

4.6.1 Room Deposits and Applications

A room deposit of \$ **100.00** must be on record in the Business office. It is refundable under the provisions

stated in the housing contract. Applicants for on-campus housing must submit a housing application and contract. This form may be obtained from the Residential Life office.

4.6.2 Room and Board Charges

It is the policy of the University that student’s contract **room and board for one** academic year. Residence hall accommodations are operated on a room and board plan; that is, all students living in the residence hall **must have a meal plan. ADDITIONAL INFORMATION: Students whose contracts are canceled by the Department for disciplinary reasons or the student withdraws from the residential hall without prior approval will not be refunded any portion of the room but board charges prorated. Students who withdraw from the University will be charged prorated room and board.**

4.6.3 Room Assignments

Every effort is made to honor room and roommate requests however, the University assigns both. No change of rooms is allowed without approval of the Residence Hall Specialist. The University reserves the right to reassign rooms when deemed necessary.

4.6.4 Room Care and Inspections

Rooms shall be kept in a neat and orderly manner at all times and the University reserves the right to enter and inspect rooms at any time. A warning will be issued if the room is not neat and orderly. If maintenance is required to clean the room, a charge will be levied. The building and room furnishings are to remain as placed by the University. No defacing object is permitted to be attached to walls, doors, or furnishings in any manner.

4.6.5 Damages-Charges-Fines

All of these are payable in the cashier’s office.

4.6.6 Room Damages

Charges will be assessed for damages to University property. In the event charges cannot be assessed to an individual, they will be charged to all persons occupying a room. Occupants of rooms are responsible for damages therein.

4.6.7 Non-Room Damages

Damages to public areas will be assessed to all persons concerned in the event individual charges cannot be assessed. General damages may be assessed equally to all residence hall residents if those persons responsible for damages cannot be identified.

4.6.8 Residential Life Staff

The Residential Life staffs, consisting of both students and full-time professionals, **they are** here to assist you in development of your academic, social, and personal growth while at the University. The primary goal of the residential life **programming is to provide residents with an atmosphere that is conducive to educational growth outside of the classroom.** The staff believes that students are not an interruption of work, but rather, the **purpose of work.**

4.6.9 Lounge Areas

Residence hall lounges are for the general use of residents and guests and will remain so until this privilege is abused. Excessive noise and disorder are not permitted. Lounge furniture requires special care and is the responsibility of all residents of the hall. The staff reserves the right to ask unescorted visitors to leave.

4.6.10 Residence Hall Parking

Resident students are requested to park in the parking lot designated for their use.

4.6.11 Quiet Hours

Quiet hours are set aside to provide for academic preparations and will be strictly observed. Quiet hours begin at 8:00 p.m. and continue until 8:00 a.m. Excessive noise is disturbing and is not permitted.

4.6.12 Coeducational Visitation

Visitation is a privilege that can facilitate personal and social development and enhance the quality of life on campus. However, limitations are placed on visitation in order to protect the privacy rights of all students and to encourage an atmosphere appropriate for an academic community. The privilege of having guests hinges on the fulfillment of your responsibilities as a resident of your floor, hall, and the university community. The complete visitation policy is listed in the **Guide to University Living.**

Visitation Hours:

Sunday thru Thursday 5:00 p.m. until 10:00 p.m.

Friday and Saturday 5:00 p.m. until 11:00 p.m.

Curfew Hours:

Sunday thru Thursday 11:00 p.m.

Friday and Saturday 2:00 a.m.

All freshmen living in residence halls have curfew hours. The following disciplinary sanctions are placed on freshmen violating policy: First Offense-Conference Resident Specialist; Second Offense-Written Warning; Third Offense-Final Written warning; and Fourth Offense-Conference with Associate Dean of Students for Residential Life.

4.6.13 Room Check

A room check or inspections are held bi-weekly by University staff in the performance of their official duties when deemed necessary by officials responsible for those duties.

4.6.14 Exculpatory Clause

All reasonable effort is made to protect the residence halls and residents from fire, theft, and other hazards, but the University is not responsible or liable for the loss, damage, or injury to any person or property within the residence halls. The Department encourages residents to obtain renter’s insurance.

4.6.15 Community Watch

Much like the Neighborhood Watch program found in many communities, we ask you to watch out for and protect your “home away from home” and the members of your “neighborhood”. The safety and security of each residence hall depends, in large part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. So, for your safety or your fellow residents, please observe appropriate safety and security practices.

4.6.16 Disciplinary Action

Failure to comply with housing policy will result in disciplinary action.

Additional Sections:

4.6.17 Period of Assignment

Students who occupy his/her assigned room and never register will be charged prorated room and board until departure from the residential hall.

4.6.18 IV. Cancellation of Contract

Section B: A student desiring to have the contract canceled and apply for another academic period must state their desire in writing and file a new contract with a new application fee. Cancellation must be received no later than August 1 for Fall Semester, December 1 for Spring Semester; and May 1 for the Summer. The application fees of \$ 100.00 consist of \$ 75.00 which serves as a deposit and is refundable if notice of cancellation is received by the aforementioned dates. If notice is received after the aforementioned dates, the \$ 75.00 deposit is forfeited. The deposit is also refundable upon notification of graduation or withdrawal from the University. However, if a balance is owed to the University the deposit is credit to that account. The remaining \$25.00 of the application fee is an administrative processing fee and is not refundable or transferable under any circumstances.

4.6.19 A Listing Of Residence Halls At UAPB And The Personalities For Whom They Are Named:

1. Copeland Hall - Mrs. Ernestine Inez Copeland, Hall Director, AM&N College
2. Douglas Hall - Ms. Edna Douglas, Educator and former AM&N College Board Member.
3. Fisher Hall - Ms. Ruby G. Fisher, Principal, J.C. Corbin Laboratory School
4. Harrold Complex - Ms. Norma E. Harrold, Dean of Women Emeritus
5. Hunt Hall - Mr. Silas Hunt, First Black Law Student at University of Arkansas at Fayetteville
6. J.B. Johnson Complex - Dr. Johnny B. Johnson, Interim Chancellor, Provost, and Vice Chancellor for Academic Affairs
7. Johnson Hall - Mrs. Nettie Johnson, Class of 1903
8. Lewis Hall - Ms. Beulah Lewis, Music Teacher
9. Stevens Hall - Ms. Maggie R. Stevens, Counselor, Branch Normal
10. Delta Housing Complex - The Flagship of the Delta

4.8 DEAN OF STUDENT LIFE

The Dean of Student Life has full responsibility for THE ROAR (your student handbook), Parents Handbook, Managing Classroom Disruption Brochure, Campus Shuttle, Behavioral Intervention Team, student rights and due process seminars, orientation sessions for transfer students, and all student conduct matters.

The Dean of Student Life offers and encourages involvement in extracurricular activities to broaden students’ educational and social experiences and develop their interpersonal skills. Students are free to visit with the Dean of Student Life on general questions about UAPB, concerns about the quality of life outside the classroom or problems beyond the scope of the operating department.

We are required by law to make voter registration forms available to all students and to distribute the forms to each student within 60 days of the voter registration deadline (forms will be distributed to students at the beginning of the Fall semester). Voting is a right that no one should take for granted. Are you registered to vote?

4.9 HEALTH SERVICES

The Student Health Services Office is located in the Hugh Browne Infirmary on the North end of the campus between the Research Center and Adair-Greenhouse Human Sciences Building.

The hours for service are 8:00 a.m. - 5:00 p.m., Monday through Friday. The Center is staffed by two Professional Registered Nurse(s) and a Secretary. Also, on staff are a contracted part-time Medical Doctor/ Advance Practice Nurse and a Reproductive Advance Practice Nurse.

The new schedule for the Medical Doctors/ Advance Practice Nurse is:

Summer Sessions:

Wednesday 8:30 a.m. to 11:30 a.m.

Fall and Spring Semesters:

Advance Practice Nurse Schedule: Monday, Wednesday, and Friday - 8:00 a.m. to 12:00pm; Medical Doctor Schedule Thursday: 8:00am until 1200 (Except Holidays and School Breaks)

The Reproductive Health Registered Nurse Practitioner is on campus every fourth Tuesday (Except holidays).

All in-house episodic services are covered by the student’s health service fee. It is the student’s responsibility for payment and transportation if the physician/ Advance Practice Nurse writes a prescription or refers a student to an outside agency for specialized services such as X-ray, laboratory, psychiatric care, dental, or major eye problems.

Student Health Services strives to fulfill its Mission Statement by using a collaborative approach toward total student development that will ensure students who use this facility maintain an optimal level of health. The objectives of Student Health Services are:

1. To ensure optimal health by providing full-time and part-time students that uses the Health Center an individual plan of care
2. To emphasize prevention strategies to students on a level of his/her understanding to avoid recurring health problems.
3. To ensure that each primary and ancillary staff member receive ongoing education and training on current health trends in order to support Health Services’ mission.

4.9.1 What You Should Know for the 2013 – 2014 Influenza Season

Seasonal flu is a contagious respiratory illness caused by flu viruses. It spreads between people and can cause mild to severe illness. In some cases the flu can lead to death. Each year in the United States, on average, more than 200,000 people are hospitalized and 36,000 people die from seasonal flu complications. Most experts believe that you get the flu when a person with the flu coughs, sneezes, or talks and droplets containing their germs land in your mouth or nose. **You can also get the flu** by touching a surface or object that has the flu virus on it and then touching your eyes, nose and mouth. Most people who get the flu feel much better within one or two weeks. Most healthy

adults can infect others **one day before symptoms** develop and **five to seven days after symptoms** appear. Some people, especially young children and people with weakened immune systems, might be contagious for a longer period.

What sort of flu season is expected this year? Flu seasons are unpredictable in a number of ways. Although epidemics of flu happen every year, the timing, severity, and length of season varies from one year to another.

When will flu activity begin and when will it peak? The timing of flu is very unpredictable and can vary from season to season. Flu activity most commonly peaks in the U.S. in January or February. However, seasonal flu activity can begin as early as October and continue to occur as late as May.

Flu like Symptoms Include:

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Runny or Stuffy nose
- Muscle Aches
- Sore throat
- Vomiting
- Sometimes diarrhea

What should I do to prepare for this flu season?

#1 Take Time to get vaccinated.

- ❖ CDC recommends a yearly seasonal flu vaccine as the first and most important step in protecting against seasonal flu.
- ❖ The seasonal flu Vaccine protects against the three seasonal viruses that research suggests will be most common.
- ❖ Vaccination is especially important for people at high risk of serious flu complications, including young children, pregnant women, people with chronic health conditions like asthma, diabetes or heart and lung disease and people 65 years and older.
- ❖ Seasonal flu vaccine also is important for health care workers, and other people who live with or care for high risk people to prevent giving the flu to those at high risk.

#2 Take Everyday Preventive Actions.

- ❖ Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- ❖ Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol – based hand cleaners are also effective.
- ❖ Avoid touching your eyes, nose or mouth. Germs spread this way
- ❖ Try to avoid close contact with sick people.

- ❖ If you are sick with flu – like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever – reducing medicine.) Keep away others as much as possible. This is to keep from making others sick.
- ❖ While sick, limit contact with others to keep from making others sick.

#3 Take Flu Antiviral Drugs if recommended.

- ❖ If you get seasonal or novel H1N1 flu, antiviral drugs can treat the flu.
- ❖ Antiviral drugs are prescription medicines (pills, liquid or an inhaled powder) that fight against the flu by keeping flu viruses from reproducing in your body.
- ❖ Antiviral drugs can make your illness milder and make you feel better faster. They may also prevent serious flu complications.
- ❖ Antiviral drugs are not sold over the counter and are different from antibiotics.
- ❖ Antiviral drugs may be especially important for people who are very sick (hospitalized) or people who are sick with the flu and who are at increased risk of serious flu complications, such as pregnant women, young children and those with chronic health conditions.
- ❖ For treatment, antiviral drugs work best if started within the first 2 days of symptoms.

4.9.2 Immunizations

Measles, mumps, rubella (MMR)

Arkansas state law, Act 141, 1987 requires all students to provide proof of the MMR. A second dose is mandatory in Arkansas by the Arkansas Board of Education unless contraindicated. The MMR can be received at Jefferson County Health Department.

Meningococcal Disease

The Arkansas State Law requires the University to inform students and their families about the Meningococcal disease (a form of meningitis) often mistaken for the common viral illnesses, such as the flu and there is a vaccine available. Jefferson.

County Health Department administers Meningococcal Tetravalent Conjugate Vaccine (MCV4) as recommended by the State of Arkansas and the Centers for Disease Control to college freshmen living in dormitories not previously immunized. (College freshmen are students who have not earned 30 hours of college credit.) Both MMR and MCV4 are available at your local health department. A five dollar record maintenance fee is required. **Call for an appointment at Jefferson County Health Department; 2306 Rike Drive; Pine Bluff, Arkansas 71603;**

Monday - Friday; Hours: 8:00 a.m. - 4:30 p.m.; (870) 535-2142.

4.9.3 Medical Excuses

UAPB Student Health Services does not provide medical excuses for short-term absences which results in missed classes, exams, assignments, work or practices due to illness or injury. In certain circumstances where the illness or injury is prolonged, requires hospitalization or the student is instructed not to attend classes, work or practices due to the severity or communicability of the illness, SHS will work with students in providing appropriate documentation.

Students are advised to contact the appropriate professor, instructor, coach or supervisor in the event they need to miss classes, exams, assignments, work or practices due to an illness, injury or an emergency. While absence should be a rare occurrence, Student Health Services encourages student to make mature decision when they are too ill to attend class or activities. Attendance in class is similar to showing up for a paid job. Attending class and engaging in the educational process is a high priority as well as a reflection of the value of the education in the classroom. All decisions concerning the impact of an absence, as well as any arrangements for making up work, rest with the professors, instructors, coaches or supervisors.

EMERGENCY NUMBERS:

Student Health Services Center.....	(870) 575-7106 575-7107
For medical treatment after regular hours, contact: Public Safety.....	(870) 575-8102
Pine Bluff Police	(870) 543-5100
Jefferson Regional Medical Center (JRMC).....	(870) 541-7100
Emergency Medical Services (EMS).....	911
Physician Beeper on-call for Jefferson Comprehensive Care Systems, Inc.....	(870) 541-7100

4.10 THE STUDENT COUNSELING, ASSESSMENT, AND DEVELOPMENT CENTER

The Student Counseling, Assessment, and Development Center (SCAD) are located in Room 207 Caldwell Hall. The mission of the Student Counseling, Assessment, and Development Center is to promote “Wellness”. SCAD delivers a variety of services to the student, faculty, and staff population. SCAD supports the University and the Student Affairs’ missions by providing effective counseling, psychosocial support, testing and enrichment activities to foster persistence and lifelong learning. SCAD staff is available to facilitate workshops on select topics including Stress Management; Time Management; Relationship Enhancement; Conflict Resolution; Substance Abuse & It’s Consequences; Domestic Violence 101; So You Want to be a Bully? and other requested topics.

Testing services include the administration of the:

- Residual American College Test (ACT)
- Law School Admissions Test (LSAT)
- English Proficiency Examination
- Collegiate Assessment of Academic Proficiency (CAAP/Rising Junior)

The Student Counseling, Assessment, and Development Center provides a nurturing and supportive environment for students to explore who they are, where they are headed, and how to get there. The Student Counseling, Assessment, and Development Center promote the motto “***STUDENTS FIRST***” through ***Recruitment, Retention and Graduation***.

4.10.1 General Education and Institutional Requirements

NOTES:

1. A course taken as a general education requirement shall not be counted for credit as a major or minor course.
2. Act 874, passed by the Arkansas Legislature in 1993, requires all college students to be tested on their learning in the general education curriculum. Students who have completed no less than 45 and no more than 60 college level credit (excluding remedial courses), are required to take the Arkansas Assessment of General Education (AAGE), also referred to as the Rising Junior Examination. Students will be notified of testing dates and times as they become eligible. Students who fail to take the test upon being notified of their eligibility may not register for further courses until they have taken the test.

The AAGE examination covers reading, English, mathematics, social and natural sciences, and humanities/literature.

3. Students exhibiting accelerated achievement levels in specific areas may test out through the College Level Entrance Program (see Office of Development) or substitute more advanced course commensurate with their level of achievement (see University College, Basic and Academic Services).
4. All students, excluding those transferring in courses equivalent to all UAPB general education requirements, must formally exit University College. To exit University College, a student must:
 - a. Complete all general education requirements, before accumulating 70 credit hours.
 - b. Take the Arkansas Assessment of General Education (AAGE) Rising Junior Examination
 - c. Obtain an approved University College Exit form from University College.

4.10.2 Student Assessment

At the University of Arkansas at Pine Bluff, degree-seeking students are required to take the following standardized and criterion-referenced tests:

1. **“The Comprehensive Test of Basic Skills (CTBS/4), Form A**
 - a. -a diagnostic test to be taken the first semester of the student’s freshman year.
2. **The CTBS/4, Form B** – required of all students taking Reading 1212 and /or 2213, English 1301, General Math 1310, and/or Intermediate Algebra 1320 (to be taken upon completion of all developmental courses).
3. **The Arkansas Assessment of General Education (AAGE)/CAAP**-also referred to as the Rising Junior Examination (see note #2 on this page).
4. **The University College Exit Examination**-required of all students with more than 60 college level-credits who did not take the AAGE.
5. **The English Proficiency Examination**-required of all students except those who have passed the English portion of the PPST or certain other specialization tests required by a specific program or discipline.
6. **Standardized/Criterion Referenced Examinations**-required by specific disciplines.
7. **Comprehensive Examination** covering the discipline in which the student majors-to be taken the semester the student expects to graduate.

4.11 DISABILITY SERVICES AND VETERANS AFFAIRS

4.11.1. A. Disability Services

The University of Arkansas at Pine Bluff is in full accord with the spirit set forth in Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical or mental disability. All programs and activities are open to students with disabilities whose participants may be limited. Although UAPB does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, UAPB offers a variety of support services so that students with disabilities are admitted and integrated completely as possible into the university.

The student has an obligation to self-identify that he/she has a disability and needs accommodations. UAPB will require that the student provide appropriate documentation, at the student’s expense, in order to establish the existence of the disability and the need for accommodations. The student should have his/her documentation from a Clinical Psychologist, Physical/Vocational Evaluator, etc... for our records. The report should be no more than three years old. **IEP** is not an acceptable documentation, but can be used as a reference.

Services are based on the need presented by each individual student’s disability or disabilities, and generally come in the form of reasonable accommodations. The term reasonable accommodations refers to a modification or adjustment made to a course, program, service, activity, or facility that enables a qualified student with a disability

to have an equal opportunity to attain the same level of performance, or enjoy equal benefits and privileges, as are available to similarly situated student without disabilities. Services can include, but are not necessarily limited to, classroom modifications such as preferential seating, the use of a tape recorder, testing adjustments such as extended time on exams or enlarged text and provided physical access to programs and services.

Since services vary from class to class and from term to term, students are required to make service requests each semester that they are in school and require services. Services do not automatically carry over from semester to semester.

4.11.1.B Veterans Affairs

The Office of Veteran Affairs serves as the Certifying Official for the University of Arkansas at Pine Bluff. Veteran students may qualify for the following benefits: Montgomery G.I. Bill – Active Duty or Selected Reserve, Veterans’ Educational Assistance

Program, Survivors’ and Dependents’ Educational Assistance Program, Vocational Rehabilitation, and/or Tuition Assistance programs. All V.A. benefits are processed through the Department of Veterans Affairs, Muskogee, Oklahoma Regional Processing Office.

Class attendance is monitored and any change in student status must be reported which includes withdrawing from classes or changing to a different program of study. All incomplete grades must be changed within a semester after the incomplete was received. A limited number of work assignments are also available for placement through V.A. approved work sites.

Students are encouraged to stop by the Office of Veteran Affairs, located in Caldwell Hall, Suite 208, for assistance. V.A. Counselors are also available through the North Little Rock, Arkansas office and can be reached by dialing the toll free number: 1-800-827-1000. The Disability Services Office and Veterans Affairs can be reached by calling (870) 575-8089.

Veterans Tuition and Fees Payment Requirement

The University of Arkansas at Pine Bluff is approved for veteran’s training and encourages service men and women to participate in the educational experience here. The University has an installment payment plan available through Tuition Management Systems (TMS). A small application fee is required at the time of sign up for the plan. Because training allowance checks usually begin thirty to sixty days after registration, this is a good way for veterans registering with VA authorizations to make payment arrangements to satisfy their charges for educational expenses. Interested veterans should contact the Office of Student Financial Services at (870) 575-8302 for assistance in establishing monthly payment due dates that can be coordinated with the receipt of their monthly VA checks.

4.12 UNIVERSITY POLICE AND PUBLIC SAFETY

The University Police and Public Safety operate 24 hours a day, seven days a week. The agency is dedicated to protecting the people and the property of the University of Arkansas at Pine Bluff. Among the services provided by the department in addition to crime response are foot patrol, bicycle patrol and mobile patrol of the University Community.

UAPB officers are Certified Law Enforcement Officers that have met all state-mandated training requirements of the Basic Law Enforcement Training Academy. University Police enforce all Traffic and Criminal Laws as well as Parking Regulations and University Ordinances. University Police can be contacted by dialing 870.575.8102.

4.12.1 Reporting Crimes and Emergencies

All students and employees of the University of Arkansas at Pine Bluff are strongly encouraged to report any crime, suspicious activity or emergency occurring on campus by calling the University Police and Public Safety at 870.575-8102 or by coming to the Department of Public Safety Office located at 1900 Reeker Street. Law Enforcement Officers are available 24 hours a day to handle your calls.

4.12.2 UAPB Police Sub-Station

The University Police Sub-Station is located at 1709 North L.A. “Prexy” Davis Drive, which is conveniently located in the immediate proximity of the Delta and JBJ Dormitories. The Police Sub-Station offers the same police services and investigative environment as the main Public Safety Office. In addition, it creates a friendlier environment for student-officer contact and offers the benefit of discreteness.

4.12.3 Troy & Gladys Alley Information and Public Safety Center

Troy & Gladys Alley Information and Public safety Center is located at 1020 North University Drive at the corner of Reeker and University Street, southeast of the Fine Arts Complex. The Information and Public Safety Center serves as an informational resource for the University Community and surrounding Pine Bluff Area. Visitors can pick up brochures containing Campus Parking and Traffic Regulations, and also, Educational Information. Also, available is the Pine Bluff Official Guide for New Comers, Visitors and Explores, Arkansas Tour Guide Land of Legend and the All New Arkansas Fishing and Outdoors Guide. The Facility is equipped with an Interactive Map Kiosk with a touch screen monitor that provides a web tour of the University Campus and assistance in locating specific point of interests. The Information and Public Safety Center can be contacted by dialing 870.575.8801.

4.12.4 Security Alerts

Security Alerts and Mass Notification are issued to inform the University community of campus emergencies regarding crimes in progress, severe weather, armed disturbances, and other activity, which create the risk of imminent danger to the safety of the community. Alerts are delivered to all UAPB recipients via text messages to cell phones, voice mail to cell, landline phones, and emails alerts, provided the recipient has registered in the Alert UAPB Emergency Notification database.

4.12.5 Vehicle Registration

Every student who owns or operates a motorized vehicle on the University campus must register their vehicle with the University Police and Public Safety Center at 1900 Reeker Street.

4.13 OFFICE OF CAREER SERVICES

The Office of Career Services is a centralized one stop student service program. This office provides assistance to the University of Arkansas at Pine Bluff students and alumni seeking opportunities in Cooperative Education, internships and permanent placements.

The office is located in Caldwell Hall, Suite 202. You **must** be registered with the Office of Career Services to take advantage of the opportunities offered at no charge. Students are strongly encouraged to **register** with the Office of Career Services in their *freshman year*.

SERVICES AVAILABLE

Career Coaching

Each student will be assigned a personal Career Coach that will assist with the development of a four year plan for success; resume preparation; job search and interview processes.

Career Assessment

We offer TypeFocus, a career assessment tool designed to help students determine if their major is in line with their personality and strengths.

TypeFocus is funded in part by a grant from the U. S. Department of Education, Office of Post-Secondary Education, and Institutional Services Program (Title III, Part B, Historically Black Colleges and Universities Program).

Recruitment Events

Career Services offers two career fairs each calendar year. The Fall Career Day and Teacher Education Fair is held in October and the Spring Career Day and Teacher Education Fair is held in April. **You do not have to be registered with our office to attend these events.**

Career Development Workshops

You can sign-up to attend any workshop offered. **You do not have to be registered with our office to participate.** Workshops are held in Caldwell Hall, Room 204, residential halls and classrooms.

Customized Resume Builder

Provides online access through Career Connections to create and submit your resume.

Job Postings

You will have access to jobs from the nation’s number one extended job search tool. Over 4,000,000 jobs are listed which includes: summer internships, Cooperative Education and permanent positions.

On-Campus Interviews/Assessment

You can sign-up to interview with the company/organization in your major or career goals. You will receive immediate feedback to help improve your interviewing skills. Employers also offer on-campus information sessions.

Social Media Connections

You can keep up with notifications and announcements from Career Services on Facebook and Twitter.

COOPERATIVE EDUCATION/INTERNSHIPS

Cooperative Education is a carefully organized and supervised **paid** work experience designed to provide pre-professional employment related to the student’s academic major. There are two types of plans, Alternating and Parallel.

How Does Cooperative Education Work

The Office of Career Services (OCS) will serve as the clearinghouse for all Cooperative Education and non-departmental internships. The Office of Career Services will work together with a faculty liaison from each department to ensure that the best learning experiences occurs in the work environment.

TWO TYPES OF PROGRAMS

The Alternating Plan

This plan allows the student to alternate periods of full-time study and full-time (40 hours per week) **paid** work experience. The student spends one semester in full-time employment, returns to campus the next semester to study. Students are placed outside of the local area in other states.

The Parallel Plan

This plan allows the student to participate in full-time study and part-time (20 hours per week) work during the semester. The work assignment is limited to employers within a 50-mile radius from the University. The student will attend classes while working part-time in a **paid** position directly related to the student’s academic major.

Academic Credit

The Alternating and Parallel plans offer up to 6 hours of academic credit to satisfy electives. Students **must** register for academic credit under both plans. The number of credit hours is determined by the Academic Advisor. Students can only receive academic credit **one** time.

INTERNSHIPS

An internship is a paid work experience that is directly related to either the academic major or career goals. Internships are normally done during the summer months. Student **must** work 10-12 weeks to qualify for internship experience.

Academic Credit

Student can use work experience to satisfy up to 6 hours of academic credit. The academic advisor will determine the number of credit hours. Student **must** register the **first** summer session to receive academic credit even though the work experience may extend beyond the session.

Eligibility

To participate in Cooperative Education or a summer internship you must have:

- Completed 30 semester credit hours at the time of application.
- Have 2.5 cumulative GPA. **** Employers may require a higher GPA ****
- Approval from your academic advisor.

4.13.1 ADDITIONAL OPPORTUNITIES

4.13.1.A NETWORKING

The Youth Motivation Task Force (YMTF) program is sponsored annually through the Office of Career Services. This program provides opportunities for students to:

- Network with employers from the business industry and government agencies.
- Gain the resources and knowledge needed to be successful in the job market.
- Attain life skills to assist in both professional and personal development.
- Develop communication and leadership skills.
- Hear nationally known motivational speakers.

Professionals from business, industries and government agencies conduct classroom presentations, career development workshops, and panel discussions on preparing students to make the transition from college to the real world of work.

4.13.1.B LEADERSHIP EVENTS

Students are selected by employers to participate in the following leadership conferences throughout the United States. The events help students to develop and improve networking skills as well as seek Cooperative Education, internships, and permanent positions. Most travel expenses are paid by the sponsoring organization.

- Thurgood Marshall College Fund Leadership Institute
- Thurgood Marshall Teacher Quality Retention Program
- Monsanto 1890 Student Leadership Event
- International Organization of Black Security Executives (IOBSE) Leadership Conference
- InSight St. Louis

4.13.1.C REGISTRATION PROCESS-3 EASY STEPS

To register with the Office of Career Services students must:

1. Submit an electronic resume through Career Connection Resume Builder.
2. Schedule an appointment with the Career Coach of your major.

3. Complete the Student Credential Form and bring it to your appointment.
(Located on the Career Services webpage under Student Resources)

4.13.1.D CAREER CONNECTIONS

What is *Career Connections*?

Career Connections is a powerful on-line connection between UAPB students, alumni, and employers for job opportunities which includes internships, Cooperative Education and permanent positions powered by Simplicity.

Please check out what can be done in *Career Connections*:

- Upload your resume.
- View and apply for Cooperative Education, internships and permanent positions.
- Stay abreast of career opportunities and events sponsored by Career Services.
- Follow us on Facebook and Twitter.
- Sign-up for Employer Information Sessions.
- Schedule an appointment with career coach.

4.14 STUDENT CODE OF CONDUCT

4.15.1 General Guidelines

Students who experience the privilege of attending the University of Arkansas at Pine Bluff become members of the academic community while retaining status as citizens. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to every citizen of the United States. In addition to their inherent rights and privileges on becoming members of the academic community, students voluntarily assume the obligation to fulfill the responsibilities of all citizens, as well as the obligation of performance and behavior imposed by the University in relation to its lawful missions and functions.

The University has the responsibility to develop policies, procedures and standards which will ensure protection of the rights of each member of the academic community. The following are included among the responsibilities of students:

1. The responsibility for being fully acquainted with the University Catalog, Student Handbook, **THE ROAR** and other published regulations relating to students, and for complying with them in the interest of an orderly and productive community.
2. The responsibility for assisting the University administration in protecting the rights of others through orderly disciplinary procedures.
3. The responsibility for securing and respecting general conditions conducive to the freedom to learn.
4. The responsibility for respecting and complying with all the laws and rights of good citizenship.

In accordance with these responsibilities, the University has the obligation to set standards of conduct which it considers essential to its educational mission and its community life. Adjudication through the University does not preclude prosecution of offenses by local, state and federal agencies.

4.14.2 Association, Inquiry, and Expression

Students should have the privilege of joining the campus organization of their choice without respect to

race, color, sex, gender, age, national origin, religion, learning or physical disability, veteran’s status or gender identity sexual orientation. Each student is responsible for his/her own action involving any and all activities by a group or organization.

In the best interest of open inquiry and debate, organizations should identify their sponsorship of speakers, causes, and activities by following prescribed University procedures. It is the aim of the University to provide an atmosphere where free exchange of ideas may exist.

The student newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. It is a means of bringing student concerns to the attention of the campus community. Published articles should, in no way, violate the publications’ integrity or purpose.

4.15 STUDENT JUDICIAL SYSTEM

The University of Arkansas at Pine Bluff’s Student System is designed to promote order and discipline inherent in and essential to the educational process of its students. This system is applicable to all students enrolled in the University who violate the Code of Conduct on-campus and off-campus when the violation is committed by a student which reflects upon the name of the University or its programs.

Students will be held accountable and subject to punishment for violations committed off-campus during University sanctioned/sponsored activities. It is incumbent upon all students to comply with the Code of Conduct, respect the rights of others, and honor University policies and procedures.

4.15.1 Judicial Authority

Under the authority of the Board of Trustees through the President of the University of Arkansas System, the Chancellor of the University of Arkansas at Pine Bluff (UAPB) is delegated the authority and responsibility for establishing and enforcing regulations governing student life. The Chancellor has further delegated this authority and responsibility to the Vice Chancellor for Student Affairs. The Chancellor, through his/her designee(s), may alter or modify the rules and regulations concerning student conduct and discipline at any time.

All complaints and/or alleged violations of University disciplinary rules and regulations should be referred initially to the Dean of Student Life. The Dean of Student Life will determine the case or refer it to another judicial body.

4.15.2 Parental Notification

Under a rule change by Congress in the Family Education Rights and Privacy act, colleges are permitted to notify the parents if a student under the age of 21 violates a drug or alcohol statute. The Office of Dean of Student Life may notify the parents of any student under the age of 21 who is accused of drinking and/or possession of alcohol; using and/or possession of illegal drugs; or where there is a health and/or safety emergency.

4.15.3 To Know And Campus Security Act

Student Right-to-Know and Campus Security Act” requires for institutions to provide information freely to the public especially for current and prospective students regarding (1) “completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution”, (2) “graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years”, and (3) institution’s crime statistics. Amendments enacted in 1998 renamed Title II of the Act dealing with crime statistics, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and

campus officials, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

Information relating to completion and graduation rates can be found at http://www.uapb.edu/administration/office_of_the_chancellor/planning_institutional_research_and_public_information.aspx. Crime statistics can be found at <http://www.uapb.edu/sites/www/Uploads/University%20Police/CrimeData%202013.pdf>.

4.15.4 Disciplinary Procedures

The aim of disciplinary procedures is to educate students about responsible behavior; to maintain social order; and to protect the rights of others by providing a system of consequences for those who violate University rules and regulations. The disciplinary process supports the practice of responsible behavior in community living. It requires understanding and self-discipline on the part of the student, as well as a respect for the rights and privileges of others. The focus of the judicial system is corrective and educative rather than punitive. Essential to the aid of disciplinary procedures is the principle of “fundamental fairness,” which provides the framework for the adjudication of student misconduct and breach of institutional policies and regulations. The spirit of the judicial process is based on good faith – a mutual trust between the University and the student. The Vice Chancellor for Student Affairs reserves the right to assign a case to any other university official other than the Dean of Student Life for good cause, who shall act in the Dean’s place.

4.15.5 Definitions

Accomplice: An accomplice is any individual who solicits, advises, encourages, or coerces the other person to commit the offense; aids, agrees to aid, or attempts to aid the other person in planning or committing the offense; or having a legal duty to prevent the commission of the offense, fails to make a proper effort to prevent the commission of the offense.

Accused: A student of the University Community who has been charged with the violation of established rules, regulations and/or policies of the University of Arkansas at Pine Bluff.

Accuser: A member of the faculty, staff, student body, or administration who brings the charge(s).

Alternate: A person who serves on a judicial court in the absence of a regular member.

Board of Trustees: The governing board of the University of Arkansas System.

Chairperson: The person who presides over the meetings of a judicial board.

Chancellor: The Chief Executive Officer of the University of Arkansas at Pine Bluff (UAPB).

Designee: The person who has been appointed or delegated the authority to act on behalf of a University official.

Faculty/Staff: Professors, associate professors, assistant professors, instructors, administrative and staff personnel who have been employed by the University to perform teaching, research, and services.

Guest: A person not a member of the University community who is on the campus at the invitation of a member of the University Community.

Misconduct/Disorderly Conduct: Any behavior construed to be a detriment to good order, discipline and decorum, and/or is contrary to established rules, regulations and policies at the University of Arkansas at Pine Bluff.

Offense: A violation of established rules, regulations and/or policies of the University of Arkansas at Pine Bluff.

Person: A member or non-member of the University Community.

President: The Chief Executive Officer of the University of Arkansas System.

Representative for the Accused: A member of the faculty, staff, administration or student body of the University, or an attorney.

SGA: The Student Government Association which represents the student body at the University of Arkansas at Pine Bluff.

Student: Any person registered or enrolled in one or more classes.

University: The University of Arkansas at Pine Bluff.

University Campus: All land, buildings, facilities and other property in the possession of or owned, used or controlled by the University.

University Community: Administrative and staff personnel, members of the faculty, registered students and all other University employees.

University Property: All real and personal property owned by the Board of Trustees and used by the University, and includes all such property in the possession of or subject to the control of the University.

Vice Chancellor for Student Affairs: The administrative officer bearing such title who administers the judicial and disciplinary system of the University.

4.16 INFRACTION, VIOLATIONS, AND SANCTIONS

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions set out in 4.17. Any student that is an accomplice of another person in the commission of an offense, if with the purpose of promoting or facilitating the commission of an offense, is also in violation of the offense.

4.16.1 Alcoholic Beverages

1. Possession and/or consumption of alcoholic beverages on University property, at a campus event, at areas off the campus at which University-sponsored events take place is prohibited. University property shall include classrooms, residence hall rooms, offices, administrative buildings, all open space on the campus, all dining rooms and snack bars, all hallways, stairwells, lounges, bathrooms, and in other student residences owned, controlled, or administered by the University, and all sports areas on and off campus in which events take place. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

2. Possession of alcoholic beverages, in opened or unopened container, anywhere on University property, including cars and other vehicles is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

3. Irresponsible behavior while under the influence of alcoholic beverages on University property is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

4. Providing/distributing alcohol to minors is prohibited. This includes any individual or organization that provides or distributes alcohol to an individual under the age of 21 years. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

4.16.2 Drugs/Tobacco Products

Note: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the University to report these individuals to legal authorities.

1. Possession and use of illegal narcotics or drugs in any form is prohibited. This includes the illegal possession or use of narcotics or drugs, including prescription drugs, without a valid medical prescription, on the person or in the possession of a student on any University property and/or at events sponsored by the University, and in areas

outside the campus; also involves such related incidents that are subject to prosecution under local, state, and federal laws. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

2. Distribution, and/or sale of narcotics or drugs is prohibited. This includes the illegal distribution, and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student on any University property and/or at events sponsored by the University; also involves such related incidents that are subject to prosecution under local, state, and federal laws. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

3. The illegal possession of drug paraphernalia is prohibited.

The illegal possession and/or use of drug paraphernalia, includes but is not limited to roach clips, bongos, scales, balances, sandwich baggies and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, carburetor pipes, pipes using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Drug paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person or in the possession of a student on the University property and/or at events and activities sponsored by the University, and involves related incidents which are subject to prosecution under local, state, and federal laws. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

4. Improper behavior or conduct on the campus, which is a result of the use of drugs, is prohibited. This includes individuals who, having consumed or used drugs, experience a loss of normal use of his or her mental and/or physical faculties and engage in improper behavior or conduct. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

5. Accessory to illegal drug use, possession, or sale is prohibited. This means aiding and abetting the possession, sale, or the use of controlled or illegal substances. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Sanctions may also include a requirement to participate in the University’s Alcohol and Drug Awareness Program. If students live in the residential halls, they may lose their residential hall living privileges.

6. Smoking and use of Tobacco Products on the property or grounds of UAPB in accordance with Arkansas State Law (A.C.A.6-60-701 to 6-60-705) is prohibited. Tobacco product includes: cigarettes, e-cigarettes, cigars, cigarillos, pipes and hookah-smoked products, etc.; and any other smokeless, spit or spit-less, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus. UAPB property or grounds include but is not limited to: buildings, facilities, sidewalks, streets, parking lots, athletic stadiums, residence halls, recreation areas, etc. For the purposes of this provision, smoking is defined as inhaling, exhaling, burning or carrying any lighted tobacco product on university property. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges.

7. Smoking is not permitted in personal vehicles parked on University property. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges.

4.16.3 Lying/Cheating

Lying, knowingly furnishing false information to the University or its officials, or other forms of dishonesty in University-related affairs is prohibited. It includes making a false statement to any member of the University community with the intent of deceiving, at judicial proceedings, dishonesty in academic exams, paper, and/or projects. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be required to attend counseling.

4.16.4 Disorderly Conduct or Expression

Disorderly conduct, which includes conduct that is disorderly, lewd, or indecent, or which breaches the peace, or which is disruptive of the rights of others is prohibited. Disorderly conduct includes excessive noise, such as loud talking or shouting; the loud playing of a stereo, radio, or television set; engaging in horseplay, practical jokes, and general annoyances; habitual or repeated incidents of excessive noise; violation of quiet hours; and, misuse of musical instruments and noise producing devices in such a way to violate the rights of others to live in an atmosphere conducive to learning and study. Such conduct also includes breaking into lines, such as in the cafeteria, during registration, at campus events and activities, and so on; and failure to bus one’s food tray in the cafeteria. Also, it includes any conduct in violation of AR Code Annotated 5-71-207. The scope of these activities apply to conduct on University-owned or controlled property and during University-sponsored or supervised activities. Also, students are responsible for the behavior of their guests. As a result, students may receive sanctions if they permit their guests to behave disorderly on the campus. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be required to attend counseling.

4.16.4. A Disturbance/Disruption Due to a Mental Disorder

Refer to Standards and Procedures for Involuntary Administrative Withdrawal Due to a Psychological Disorder (Section 2.12.2, Withdrawal for Medical Reasons).

4.16.5 Distribution of Inappropriate Printed Material

Distribution of printed materials that is libelous scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or University regulations is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be separated from the University and may be required to attend counseling

4.16.6 Moral or Decency Offenses

Lewd, indecent or obscene conduct or expression is prohibited. This includes, but is not limited to, indecent exposure, voyeurism (peeping Tom), indecent language on a telephone, crimes against nature. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be required to attend counseling and may be required to remove printed material

4.16.7 Obstruction or Disruption of University Activities

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service function, or other authorized activities on University premises or at University sponsored or supervised functions is prohibited. Students who violate the policy will be subject to sanctions, which

may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be required to attend counseling

4.16.8 Gambling

Gambling on University-owned or controlled property or at University-sponsored or supervised activities or functions is prohibited. Authorized activities on University premises or at University sponsored or supervised functions is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be required to attend counseling

4.16.9 Theft /Unauthorized Entry

Attempted or actual theft (as set out further below) of and/or damage to property of the University or property of a member of the University or other personal or public property is prohibited. Further, the unauthorized entry by a student to university-owned or university-controlled facilities or property, or property of an individual, is not condoned by the university.

1. Theft, regardless of where it occurred, stealing from another person, agency, institution, or the University; taking of property belonging to another, with the intent of converting the property to one’s personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another’s credit card; acting as an accomplice to a theft, and failure to return another’s personal property upon request or within a reasonable period of time. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy may also be required to attend counseling and to make restitution.

2. Misappropriation, which means the taking of property belonging to another by mistake and/or without the owner’s permission but with no intent to convert the property to one’s personal use (e.g., wearing an article of clothing belonging to one’s roommate without the expressed consent of the owner and with the intent of returning it; mistakenly and unintentionally taking an item mistaken for one’s own). This also includes unauthorized moving or relocation of University furniture to one’s own room or to some other area.

3. Illegal and/or unauthorized possession or sale of property. Illegal and/or unauthorized possession or sale of property of the University, and organizations affiliated with the University, a member of the University community or a campus visitor. This includes the unauthorized possession of property which has been reported lost or stolen.

4. Unauthorized Entry

Unauthorized entry by a student to university-owned or university-controlled facilities or property, or property of an individual, is not condoned by the university. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges. Students who violate the policy also may be separated from the University and may be required to attend counseling.

4.16.10 Inappropriate or Unauthorized Gathering of Groups of Students

Gathering of groups of students on or adjacent to the campus in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University or with the normal flow of traffic. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges.

4.16.11 Failure to Comply Sanction

Failure to comply with the directions of University officials (including Resident Program Coordinators) acting in the performance of their duties; failure to promptly identify oneself to University officials when requested; failure to comply with disciplinary sanctions are offenses that are subject to sanctions. The type of conduct proscribed includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm or when otherwise so ordered by a University official, fire department staff, or local law official, or refusing to present an ID upon request. Also included is the willful failure of a student to allow University officials entry to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or any other facility on campus upon grounds of reasonable suspicion. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. If students live in the residential halls, they may lose their residential hall living privileges.

4.16.12 Campus Elections And Referendums

Casting more than one ballot in any campus election or referendum or trying to circumvent the prescribed procedures in an election process is prohibited.

4.16.13 Pets and Animals

Due to health and sanitation reasons having pets (including fish) in the buildings, student residences, classrooms, offices, etc., is strictly prohibited except when needed in connection with a disability and only with the written permission of the Vice Chancellor for Student Affairs. Students who violate the policy Students who violate the policy will also be required to remove their pets.

4.16. Hazing

Hazing in any form is prohibited in accordance with the laws established by the State of Arkansas upon conviction of any student of the offense of hazing, he/she shall, in addition to any punishment imposed by the court, be subject to sanctions up to and including suspension and expulsion from the University.

4.16.15 Physical Abuse/Threats

Any encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus is prohibited. Further, participating in, encouraging, or serving as an accomplice for any threat is prohibited. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University.

Note: *If weapons, or objects which are used as weapons or which may be construed as weapons, are used in an altercation, the student will be automatically suspended from the University.*

- 1. Fighting**

Fighting is defined as a summons or invitation, given by one person to another to engage in a personal combat; which may involve a violent struggle involving the exchange of physical contact. Students who engage in this conduct act in violation of the Physical Abuse policy and may receive disciplinary actions up to and including suspension and expulsion from the University.

- 2. Assault**

Assault is defined as an unlawful attempt on the part of an individual, with force or violence, to inflict a bodily hurt upon another. The act consists of a threat of harm accompanied by an apparent, present ability to carry out the threat. Students who engage in this conduct, act in violation of the Physical Abuse

policy and may receive disciplinary actions up to and including suspension and expulsion from the University.

3. **Threats**

A threat includes, but is not limited to: Threats of physical harm, harm to property, false alarms or reports where a person initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is baseless and that could result in required action by an official/volunteer agency organized to address such emergencies; or interrupts the occupation of a building, office, classroom or residence hall facility. Threats, or any type of potential threat, will not be tolerated on University owned/University controlled property, or at any University sponsored events, including off-campus University sponsored events approved by the Office of Student Affairs or another University Office.

A threat of any nature is considered a severe offense and may result in expulsion from the University. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

4.16.15.A Sexual Offenses/Title IX Offenses

4.16.15.1 Sexual Harassment

Sexual Harassment: Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University’s educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation.

For the purpose of this Policy, sexual harassment includes stalking or repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. Sexual harassment also includes quid pro quo sexual harassment which exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or limits a student’s ability to participate in or benefit from the University’s educational programs or activities.

Sexual Misconduct: includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation and dating and domestic violence.

Status: A full-time employee of the University will be considered an “employee” for the purposes of this Policy, regardless of whether he/she is also enrolled as a student. Any student who is a part-time employee will be considered a “student” for the purposes of this Policy unless the incident under consideration occurred in connection with his/her employment.

4.16.15.2 Sexual Assault/Nonconsensual Contact/ Nonconsensual Sexual Intercourse

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a male or female upon a male or a female that is without consent and/or by force. Sexual

Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse however slight, by a male or female upon a male or a female that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4.16.15.3 Sexual Exploitation

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or take advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- invading sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (e.g., allowing others to watch consensual sex without that party’s knowledge or consent);
- engaging in voyeurism;
- non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- exposing one’s genitals in non-consensual circumstances or inducing another to expose his or her genitals; or
- possessing, distributing, viewing or forcing others to view illegal pornography, sexually-based stalking and/or bullying may also be forms of sexual exploitation

4.16.15.B Stalking/Title IX Offense

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking. Students who violate this policy will face disciplinary actions up to and including expulsion from the university.

4.16.15.C Dating/Domestic Violence/Title IX Offenses

1. Dating Violence

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. It includes any unwelcome physical violence such as hitting, pulling, shoving, kicking, biting or throwing things; and sexual assault, sexual exploitation and sexual harassment.

2. Domestic Violence

Domestic Violence: Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state. Family or household members means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any children residing in the household, persons who presently or in the past have resided or cohabited together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together. See also, Arkansas Code Annotated § 9-15-103—”Domestic Abuse”).

Note: Students found in violation of any of the aforementioned rules, whether on university property or at a university sponsored event, will be subject to disciplinary actions up to and including expulsion in accordance with student code of conduct.

4.16.15.F Hate Crime

Hate crime is a usually violent, prejudice motivated crime that occurs when a perpetrator targets a victim because of his or her perceived membership in a certain social group. Examples of such groups include but are not limited to: ethnicity, gender identity, language, nationality, physical appearance, religion, or sexual orientation. Students who violate the policy may receive disciplinary actions up to and including expulsion from the university.

4.16.16 Verbal Abuse or Harassment Communications

1. The use of verbally abusive language by any person on University property or at University sponsored events is prohibited. This includes language which insults, taunts, or challenges another person so as to provoke a violent response. Students who violate the policy will be subject to sanctions, which may include but are not limited to probation, suspension or dismissal from the University.
2. Communications with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication, in a manner likely to harass, annoy, or cause alarm is prohibited. Verbal abuse or harassment communications directed toward a member of the faculty or staff will not be tolerated and is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to probation, suspension or dismissal from the University.

4.16.17 Misrepresentation/Fraud

1, **Misrepresentation**, such as falsifying one’s admission application or transcript, is prohibited. Forgery, alteration, destruction, or misuse of University documents, record (including altering one’s work time sheet), identification, or other property, including the transfer, loan, selling, falsification, and/or misuse of one’s ID card, as well as unauthorized transfer, sale, and use of computer applications also constitutes a violation of this policy. Students who violate the policy may receive disciplinary actions up to and including expulsion from the university.

2. **Fraud**. Fraudulently obtaining, manufacturing, altering, falsifying, or using an ID card, meal card or meal card validation sticker, enrollment validation sticker, vehicle registration, other University document or service; giving a false name, date of birth, social security number, or other identification to a University official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive is prohibited. Students who violate the policy may receive disciplinary actions up to and including expulsion from the university and requested to make restitution.

3. **Telephone fraud**, misuse or abuse of telephone lines or services, including fraudulently placing long distance telephone calls. Is also prohibited. Students who violate the policy may receive disciplinary actions up to and

including suspension and expulsion from the University and requested to make restitution. If student lives in the residential halls they may lose their residential hall living privileges.

4.16.18 Unauthorized Use of University Facilities

Unauthorized use or occupancy of or unauthorized entry into or exit from University facilities is prohibited.

1. The use of University facilities (including buildings and grounds) for purposes other than that for which they were constructed or designed is prohibited. Unauthorized use includes, but is not limited to, commuter students who stay in the residence halls without proper authorization, resident students who allow other students and/or person to stay in their room without proper permission or for an extended period of time above and beyond the guidelines; the erection of tents, and/or the use of grounds sleeping facilities; illicit, or prohibited acts; failure to vacate building by announced closing deadline. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University and may be requested to make restitution. If student lives in the residential halls they may lose their residential hall living privileges.

2. Conduct that constitutes a violation of this policy also includes the unauthorized possession, duplication, or transfer of keys to University facilities, including residence hall rooms, permitting unauthorized access to keys, and failure to promptly surrender such keys when requested. Students who violate the policy may receive disciplinary actions up to and including expulsion from the university and may be requested to pay the cost for replacing lock and keys.

4.16.19 Safety Procedures

1. Turning in a false fire or bomb alarm, by any means including a telephone call or by a warning device; theft, removal of, or tampering with fire extinguishers or safety equipment or exit signs is prohibited. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University and may be required to attend counseling.

2. Improper use of fire exit doors in non-emergency cases or without being instructed by a University Officer or member of the Fire or Police Department is prohibited. The student will be subject to disciplinary action and may lose residential life living privileges.

3. The unauthorized use of lighted candles or incense on University-owned property is prohibited. Student who violate the policy may be subject to disciplinary action and may lose residential life living privileges.

4. The use of hot plates and other electrical cooking devices, such as toasters, in residence hall rooms is prohibited. Students who violate the policy may be subject to disciplinary action and confiscation of appliances.

4.16.20 Fire Setting and Arson

Willfully starting a fire in University buildings or on University property; arson; recreational activities which include the use of fire (e.g., bonfires and cookouts) without the approval of the Vice Chancellor for Student Affairs and/or not in compliance with local and state fire codes is prohibited.

1. Setting fires deliberately, which includes lighting a fire without authorization, is prohibited. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University and requested to make restitution.

2. Arson. Those fires set with the intention of destroying property is prohibited. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University and requested to make restitution.

4.16.21 Solicitation

1. Unauthorized selling, collection of monies, and promotion on campus within University buildings is not permitted without permission from the Associate Dean for Student Leadership and Involvement. Students may not act as agents for business firms, which entail solicitation or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the Office of Development and University Relations. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University.
2. Use of any residence hall for business purposes of any nature whatsoever. Students who violate the policy may have disciplinary action taken.

4.16.22 Firearms and Weapons

1. The possession of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, and other firearms, bowie knives, daggers, switchblade knives, metallic knuckles, explosive, such as dangerous chemicals, on University property or at University sponsored or supervised activities is specifically prohibited unless authorized by the Chief of University Police and the Vice Chancellor for Student Affairs. A knife with a blade three and one-half inches (3-1/2") long or longer shall be considered a weapon. No license issued pursuant to Ark. Stat. Ann. § 5-73-306 shall authorize any person to carry a concealed handgun into any school, college, community college, or university campus building or event, unless for the purpose of participating in an authorized firearms-related activity. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University.
2. The possession or use of items that resemble guns, knives, or other weapons, such as but not limited to water guns, cap guns, and starter pistols, is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.
3. The unauthorized possession or detonation of fireworks and/or other incendiary devices is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University and may be fined.
4. The willful failure of a student to allow entry by University officials to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or other facility on campus on grounds when there is a reasonable suspicion of possession of firearms and/or weapons constitutes conduct subject to disciplinary action. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

4.16.23 Loitering, Coed Visitation

1. Loitering-In an effort to provide for a safe educational climate, loitering in the vicinity of any residence hall shall be considered a violation of the Student Conduct Code. A person commits the offense of loitering if he/she lingers, remains, or prowls in a public place or the premises of another for no apparent reason and under circumstances that warrant alarm or concern for the safety of persons or property in the vicinity and, upon inquiring by a University official, refuses to identify himself/herself and give reasonable credible account of his/her presence and purpose. Students who violate the policy may receive disciplinary actions up to and including suspension and expulsion from the University.

2. Coed Visitation-Students may have guests of the opposite sex visit in their rooms according to guidelines established by each residence hall. Failure to follow guidelines will be cause for disciplinary action, up to and including suspension and expulsion from the University.

4.16.24 Use of Motor Vehicles

Violation of properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on University-owned or controlled property or at University-sponsored or supervised activities. This also includes driving and parking on grass and sidewalks is prohibited. Students who violate the policy may be subject to disciplinary action and loss of privilege to operate a vehicle on campus.

Note: Revocation of or loss of privilege to operate and/or park vehicles on campus means that the vehicle cannot be operated on the campus or on University-owned property by anyone, and the student may not operate or park any vehicle on the campus or University-owned property.

4.16.25 Damage to or Defacing or Destruction of Property

1. Destruction, damage, or defacement of University property, and property belonging to an individual is prohibited. Prohibited conduct includes but is not limited to walking on roofs of University buildings, defacing structures and facilities, littering, unauthorized biking or skateboarding in appropriate areas (such as on sidewalks, in buildings, in other pedestrian areas, etc.), and painting residence hall rooms without authorization or contrary to painting guidelines when permission is given. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

2. The deliberate or willful vandalism of or damage to property (real or personal) belonging to the University or to an individual is prohibited. . Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University. Students who violate the policy may also be required to make restitution.

3. Posting or displaying of signs on the exterior of buildings, on painted surfaces, windows, and in Non-designated areas is prohibited. This includes posting of signs and posters which have not been authorized by this Dean of Student Involvement and Leadership. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

4.16.26 Health and Safety Violations

Any behavior which creates a risk or danger to others or the University community, including but not limited to propping doors or leaving doors unlocked to residence halls, throwing objects from windows or balconies, is prohibited. Prohibited conduct also includes the failure to keep one’s room in a condition which is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

4.16.27 Guest’s Behavior

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Standards of Conduct while in the company of the student host or with the student host’s knowledge, applicable charges will be brought against the guest, as well as the student host or the host student organization. Students who violate the policy may have disciplinary action taken for the violations commented by their guest(s).

4.16.27. A Illegal Visits to Other Campuses

Visits to the campuses of other colleges and universities for the purpose of defacing property or creating other disturbances is prohibited. Students who violate the policy will be subject to sanctions, which may include but are not limited to fines, probation, suspension or dismissal from the University.

4.16.28 Laws of the Wider Community/Open Warrants

1. All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action by the University for violation of any of the laws. Students are expected to conduct themselves in accordance with the Standards of Conduct at all times, on and off-campus. This includes compliance with written University policies and regulations as stipulated herein, in the University Catalog, or promulgated and announced by authorized personnel, and all local, state, and federal laws. Students shall be charged with violation of the Standards of Conduct if they engage in activities off or on campus which are of the nature to reflect negatively upon the good name of the University, whether or not the outside agency, person, etc., fails to prosecute or file criminal charges. . Students who violate the policy will be subject to sanctions, which may include but are not limited to probation, suspension or dismissal from the University.

2. Students and campus visitors with an open warrant of arrest issued by a certified federal, state, city, or municipal court may be removed and banned from University owned/University controlled property, including off-campus University sponsored events that have been approved by the Office of Student Involvement and Leadership or another University Office. The ban may remain in effect until the open warrant has been rescinded and/or adjudicated by a certified court system. Students with pending felony or misdemeanor charges must meet with the Dean of Students before permission to register, re-register, or visiting the campus is granted.

4.16.29 Computer Ethics and Misuse of the Computer System

Violations of the Appropriate/Acceptable Use Policy as outlined in Section 1.8 of this handbook, or other misuse of the UAPB computer network will be treated like other student violations of behavioral students. Students failing to comply will be subject to disciplinary action and/or referral for prosecution.

4.16.29.A Video Voyeurism

The unlawful use of any camera, videotape, photo-optical, photoelectric, or any other image recording device for the purpose of secretly observing, viewing, photographing, filming, or videotaping a person present in a residence, place of business, school, or other structure, or any room or particular location within that structure, is prohibited if that person is in a private area out of public view, has a reasonable expectation of privacy, and has not consented to the observation. Students who violate the policy will be subject to sanctions, which may include but are not limited to probation, suspension or dismissal from the University.

4.16.29.B Cyber Bullying

Cyber bullying directed towards another is prohibited. Cyber Bullying is defined as any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or has the effect of substantially disrupting the orderly operation of the individual’s daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media sites, internet chat rooms, internet postings. Students who violate the policy will be subject to sanctions, which may include but are not limited to probation, suspension or dismissal from the University.

4.16.30 Academic Dishonesty

The University reserves the right to withdraw any student who fails or refuses to abide by the rules and regulations governing student life and conduct, and who engages in academic dishonesty. Academic dishonesty includes, but is not limited to, misconduct during testing periods and inadequate acknowledgment of source materials of term papers and other materials that show evidence of plagiarism. When an instructor has evidence that a student has been

dishonest in any academic work, he/she will take one of the following penalty actions and inform the Vice Chancellor for Academic Affairs in writing.

1. Give the student a failing grade on the academic work related to the dishonesty.
2. Suspend the student from that class.
3. Additional sanctions may be outlined in the course syllabus.

A student accused of dishonesty in a class, and who received either of the penalties listed above, may appeal the decision by following the steps outlined in the Academic Grievance Procedure. The intentions of disciplinary sanctions are to educate students about responsible behavior, to maintain social order, and to protect the rights of others. Sanctions may be imposed singularly or in combination for individuals or student organizations. **Further, a disciplinary sanction imposed by the University does not preclude the possibility that a separate criminal or civil prosecution may also follow**, and that, conversely, questionable conduct in the non-University community may be grounds for University disciplinary action as well. To the extent permitted by FERPA, parents of students maybe apprised of the disciplinary decision in all cases except in those less serious cases where only a disciplinary warning or reprimand is given. Although all equitable circumstances will be considered and sanctions fairly imposed, students found responsible of violations should not expect leniency in application of the sanctions for reasons of student classification, the time of the semester or term, or any other factor.

Students who have not fulfilled their disciplinary sanctions may be allowed to pre-register for classes provided all other conditions have been met, but their pre-registration will be canceled if the student does not comply with the sanctions by the end of the current semester. Also, those students with outstanding sanctions will not be permitted to register the next semester or summer term. The lists of sanctions are merely illustrative and should not be taken to be all-inclusive.

4.17 DISCIPLINARY SANCTIONS/ADMINISTRATIVE ACTIONS

Actions can include any of the following:

4.17.1 Counseling

Establishes a series of private conferences with the student in an effort to assist them to better understand the importance of assuming the responsibilities of a mature citizen, being able to adjust to the behavioral standards of the University community of which they chose to be a member, being considerate of other people and their rights, etc. maybe used as a concurrent disciplinary sanction.

4.17.2 Restitution

Restitution may have to be paid by the student to cover the cost of repair or replacement of damaged or misappropriated property.

4.17.3 Restrictions

Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time may be used as a singular or concurrent disciplinary sanction. These restrictions may include, but are not limited to, access to facilities or individuals, and/or participation in extra-curricular activities.

4.17.4 Community Service

Service that may be assigned as a singular or concurrent disciplinary sanction.

4.17.5 Warning or Reprimand

A disciplinary warning or reprimand is an official statement of censure, warning the student of unacceptable conduct in an incident considered to be of minor unintended consequences. An official warning or reprimand is a written notification to the student that he or she has been found guilty of a violation and that any other violation of the University’s Standards of Conduct, for which the student is found guilty, will result in more severe disciplinary action. In addition, the warning or reprimand will become a matter of record in the office of the Vice Chancellor for Student Affairs.

4.17.6 Disciplinary Probation

An encumbrance upon the student’s good standing with the university. Further violations of regulations during the probationary period may result in suspension. While under disciplinary probation a student may not (a) apply for or receive consideration for an appointive or elective office, (b) campaign for an elective office, (c) receive any special office, (d) receive an appointment to serve on committees or campus organizations or (e) serve on any university judicial committee. At the discretion of the judicial committee, the following additional privileges may be withdrawn from a student on disciplinary probation: (a) the operation of an automobile on campus, (b) the representation of the university at any events, or (c) the holding of an elective or appointed office. Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the period of probation, the student shall be denied participation in intramural, and club sports. Such students may not hold office in a student organization, or be eligible to join a fraternity or sorority during their probation status. In addition, the sanction of probation will become a matter of record in the Office of Student Life and Enrollment Management.

4.17.7 Suspension

Suspension is used in cases of serious misconduct or in cases when the student has violated the condition of his/her probation. A student who is found guilty of a violation during the period in which he or she is on disciplinary probation, or who commits an offense serious enough to warrant suspension may be suspended from the University for the remainder of that semester or term or any portion thereof, for the next semester or term or any portion thereof, and/or additional period. Usually the designated period of suspension does not exceed one year. Suspensions are recorded on the student’s permanent record.

Students suspended from the University are required to return their student identification card and room key and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with the prior permission of the Vice Chancellor for Student Affairs. If a student returns to the campus without permission during this period of suspension, his or her eligibility to return to UAPB will be threatened. Such persons may also be charged with trespassing, in which case, they will be subject to arrest. During the period of suspension the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculties class roll. The student will not get credit for course assignments, paper, projects, make-up work, or other course-related work during the period of suspension. If a student is suspended from the University, a letter may be sent to his or her parents notifying them of the suspension.

4.17.8 Immediate/Interim Suspension

If, in the reasonable belief of the Chancellor, Vice Chancellor for Student Affairs, or their designee, the presence of a student charged with violating a regulation presents a serious threat to peace, order and safety on the campus; he/she may immediately suspend the student pending adjudication of the case.

The matter shall first be discussed with the student formally, to the extent practicable, in order that both sides may be fairly considered. Witnesses and testimony need not be taken. In the event of such suspension, a full hearing on the merits of the case shall be convened as soon as possible, and except for compelling reasons, within twenty-one (21) calendar days of the suspension.

4.17.9 Expulsion

Expulsion is the most severe sanction which can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the University, and the student is subject to the conditions and restrictions cited under disciplinary suspension, except that the student is not eligible to apply for readmission to the University. Expulsions are recorded on the student’s permanent record.

Students expelled from the University are required to return their student identification card and room keys and may not return to the campus without permission. Should the student return to the campus, he or she will be charged with trespassing in which case, he or she will be subject to arrest.

4.17.10 Bar Against Re-enrollment

A bar against re-enrollment may be imposed by the appropriate University official against a student, who fails to respond to a summons by the Dean of Students or designee to discuss an alleged violation of student misconduct, who fails to comply with any authorized sanction or who does not adhere to stipulations of a disciplinary sanction, or a withdrawal or an involuntary withdrawal for medical reasons pending the outcome of a psychiatric medical evaluation and clearance. The bar shall be removed upon notification of the appropriate University official to the Office of Registrar.

4.17.11 Residential Housing

1. Restriction or loss of hall privileges: This sanction involves the forfeiture of student’s privileges of on-campus living. Such loss of privileges may include, but is not limited to: visitation of all visitors and participation in hall programming functions.

2. Removal from University housing: This sanction may be administered to any student that violates the student code of conduct and presence in on-campus living facilities constitutes a threat of harm to the student him/herself or to any other person on the campus or to the property of the University or property of persons on the University campus.

4.17.12 Educational Sanction

To include, but not be limited to, research papers, class attendance, library Assignments, intervention seminars, etc.

Administrative Actions

Certain authorized individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the university community. Those professional staff members authorized to impose certain interim administrative actions are the Vice Chancellor for Student Affairs, Dean of Students, Associate Dean of Students for Student Involvement and Leadership, Associate Dean for Residential Services, and Chief of Police. All Administrative Actions are subject to review by the Vice Chancellor for Student Affairs. Students who request a review must do so within three (3) business days of receipt of the Administrative Action notification; such review is subject to the availability of the Dean of Students. During the review meeting, the Dean of Students will determine whether the terms of the Administrative Action will be continued, modified, or terminated. The various Administrative Actions include:

1. Interim Action

In certain circumstances certain authorized individuals may impose restrictions, change of living arrangements, and change in class schedule or other action in the form of an Interim Action Letter. Interim Action Letters will be delivered to the student’s official University-provided e-mail account, and may be delivered to the student in person. These actions are in response to any alleged behavior that violates the Student Code of Conduct and/or has jeopardized the safety and welfare of members of the University community, and/or has caused a significant disruption to the University of Arkansas at Pine Bluff community. Any restrictions outlined in the interim action will be clearly presented to the student in the Interim Action Letter. If the student would like to contest the conditions

as outlined in the Interim Action, it is the student’s responsibility to request a review meeting with the Dean of Students. Students must comply with the terms of the Interim Action until a requested meeting occurs, during which the Dean of Students will determine whether the terms of the Interim Action will be continued, modified, or terminated. Following review of the terms of the Interim Action, if modified, the student must comply with the modified terms of the Interim Action until such time as the judicial committee or hearing officer considers the student’s related disciplinary matter. The student’s related disciplinary matter shall be resolved separately from the interim action.

2. Interim Suspension

Interim Suspension is an action requiring that a student immediately leave the campus and University property. It suspends the student’s participation in any classes or any other University activities. An Interim Suspension is implemented when the Chancellor, Vice Chancellor for Student Affairs, or their designee has reasonable cause, based on available facts, to believe that a student poses a significant risk of substantial harm to the health, safety, or welfare of others or to property or poses an ongoing threat to the disruption of, or interference with, the normal operations of the University. The VCSA designee may impose an Interim Suspension prior to the conclusion of formal adjudication regarding the matter. If the student chooses to contest the Interim Suspension, it is the student’s responsibility to request a review meeting with the Dean of Students. Students must comply with the terms of the Interim Suspension until a requested meeting occurs. Following review of the terms of the Interim Suspension, if modified, the student must comply with the modified terms of the Interim Suspension until such time as the student’s related disciplinary matter is resolved. The VCSA or designee may require a psychological evaluation prior to a judicial hearing as outlined below.

The student will be notified of the Interim Suspension in the form of a letter which will be delivered to the student’s official University-provided e-mail account, and may be delivered to the student in person. The letter will explain the reasons for the Interim Suspension, the duration and any conditions that apply, and a copy of this interim suspension policy. A student notified of such interim suspension must, within (10) business days, schedule a pre-hearing conference with Dean of Students to resolve his/her related disciplinary matter. The student’s related disciplinary matter shall be resolved separately from the Interim Suspension.

Any student who is suspended on an interim basis and returns to the campus and University property or otherwise violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g. to consult with the VCSA or designee or to participate in the disciplinary procedures against him/her) may be granted in writing by the VCSA or designee. A University of Arkansas at Pine Bluff Police escort is required for any student who is granted permission to be on campus.

3. Referrals for Psychological Evaluation

If authorized individuals, as outlined herein, determine that a student should undergo a psychological evaluation, the student should be referred to the appropriate entity for such evaluation according to the guidelines outlined below:

1. Those professional staff members authorized to make an administrative referral for a psychological evaluation are the Director of Counseling, Assessment and Development, Dean of Students, Behavioral Intervention Team and VCSA or designee.

2. Mandatory evaluation and withdrawal will be considered only in cases where there is threat of imminent danger to self, others or property, or disruption of the educational process and mission of the institution.

3. All cases involving violation of the Student Code of Conduct will be referred through the University's conduct system except where, due to the student's psychological condition, the student is either:

- A. unaware of his/her actions;

- B. unaware of the wrongful nature of his/her actions; or a disciplinary hearing is deemed inappropriate (e.g., student voluntarily withdraws or is unable to participate in a hearing). In such situations, the case

will be processed utilizing the psychological evaluation withdrawal procedures. If it is determined that a student must also undergo a hearing for violations of the Student Code of Conduct, the University will proceed consistent with the provisions outlined in Section 4.15 (Student Judicial System).

4. When an authorized professional staff member has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student’s continued presence on campus would present a threat of imminent danger to self, others or property, or disruption of the educational process and mission of the institution, the staff member may direct the student to consult with Counseling, Assessment and Development or the Behavioral Intervention Team. In the event of a student’s refusal, interim action from the University may be invoked, including, but not limited to, automatic withdrawal.

5. A student being required to undergo a mandatory evaluation by a licensed psychologist or psychiatrist will be notified in writing by the dean of students or his or her designee. This evaluation may be conducted by the University’s consulting psychologist if the student is in the area. If the student has returned home, he or she may obtain an evaluation by a licensed psychologist or psychiatrist in their home area and must agree that the University can release pertinent information regarding precipitating events and areas of concern to this person. All evaluation reports are to be sent to the dean of students or his or her designee. The report will be available for the student to review with a member of the Office of Counseling, Assessment and Development staff.

6. Following an evaluation, Office of Counseling, Assessment and Development or designee may recommend that the student be withdrawn from the University to seek psychological/medical treatment if the student;

- A. Presents a continued direct threat, and that such threat cannot be mitigated;
- B. Is suffering from a serious mental disorder that is being exacerbated in the campus environment;
- C. Is engaged in behavior which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University
- D. Has violated, threatened to violate, appears likely to violate, has shown or manifested an intention to violate the law or institutional policies and appears to lack the capacity to respond to the discipline process, or does not appear to know the nature and wrongfulness of the alleged action.

4. No Contact Orders

No Contact Orders are temporary directives issued by the Office of Dean of Student Life prohibiting communication between or among designated students. No Contact Orders (NCOs) are issued when, in the judgment of the Dean of Student Life, there is reason to believe that an order would be in the best interest of all parties and the community for promoting health, safety, or wellbeing of the community. NCO’s do not become part of a student’s conduct record until the matter is formally reviewed through the student conduct system, and only if charges of the Student Code of Conduct are applied and a responsible finding is rendered. NCO’s prohibit all forms of communication between designated students, direct or indirect, written, electronic or through a third party. Any violation of this directive may result in disciplinary charges of failure to comply with the directives of an agent of the university acting within the performance of his or her duty. Additionally, violations of this directive may also result in an INTERIM SUSPENSION from the University of Arkansas at Pine Bluff campus and/or University of Arkansas at Pine Bluff Police Department (UAPB) involvement.

The duration of a NCO is determined by the Office of Dean of Student Life, and students may request to have a NCO lifted after an appropriate sustained period of compliance.

No Contact Orders are not similar to court imposed restraining orders and/ or order of protection and do not guarantee that designated parties will avoid sightings or involuntary interactions on the campus or local community, including but not limited to in the academic environment. In some circumstances, a No Contact Order may be applied in conjunction with an Administrative Action and/or as a disciplinary sanction, as part of the resolution of a student’s conduct matter. Students who are concerned about personal safety should contact the University of Arkansas at Pine Bluff Police Department at 870-575-8102.

4.18 LOSS OF PRIVILEGES

A student who receives this sanction shall be notified in writing as to the privilege which he or she has lost. This written notification shall indicate the time period for which the student has lost certain privileges or must abstain from certain activities. If a student loses privileges as a result of violation of the Standards of Conduct, a letter may be sent to his or her parents notifying them of the loss of privileges.

4.19 WITHDRAWAL PRIOR TO DISCIPLINARY ACTION

Any student who withdraws from the University prior to judicial sanctions that are in violation of University Policy may be subject to judicial proceedings/ sanctions upon their return or re-entry to the University of Arkansas at Pine Bluff.

4.20 BEHAVIORAL INTERVENTION TEAM (BIT)

The University of Arkansas at Pine Bluff is committed to the health and safety of its faculty/staff and students, and maintaining a safe and efficient workplace. Safety and security concerns will be managed with both employee/student safety and student success as primary goals. Accordingly, UAPB has developed the BIT procedures outlining a proactive student behavioral intervention process.

While interacting with students, the faculty and staff may be confronted with situations in which a student is displaying concerning behavior. BIT is designed to assist both faculty/staff and student.

Report emergency or extreme situations immediately to Campus Police at 870-575-8102.

Faculty, students or staff who are concerned about a student displaying mild to moderate levels of distress should fill out a Behavior Intervention Report Form and submit it to the Office of Dean of Student Life. The Behavioral Intervention Incident Report Form is located at www.uapb.edu under Student Life and Public Safety and Security.

NOTE: *The BIT process does not replace faculty classroom management, disciplinary processes, or public safety action.*

4.21 ON OR OFF-CAMPUS VIOLATIONS

Student and student organization actions on or off-campus that violate University Student Conduct code or federal, state, and local laws may subject the student to concurrent jurisdiction of, and the imposition of a sanction, by, both the University and civil authorities. The University may enforce its own regulations and student violations of the Code regardless of any proceedings instituted by authorities or may proceed with campus disciplinary hearings without waiting for results of off-campus criminal proceedings for acts that occurred on campus.

Violations may be dealt with in one of the following ways:

1. The student may, in the case of minor violations and infractions, maybe subjected only to censures imposed by the University authority.
2. The student may be turned over to a civil authority and subjected only to the censures imposed by that authority.
3. The student may be subjected to censures imposed by the civil authority and by University authority.

4.22 CHANNELS FOR CHARGES AGAINST A STUDENT

Filing Complaint

Whenever, in the opinion of any member of the University Community, a student’s conduct is disorderly, disruptive, or appears to violate University policies, rules and regulations, it is the responsibility of the person(s) observing the breach of conduct to report the same in writing to the Dean of Student Life or the Office of University Police.

Presumption of Non-Responsibility

Subject to all other provisions of the Student Code of Conduct or University Policy, any student charged with an infraction under this Code shall be presumed not responsible for a violation until determined to be responsible by a preponderance of evidence; for a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.

Complaint Processed

The Dean of Student Life shall process all complaints filed against students. When a complaint or charge has been filed with the Dean of Student Life, the following procedural guidelines shall be followed:

Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University policies or local, state, or federal law, the Dean of Students shall investigate the alleged violation. After completing a preliminary review of the complaint, within **seven (7)** business days, or as soon as possible thereafter, the Dean of Students may dismiss the allegation or may proceed with the disciplinary process as outlined in the Student Code of Conduct policy. Proceeding with the disciplinary process may involve:

1. imposing an Interim Suspension or an Interim Action which will remain in effect pending a review by the Judicial Board or appropriate University official, or
2. making a Referral for Psychological Evaluation or
3. proceeding with the pre-hearing conference.

Requesting a Student for a Pre-hearing Conference

The Dean of Students may formally summon a student to appear for a pre-hearing conference in connection with an alleged violation by sending them a pre-hearing notification communication.

1. The pre-hearing notification communication shall outline the specific charges, and shall instruct the student of the date/time of a scheduled pre-hearing conference. If a student fails to attend the scheduled pre-hearing, a reminder communication will be forwarded to the student. This communication instructs the student a second scheduled appointment.
2. If an accused student fails to attend the second appointment or to reschedule their appointment, the accused student forfeits all rights as outlined below, and the administrative hearing officer or judicial committee may proceed with the disciplinary hearing in the student’s absence. The hearing in absence will not be held fewer than five (5) class days from the date of the original charge communication.

Pre-hearing Conference

During the pre-hearing conference, the Dean of Students or designee shall explain the rights, responsibilities, violation, conduct procedures to the accused student, and who is bringing the charge. Specifically, the accused student's rights are as follows:

1. To have a pre-hearing interview with the Dean of Students or designee. If the student fails to schedule or attend the pre-hearing interview, the student waives their rights to request a hearing as outlined below.
2. To have written notice of the violation(s) and an outline of rights prior to an administrative or judicial hearing to enable the student to prepare his or her defense. In the event that additional violations are brought, a further written notice must be forwarded to the student.
3. To review all available information, documents, exhibits, and a list of witnesses that may testify against them.
4. Prior to the hearing, the student may review new material in the student’s disciplinary file that is likely to be considered at the hearing.
5. The student shall be entitled to appear in person and present his or her defense to the appropriate judicial board or administrator and may call witnesses in his or her behalf.
6. The student shall be entitled to decline to answer questions.
7. The student shall be entitled to be accompanied by a representative of his or her choice. **An advisor or support person may be defined as: a friend, a family member, a member of the university community or an attorney.** It is the student's responsibility to request and obtain the services of an advisor/support person. University officials are neither required nor obligated to act as advisors/support persons and hearings will not be scheduled based on advisor availability. **The advisor or support person may not speak on behalf of the student throughout the disciplinary process.** This includes but is not limited to: address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witnesses or otherwise participate in the hearing, beyond privately communicating with the party they are supporting. **Only as it relates to non-academic matters, if the student has received a suspension of ten (10) or more days or expulsion, the advisor or support person may fully participate during the disciplinary appeal process.** The advisor, upon request of the student, may:
 1. Advise the student concerning the preparation and presentation of his/her case. The advisor may not speak for the student.
 2. Accompany the student to all disciplinary proceedings. The student is limited to the presence of one advisor, who shall not speak for the student.
 3. In cases involving sexual or violent offenses, the alleged victim may have a support person present during the hearing. The support person is in attendance to provide emotional support to the alleged victim. The support person may not participate in the hearing.
8. Unless the student waives all or part of the notice, the formal hearing will not be held fewer than five (5) class days from the date of the original charge communication
9. If found responsible for a violation of a policy, the student shall be notified of his or her right to appeal the decision of the judicial board or administrator. The sanction shall be held in suspense until acted upon by the higher judicial body. Since an appeal must follow certain guidelines, the appeal will be in accordance with the Appeal Procedure.
10. If a student fails to attend his or her scheduled hearing, he or she will be tried in absentia.

11. During the pre-hearing the student shall be informed that they may elect one of the following course of action:
 - a. The student may admit the alleged violation and request in writing that the appropriate administrative office take whatever action he or she deems appropriate. Should the student elect to have the appropriate administrator handle the matter, he or she shall be notified that the decision of the administrator may be appealed to the Appellate Hearing Committee.
 - b. The student may admit the alleged violation, and request a hearing for penalty before the judicial board having jurisdiction over his or her case. The appropriate judicial board shall be notified by the Dean of Student Life.
 - c. The student may deny the alleged violation, in which case the Dean of Student Life shall refer the case to the appropriate judicial board.
 - d. The student may deny the alleged violation but desire that his or her case be heard by the appropriate administrator rather than a judicial board.
12. Within forty-eight (48) hours (weekend excluded) after receipt of the letter from the Dean of Student Life, the student shall, in writing, notify the Dean of Student Life of his/her decision.
13. Within seventy-two (72) hours after receipt of the student’s decision, the date, time, and place will be set for the hearing.
14. At least for-eight (48) hours prior to the hearing by the appropriate judicial board or administrator, the student shall be entitled to the following:
 - Written notification of the time, place and date of the hearing.
15. All Disciplinary correspondence will generally be sent to the student’s University email account or the most current address listed with the University Registrar’s Office. However, the University reserves the right to use other reasonable means to notify students. Students involved with a University disciplinary matter are responsible for checking their university email accounts on a regular basis. Students are to check their UAPB email address for correspondence coming from the Office of Dean of Student Life.

4.23 PROCEDURES FOR FORMAL DISCIPLINARY HEARINGS

1. Present at the hearing normally will be the following: the Accused, the Accuser (where applicable) or the University representative, witnesses (outside the room), and representative for the accused, the Chairperson, and judicial members, when applicable. In the event the hearing is closed, no other person shall attend unless authorized by the Dean of Student Life.
2. The hearing begins when all are seated and ready to commence. The Chairperson will call the meeting to order and declare the session ready to begin. Since a written summary of every hearing must be prepared, a tape recorder should be available.
3. The Chairperson will ask the representative for the Accused if he or she is ready. If representative for the Accused wishes to challenge a member of the judicial board, it may be done at this time.
4. The Chairperson will stress the confidential nature of the proceedings and remind those present that they are obliged to speak the truth whenever they are speaking during the hearing.

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5. The Chairperson will call the meeting to order once again and read the charge(s) which have been provided.
6. The Chairperson will ask for the plea of the accused.
7. If the Accused pleads “responsible”, the judicial board will dismiss all from the room in order to deliberate upon the appropriate penalty. After deciding the appropriate penalty, the audience will be recalled into the room. The chairperson will call the hearing to order and read the results to the accused.
8. If the Accused pleads “not responsible”, the following will be the procedures:
 - The Chairperson will present the opening remarks, state the nature of the accusations, and in a brief statement will outline the major elements of the case.
 - The Accuser makes a statement or, in cases where the University is bringing the action, a University representative will present the University’s case. The opening statement by the Accuser may be read aloud or be submitted in writing for the Chairperson to read.
 - Witnesses for the Accuser or University will be called in to testify one at a time. After each witness has testified, the Accused may then cross-examine, if he or she wishes to do so. The members of the judicial board may question each witness if any member has any questions. After the witnesses for the Accuser have all been called, the case for the Accuser is closed.
 - The Accused now follows the same procedures as above: opening remarks, calling of witnesses, direct examination, cross-examination by the Accuser, and questions from the judicial board members, if any. After all witnesses have been called, the case for the Accused is closed.
 - The Accuser or, in cases where the University is bringing the action, a University representative will present closing remarks (summarizing the prior testimonies and how they may relate to the case).
 - The Accused present closing remarks in a like manner.
 - The judicial board will then close to allow for its deliberation. The verdict and penalty, if applicable, will be read by the Chairperson. In order to decide that a student is guilty, at least a majority of the votes must
 - Support the charge(s). Each judicial board member has one vote.
9. Any Accused judged not guilty shall be acquitted.
10. All hearing records will be maintained until a final report has been filed with the Dean of Student Life.
11. The hearing records will be maintained by the Dean of Student Life.
12. The failure of the appropriate disciplinary agency to follow the precise procedures outlined above does not necessarily negate its deliberations and findings. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

4.24 APPEAL PROCEDURE

Right to Appeal: The Accused may request an appeal.

4.24.1 Grounds for an Appeal: A decision of a UAPB Judicial Board or administrator may be appealed upon one or more of the following grounds:

1. Prejudicial error committed during the hearing whereby a fair hearing was not given.
2. Non-cumulative material and relevant evidence, new or newly discovered.

The decision or judgment is not supported nor justified by the evidence. Specific indications will be made citing the rationale.

3. Sanctions were not appropriate.

4.24.2 Granting or Denial of Appeals: A written request for an appeal must be submitted by the student to the Chairperson of the next highest judicial board, if the board decides that an appeal is not warranted based on the merit of the appeal petition. Appeals that have been denied by one judicial board cannot be taken to another board. Each appeal board will meet to determine the merits of the appeal and decide if it should be accepted or denied: the decision will be made within forty-eight (48) hours of receiving the appeal letter.

4.24.3 Contents of Appeal Letter. Letters of appeal shall contain a statement of sufficiency in order to allow the chairperson and the members of the next highest judicial board to make a reasonable judgment on whether to grant the appeal. If an appeal is denied, appropriate written response will be made to the person who requested the appeal and a copy will be forwarded to the Vice Chancellor for Student Affairs.

4.24.4 Appeal Process: Once an appeal letter has been accepted for review, the higher judicial board will review the case and evidence. Once reviewed, the judicial board may do one of two things:

1. Accept the appeal for hearing.
2. Deny the appeal.

If an appeal is accepted, the judicial board will set a time, place, and date to hear the case and basis for appeal. Once heard, the higher judicial board may do one of three things:

1. Sustain the findings and penalty.
2. Sustain the findings and alter the penalty downward.
3. Reverse the findings.

Appeals that have been denied by one judicial board cannot be taken to another board. Each appeal board will meet to determine the merits of the appeal and decide if it should be accepted or denied: the decision will be made within forty-eight (48) hours of receiving the appeal letter.

4.24.5 Contents of Appeal Letter.

Letters of appeal shall contain a statement of sufficiency in order to allow the chairperson and the members of the next highest judicial board to make a reasonable judgment on whether to grant the appeal. If an appeal is denied, appropriate written response will be made to the person who requested the appeal and a copy will be forwarded to the Vice Chancellor for Student Affairs.

4.24.6 Appeal Process: Once an appeal letter has been accepted for review, the higher judicial board will review the case and evidence. Once reviewed, the judicial board may do one of two things:

1. Accept the appeal for hearing.
2. Deny the appeal.

If an appeal is accepted, the judicial board will set a time, place, and date to hear the case and basis for appeal. Once heard, the higher judicial board may do one of three things:

1. Sustain the findings and penalty.
2. Sustain the findings and alter the penalty downward.
3. Reverse the findings.

4.25 EFFECTIVE DATE OF SANCTIONS

4.25.1 Sanctions other than Expulsions and Suspension: In cases where the decision of the committee or board is one other than to expel or suspend the student, the sanction shall take effect only after:

1. The student has been informed.
2. The deadline for appeal has expired.

4.25.2 Sanctions of Expulsion and Suspension: In cases where the decision of the committee or board is to expel or suspend the student, the sanction shall take effect only after:

1. The student has been informed;
2. The Vice Chancellor for Student Affairs is notified in writing of the decision and findings; reasons for the decision, sanction imposed, and notification of the right to petition for appeal; and
3. The deadline for appeal has expired.

The presence of suspended or expelled students on campus is prohibited unless authorized by the Vice Chancellor for Student Affairs or his/her designee. Upon the suspension or expulsion from the University of Arkansas at Pine Bluff, the student shall arrange to vacate the campus within forty-eight (48) hours after he/she has been notified of his/her disciplinary sanction.

4.26 ADMINISTRATION OF DISCIPLINARY RECORDS AND DISCIPLINARY INFORMATION

A transcript contains only academic information and disciplinary actions which denies the privilege of the student to continue in or return to the University. Then notation of suspension or expulsion is removed from the official transcript by the Office of Student Life and Enrollment Management when the term of the sanction has expired or when the student has been re-admitted.

Academic and disciplinary records are kept separate to minimize the risk of improper disclosure. The disciplinary records shall be treated as confidential. The contents of the student’s disciplinary record may be made available for use within the University only upon the written request of the student or upon direction of the Dean of Student Life.

Records will be given to persons outside the University only upon written request of the student or in response to a court order.

The University shall maintain for every student who has been suspended or expelled a permanent written disciplinary record of the charge, the sanction assessed, and any other pertinent information. However, for every student who has received a disciplinary sanction less than suspension or expulsion, the University shall provide for the periodic destruction of the disciplinary record after two years from the last date of attendance or when the student graduates.

4.27 STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT AND TITLE II OF THE ADA

The University of Arkansas at Pine Bluff (UAPB) is committed to the policy of providing educational opportunities to all qualified students and shall not discriminate against any student on the basis of disability. Each UAPB student has rights protected by Section 504 of The Rehabilitation Act of 1973, and Title II of The Americans with Disabilities Act of 1990 and their implementing regulations.

All questions or complaints regarding student disability-related issues should be addressed to the attention of Mr. Michael Bumpers, the Section 504-ADA Coordinator, who is located in Room 208 of Caldwell Hall. Mr. Bumpers may be reached by telephone at (870) 575-8089 and facsimile at (870) 575-4618. His mailing address is: Office of Veteran and Disability Services, UAPB, Mail Slot 4949, Pine Bluff, AR 71601. Mr. Michael Bumpers is trained as the UAPB resource person to assist students with disability-related issues.

Any student who feels he/she has been discriminated against on the basis of disability may access the UAPB Grievance Procedure relating to claims of discrimination. A copy of this Procedure may be obtained from Mr. Michael Bumpers upon request.

Any student who feels he/she has been denied programmatic access to any educational service offered by UAPB because of a disability should transmit that concern to Mr. Michael Bumpers.

4.27.1 Grievance Procedure For Alleged Discrimination

The University is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of disability, race, color, sex, creed, veteran’s status, age, marital or parental status, or national origin. The Section 504, ADA Coordinator is the person designated to assist students alleging disability discrimination in utilizing a special grievance procedure and the Dean of Students Life is the person designated to assist student claiming other types of discrimination.

Any student who alleges the existence of any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), title IX of Education Amendments of 1972 (title IX), or the Age Discrimination Act of 1975, and their implementing regulations, should contact the Dean of Students Life at (870) 575-8361 for assistance in addressing such grievances. Any student who alleges the existence of any policy, procedure or practice prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations, should contact the Section 504, ADA Coordinator at (870) 575-8089 for assistance in addressing such grievances. The specific UAPB grievance procedure for issues such as these is as follows:

GRIEVANCE PROCEDURE RELATING TO SECTION 504, TITLE II, TITLE VI, TITLE IX, AND OTHER DISCRIMINATION COMPLAINTS BROUGHT BY STUDENTS AT THE UNIVERSITY OF ARKANSAS AT PINE BLUFF (UAPB).

4.27.1.1 Purpose and Scope.

A. Policy Statement. UAPB prohibits discrimination on the basis of race, color, national origin, disability, sex, or age.

B. Purpose. The purpose of this procedure is to provide the process for addressing student grievances alleging discrimination based on race, color, national origin, disability, sex, or age.

4.27.1.2 Definitions.

A. Grievance. Grievance means a complaint of a student alleging any policy, procedure, or practice prohibited by Title VI, title IX of Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations.

B. Procedure. The steps outlined in this procedure shall constitute the grievance procedure for discrimination complaints brought by students based on race, color, national origin, disability, sex, or age.

C. Grievant. Grievant means, a student who submits a grievance alleging violation of Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II, and their implementing regulations.

D. Respondent. Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

E. Section 504, ADA Coordinator. The person designated by the UAPB Chancellor to serve as Section 504/ADA Coordinator, or his /her designee, who shall handle all complaints of disability, discrimination brought by students.

F. Vice Chancellor Student Affairs. Refers to the Vice Chancellor, or his/her designee, where appropriate.

G. Dean of Student Life. Refers to the Deans of Students Life, or his/her designee, where appropriate.

H. Calendar Day. Whenever any provision of this procedure calls for a particular action to be taken within a certain number of calendar days, in the event the last day for that action falls on a Saturday, Sunday or a day on which UAPB is closed for business, such action may be taken on the first day following the Saturday, Sunday or day when the University is closed.

4.27.1.3 Filing a Grievance.

A. Eligibility of Filing. Any UAPB student may file a grievance alleging discrimination on the basis of race, color, national origin, disability, sex, or age.

B. Pre-Grievance Meeting. Prior to the filing of a written grievance, and within fifteen (15) calendar days of the occurrence of the alleged violation(s), or the date the grievant became aware of the alleged violation(s), the grievant should first consult with the Dean of Student Life; or Section 504, ADA Coordinator, as appropriate, who shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance. If the matter cannot be resolved at this level, a written grievance should be submitted to the Dean of Student Life; or section 504, ADA Coordinator, as appropriate, for subsequent processing in accordance with the procedures for formal grievances outlines below.

C. Filing a Grievance. Grievances filed with the Dean of Student Life; or Section 504, ADA Coordinator, as appropriate, shall be submitted in writing on a standard form attached hereto as Exhibit 1, to be obtained from the Dean of Student Life; or Section 504, ADA Coordinator, as appropriate, which shall include the following information:

- name and address of the grievant(s)
- nature, date and description of the alleged violation;
- requested relief for corrective action; and
- any background information that the grievant believes to be relevant.

D. Time Limit for Grievance Filing. A written grievance must be filed within twenty (20) calendar days after the Dean of Student Life; Section 504, ADA Coordinator concludes attempts to informally resolve the grievance as set forth in III-B above.

E. Notification of Respondent(s). Immediately upon receipt of a formal written grievance, the Dean of Student Life; Section 504, ADA Coordinator, as appropriate, will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within (10) calendar days. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action by the appropriate UAPB official.

F. Response. The response should include any denial, in whole or in part, of the charges, and the respondent’s account of the situation questions. Failure to respond may subject the respondent to disciplinary action by the appropriate UAPB official.

Academic Calendar for 2015 - 2016

Fall Semester - 2015

Faculty Report for Duty	August 17, 2015
Dormitories Open for New Freshmen	August 17, 2015
New Freshmen Welcome Activities Begin (Evening)	August 17, 2015
New Freshmen Orientation and Registration Begins (By Alphabetized Schedule)	August 18, 2015
Dormitories Open for Upperclassmen	August 19, 2015
Upperclassmen and Graduate Students Registration Begins	August 20, 2015
Returning/Advanced Freshmen Registration Begins	August 20, 2015
First Day of Instruction	August 24, 2015
Late Registration Begins	August 25, 2015
Drop/Add Fees Assessed/Late Registration Continues	August 26, 2015
Last Day to Register/Drop/Add Schedule Change	August 28, 2015
Last Day for Course Cancellation Adjustments	September 1, 2015
Labor Day (No Classes/Administrative Offices Closed)	September 7, 2015
Non-Attendance Census Report Due in Registrar's Office	September 10, 2015
May 2016 Graduation Application Due in Registrar's Office	September 11, 2015
Mid-Term Examination Week	October 12 - 16, 2015
Delinquent Mid-Term Grades Due	October 19, 2015
Delinquent Mid-Term Grades Distribution to Departments	October 26, 2015
Last Day to Drop a Class(s)/Grade of "W" Awarded	November 2, 2015
Spring 2016 Pre-Registration/Financial & Academic Advisement Week	November 16 - 20, 2015
Final Examinations for December 2015 Graduates	November 23 - 30, 2015
Thanksgiving Holiday Break (No Classes/Administrative Offices Closed)	November 26 - 27, 2015
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	November 30, 2015
Grades Due for December 2015 Graduates in Registrar's Office	December 2, 2015
Last Day of Instruction	December 3, 2015
Day of Study	December 4, 2015
Final Examinations	December 7 - 10, 2015
Fall Commencement	December 11, 2015
Grades Due in Registrar's Office	December 15, 2015



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Academic Calendar for 2015 - 2016

Spring Semester - 2016

Faculty Report for Duty**	January 4, 2016
Academic Appeals and Financial Aid Verification (Resolve Pending Issues)	January 5 - 6, 2016
Registration Begins	January 7, 2016
First Day of Instruction	January 11, 2016
Late Registration Begins	January 12, 2016
Drop/Add Fees Assessed/Late Registration Continues	January 13, 2016
Last Day to Register/Drop/Add Schedule Change	January 15, 2016
Martin Luther King, Jr. Holiday Observed (No Classes/Offices Closed)	January 18, 2016
Last Day for Course Cancellation Adjustments	January 20, 2016
Non-Attendance Census Report Due in Registrar's Office	January 28, 2016
Mid-Term Examination Week	March 14 - 18, 2016
Delinquent Mid-Term Grades Due	March 21, 2016
Spring Break Week	March 21 - 25, 2016
Delinquent Mid-Term Grades/Summaries Distributed to Departments	March 29, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	April 5, 2016
Summer and Fall 2016 Pre-Registration/Financial & Academic Advisement Week	April 11 - 15, 2016
Final Examinations for May 2015 Graduates	April 21 - 26, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	April 26, 2016
Grades Due for May 2016 Graduates in Registrar's Office	April 28, 2016
Last Day of Instruction	April 29, 2016
December 2016 Graduation Application Due in Registrar's Office	April 29, 2016
Day of Study	May 2, 2016
Final Examinations	May 3 - 6, 2016
Spring Commencement	May 7, 2016
Grades Due in Registrar's Office	May 10, 2016

First Summer Session - 2016

Registration for First and Second Term Begins	May 26, 2016
Memorial Day Observed	May 30, 2016
First Day of Instruction	May 31, 2016
Late Registration/Last Day to Drop/Add/Register	June 1, 2016
Last Day for Course Cancellation Adjustments	June 2, 2016
Non-Attendance Census Report Due in Registrar's Office	June 9, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	June 13, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	June 23, 2016
Last Day of Instruction/Final Examinations	June 30 - July 1, 2016
Grades Due in Registrar's Office	July 5, 2016

Second Summer Session - 2016

Registration for Second Term Continues	July 5, 2016
First Day of Instruction	July 5, 2016
Late Registration/Last Day to Drop/Add/Register	July 6, 2016
Last Day for Course Cancellation Adjustments	July 7, 2016
Non-Attendance Census Report Due in Registrar's Office	July 14, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	July 18, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	July 28, 2016
Last Day of Instruction/Final Examinations	August 4 - 5, 2016
Grades Due in Registrar's Office	August 9, 2016

**Date to be confirmed.

